

Administering a Survey in Class

Instructors have the option of allowing class time for students to complete surveys.

Below is some helpful information:

- ✓ Schedule a day during the survey period and ask students to bring a laptop, tablet, smartphone or reserve a computer lab
- ✓ Let students know they should have received one or more emails with the survey link and ask them to save the email

Sample-email sent to students:

Subject line

Teaching Survey - Please complete today

Invitation Email Content

Dear **(First Name)**,

Complete the Teaching Survey for this class today and you won't receive reminders.

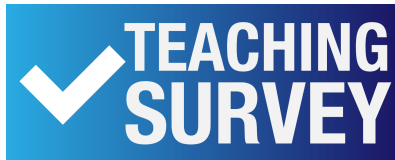
We appreciate your participation.

- Your voice counts
- Responses are confidential
- Instructors do not see results until after final grades are posted

[Take me to my Teaching Surveys NOW.](#)

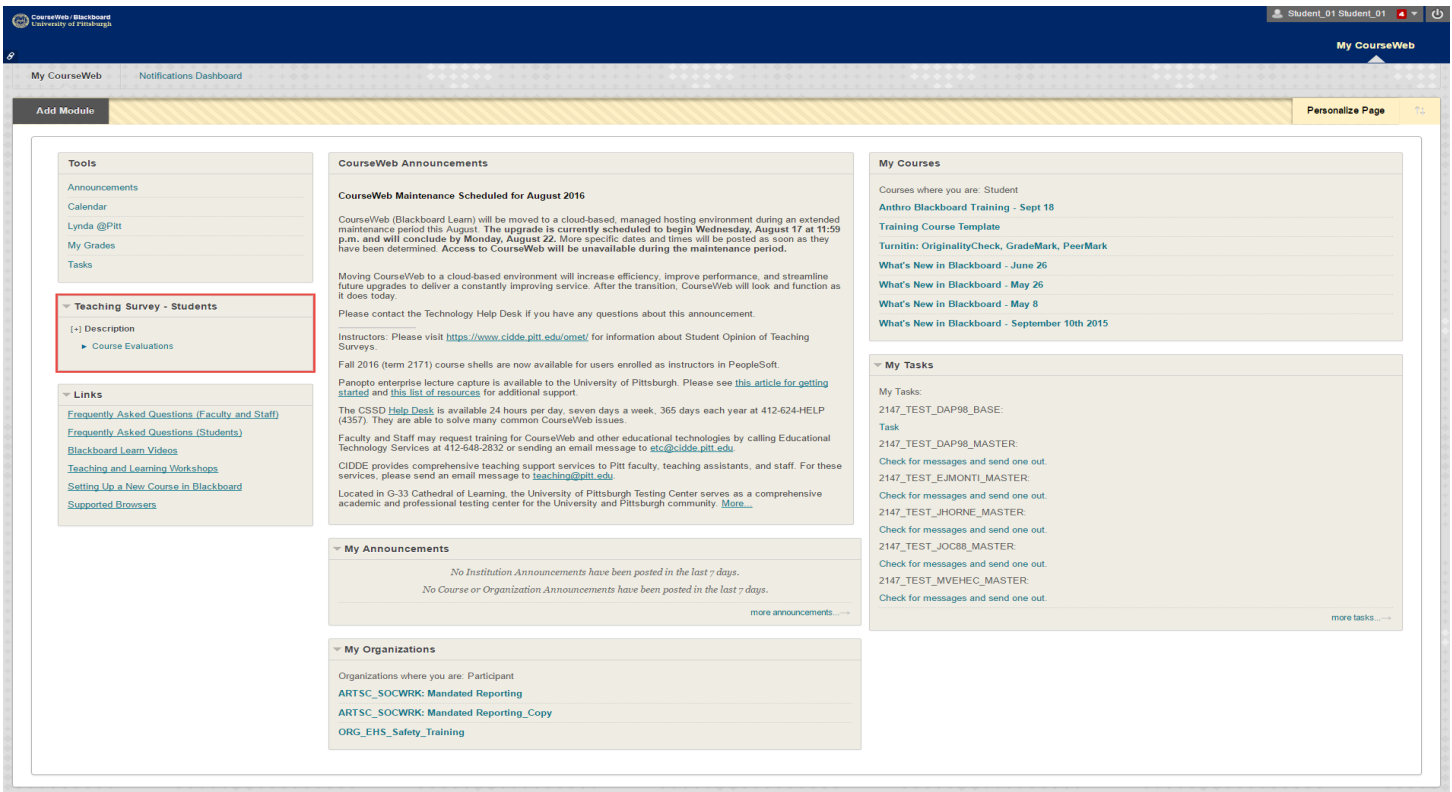
Contact us with questions at TeachingSurvey@pitt.edu or 412-624-6440.

Sincerely,
The Office of Measurement and Evaluation of Teaching (OMET)



- ✓ Show students where to access the survey on their CourseWeb landing page:

Student Image of CourseWeb page:



- ✓ Allow 10 - 15 minutes
- ✓ Remind students how important their responses are
- ✓ Let students know that responses are anonymous and you do not see any results until after final grades are posted
- ✓ Leave the room if you feel it is more comfortable for students

Questions?

Contact us at teachingsurvey@pitt.edu or call 412-624-6440.

