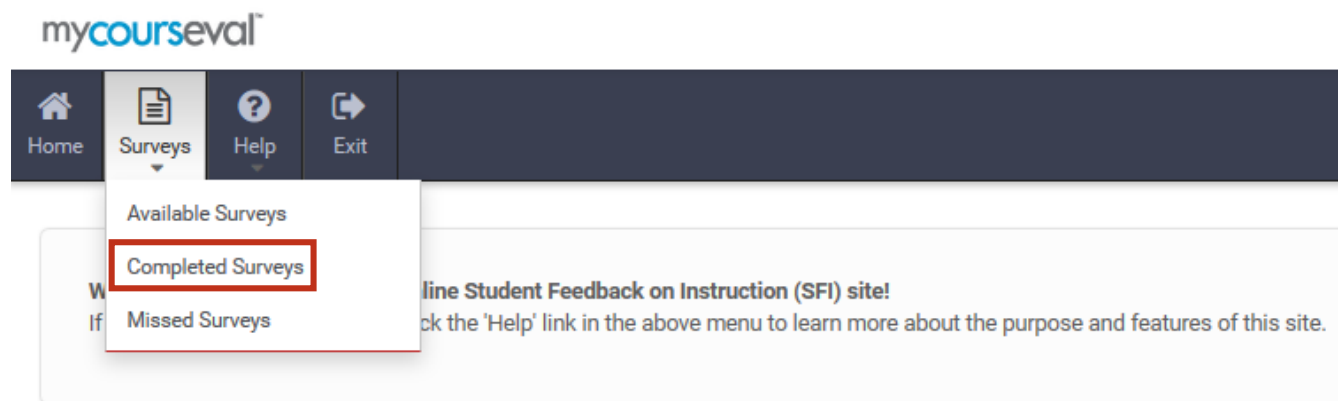


## How to Edit Your Responses to Your Student Feedback on Instruction Survey

*Important:* Survey responses can only be edited during the survey availability period. Responses cannot be changed after a survey has closed.

Follow the steps below to edit your survey responses.

1. Log into your CoursEval account: [http://tiny.cc/CoursEval\\_Student](http://tiny.cc/CoursEval_Student)
2. On the top, left corner of the screen, select **Completed Surveys** beneath the **Surveys** tab.



3. Your completed surveys will be displayed on the Completed Surveys screen. The most recently completed surveys will be listed at the top of the list. If you do not see your survey, please select the downward arrow to the right of **Date/Time Completed** to sort by date.
4. Click on **Edit Survey Answers** in the **Date Closed** column. Be sure to select **Submit Survey** at the bottom of the survey page. Your previous responses will be overwritten.

Responsible Faculty	Date/Time Completed		Date Closed
S. Paxton	Mar 30, 2016 11:30 AM Send Proof	▼	Apr 20, 2016 11:59 PM <a href="#">Edit Survey Answers</a>