

Changing Your SSI Dates

1. Access the SSI Administration website: <https://webapps.spcollege.edu/ssi/>
2. Log in—the login information is the same as your network username and password.
3. Once you have logged in, if the proper term is not displaying, select the appropriate term from the drop-down menu in the top right and click “change.”
4. A list of your courses in that term will be displayed.

Note: If you are an Academic Chair, Program Director, or Dean, or otherwise have access to SSI entries for one or more Academic Orgs, you will have one additional step to get to the instructor page: click on your name in the “Instructor” column, and you will be taken to your instructor page within the SSI administration system. This page holds the links you need to change dates by following the process below.

Course	Section	Term	Instructor	AcadOrg	Campus	Mode	SurveyBegin	SurveyEnd	Status	Roster	Entries	Rate
AAP0018	2020	0500	Daniel Fumano	LIFELN-NC	EC	Online	07/02	07/16	Pending	4	0	0%
AAP0028	2022	0500	Daniel Fumano	LIFELN-NC	EC	Online	07/02	07/16	Pending	9	0	0%
AAP0030	1912	0500	Daniel Fumano	LIFELN-NC	EP	Online	06/29	07/16	Pending	0	0	---

Showing 1 to 3 of 3 entries

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5. To change dates, click the SurveyBegin or SurveyEnd date entry for the desired course.
6. The date change screen will load:

Daniel Fumano AAP0018 Section: 2020

Change Your Survey Dates

Course Begin

Survey Begin

Survey End

Course End

7. On this screen, adjust Survey Begin or Survey End dates as desired, then click “Submit.”
 - a. Course Begin and Course End dates cannot be changed—they are just for reference.
 - b. The window for changing survey dates is no earlier than 60% of the course and no later than 14 days after the default Survey end date. If you want to change survey dates outside of this window, you will need to contact an [SSI Administrator](#) for approval and the SSI Administrator will change the dates.
 - c. Only you or an SSI administrator can change survey dates to your course(s). These dates will not be available to academic administrators.
8. The course list will load again. Check to be sure that the course now matches your desired dates.

The Student Survey of Instruction (SSI) is intended to be an evaluation of the instruction provided during the course. It is administered after the students have participated in the majority of the course (no sooner than the 60% mark of the course) in order to provide the student an opportunity to experience the course instruction. The length of the administration period is approximately the last 20%-25% of the course. Faculty are provided default SSI administration start and end dates, and are permitted to make minor adjustments to these dates within a predetermined timeframe. This ensures a more standardized and consistent data collection process.

Contact your [SSI Administrator](#) if you have any problems or questions.