If an instructor for a course changes after you’ve generated a survey, you can assign the survey to a substitute instructor and then reprint the survey.

1. To assign a substitute instructor, click **Display Surveys** on the left menu.

2. Click the name of the course that you want to edit.

3. Click **Assign survey to a substitute instructor**.

4. Select the subunit of the substitute instructor and the instructor’s name.

5. Click **Next**.
6. On the dialogue box that asks “Are you sure you want to link this survey with a substitute instructor?” click OK. You will then see the instructor’s name in the survey details changed to the substitute instructor’s name. You can then use Batch Events to print the revised survey.