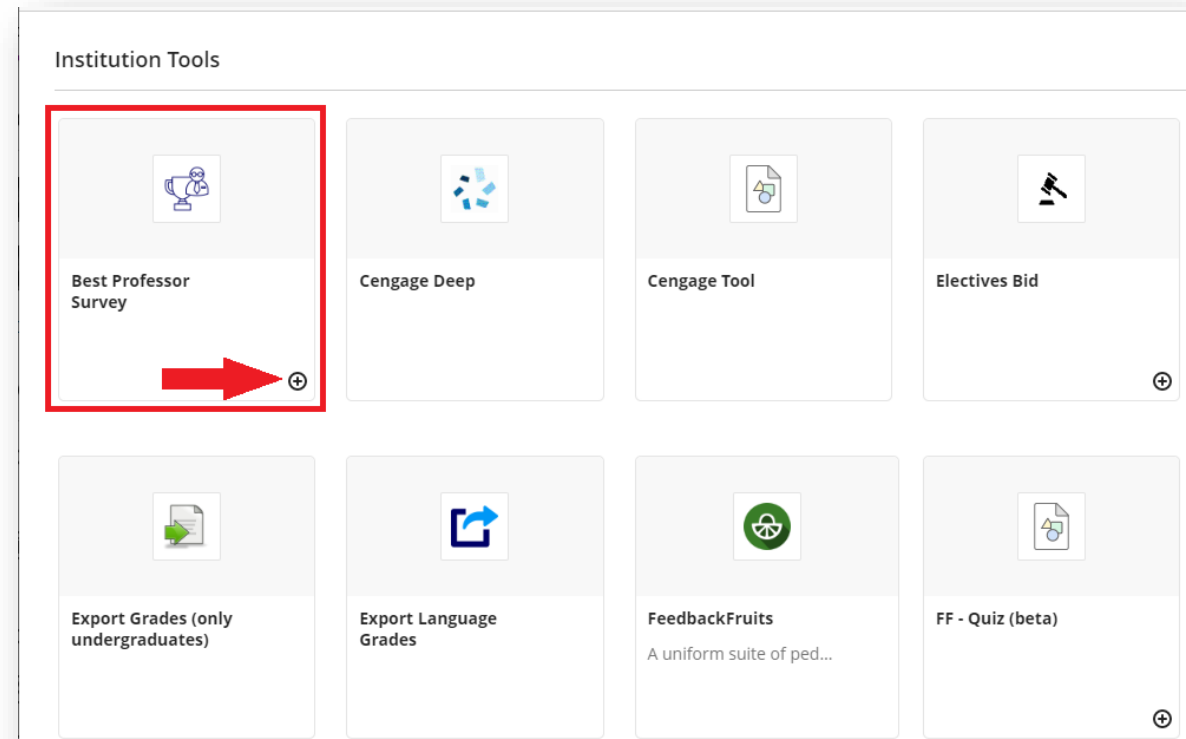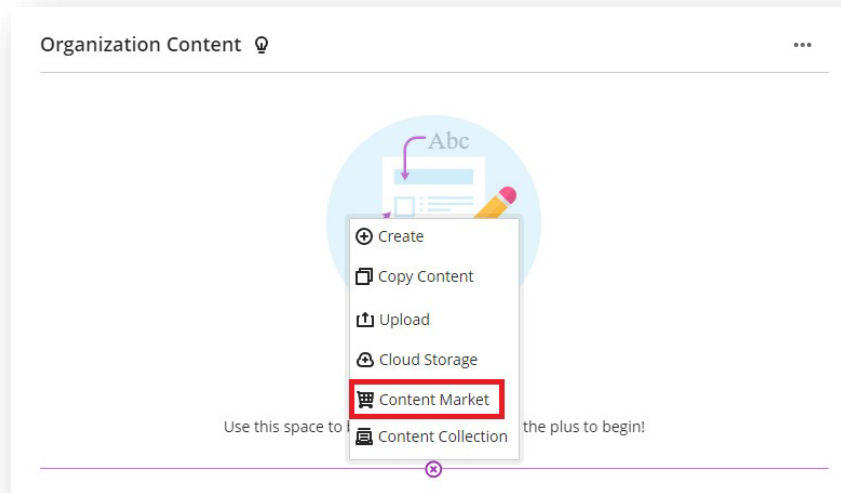# HOW TO: Best Professor Survey

NOTE: This tool should be used only on the General Intake Organization.
E.G.: *IMBA-EN2022January* **(Program Information IMBA-EN 2022 January)**

1. Add the Best Professor Survey Tool on the Organization.

2. Click on the link and set dates of the Survey, then click Save

Organization Content 💡   ⋯

⊕

[▱] **Best Professor Survey**   ⋯
    👁̸ Hidden from participants

---

ie Best professor
UNIVERSITY

Current dates   🔍

Start date	End date	Actions
Sorry, no matching records found		

Rows per page: 50 ▾   0-0 of 0   ‹   ›

Add new

Start date   End date
24/05/2022   📅   05/06/2022   📅

SAVE

3. The newly created Survey will appear at the top of the page
4. Close the Tool to finish

X

4. Close

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✓ The dates were successfully updated

Current dates

🔍

Start date	End date	Actions
24/05/2022	05/06/2022	🗑

Rows per page: 50 ▾   1-1 of 1   ‹   ›

Add new

Start date
24/05/2022 📅

End date
05/06/2022 📅

SAVE

4. Set the visibility of the link for the Students.
   With the *Release Conditions*, you can use the Groups created by section
   to narrow the participants.
   You can also set additional date and time conditions