

Teaching Survey Opt-out Instructor Guide

Teaching Survey Opt out Process

Remember to **Save** your changes

Step 1 - Go to your Teaching Survey Dashboard <https://teachingsurvey.pitt.edu/pitt/>

Step 2 – The following task is assigned to you:

“Review and Publish the data assigned to you for the (*current term*) Teaching Survey Instructor Opt-out Project”

The screenshot shows the 'My Dashboard' interface. At the top, there are navigation buttons: 'New Project', 'New Report', 'View Projects', and 'View Reports'. Below this is a 'Tasks' section with a search bar and a dropdown menu set to 'All'. A task is listed: 'Review and Publish the data assigned to you for Spring 2017 - Teaching Survey Instructor Opt-out', dated 'Sun, Mar 26, 2017 11:59 PM'. The task has a '2174' ID and is for 'Spring 2017'. A green 'Open' button is highlighted with a red box.

Step 3 – Open the task, a list of your courses should appear.

Step 4 –

- Place a check mark next to the course you would like to opt out of the survey process and click the **Edit** button, course details will appear.

The screenshot shows a table of courses. The first row is selected, and the 'Edit' button is highlighted with a red box. The table has columns for Status, Group, Object ID, Name, DEPARTMENT_CD, CAMPUS_CD, SCHOOL_CD, COURSE_TYPE, and CROSS_LISTED.

Status	Group	Object ID	Name	DEPARTMENT_CD	CAMPUS_CD	SCHOOL_CD	COURSE_TYPE	CROSS_LISTED
<input type="checkbox"/>	0 Instructors	2174-26743	ARTSC 1856 - CAMBRIDGE COURSE 6 - 1010 - Lecture	CAS-UGRD	PIT	ARTSC	Lecture	N
<input checked="" type="checkbox"/>	1 Instructors	2174-26842	ARTSC 1624 - STUDY ABROAD: CROATIA - 1050 - Independent Study	CAS-UGRD	PIT	ARTSC	Independent Study	N
<input type="checkbox"/>	1 Instructors	2174-26961	ARTSC 0500 - INTRODUCTION TO STUDY ABROAD - 1200 - Lecture	CAS-UGRD	PIT	ARTSC	Lecture	N

If you are the **only instructor** listed:

- Click on the Evaluate Box, **Yes** will appear. Change to **No** to opt the course out of the survey.
AND
- Click on **Instructors**. Click the **X** in the top right corner of the box where your name appears. This will remove your name from the Teaching Survey and prevent any tasks being assigned to you.

The screenshot displays a course management interface. At the top, there is a table with columns: Status, Group, Object ID, Name, and DEPARTMENT_CD. The first row shows a course with Object ID 2174-11577, Name 'ARTSC 1501 - SEMINAR: LATIN AMERICA - 1010 - Seminar', and DEPARTMENT_CD 'CAS-UGRD'. Below the table, there are two main sections. The first section is titled 'Valid' and contains fields for Object ID (2174-11577), Name (ARTSC 1501 - SEMINAR: LATIN AMERICA - 1010 - Seminar), DEPARTMENT_CD (CAS-UGRD), CAMPUS_CD (PIT), SCHOOL_CD (ARTSC), COURSE_TYPE (Seminar), CROSS_LISTED (N), and CROSS_LISTED_DESCR. A red box highlights the 'EVALUATE NO' button. The second section is titled '1 Instructors' and contains a 'Valid' status, a 'User ID' field with the value 'LES146@PITT.EDU', and a 'First Name' field. A red box highlights an 'X' icon in the top right corner of the instructor management area, next to an 'Assign Instructors' button.

- **Save** the Change

If you are **one of the instructors in a Multi Instructor class**, ONLY complete this step:

- Click on **Instructors**.
Click the **X** in the top right corner of the box where your name appears. This will remove your name from the Teaching Survey and prevent any tasks being assigned to you.
- **Save** the Change

Refer to the **deadline** in the email that was set to you.

If something appears incorrect, please contact your department administrator to make the necessary changes in PeopleSoft.

Contact The office of Measurement and Evaluation of Teaching (OMET) with questions.
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