Select the **Surveys** module
Use the drop-down boxes to select the Topic, Year + Half and Availability that you want to evaluate.
Select the Question Set that you wish to edit by clicking on the Survey Description

**NOTE:** Once the survey is open to students only the Viewing Lists can be edited

Click on the Survey Description for Question Set U to edit the survey open and close dates and the topic related Question Set

Click on the Survey Description for Question Set L to edit the Lecturer Question Set

Click on the Survey Description for Question Set T to edit the Tutor Question Set
Check that the appropriate viewers are listed on the Viewer List.