

Teaching Survey Opt-Out Instructor Guide

Teaching Survey Opt out Process – This guide is for **instructors** teaching in the Schools of Bradford, Johnstown, Health and Rehabilitation Sciences, or Social Work. All other instructors should contact their Department Administrator for more information.

If you are a **Department Administrator** in The Dietrich School of Arts and Sciences, College of Business administration, KATZ Graduate School of Business, School of Law, School of Public Health, please go to our [Administrator Page](#) for instructions on opting out.

Steps to Opt Out of Surveys

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”

My Dashboard New Project New Report View Projects View Reports

Tasks All ▾

2 of 2 (filtered from 2 tasks) Sort by End Date ▾

📅 Review and Publish the data assigned to you for Spring 2017 - Teaching Survey Instructor Opt-out
🕒 Sun, Mar 26, 2017 11:59 PM 2174 Spring 2017 Open

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.

TEACHING SURVEY

Edit course - (1 selected / 81 found)

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.

Status Group Object ID Name DEPARTMENT_C

• 1 Instructors 2174-11577 ARTSC 1501 - SEMINAR: LATIN AMERICA - 1010 - Seminar CAS-UGRD

Valid

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

CROSS_LISTED_DESCR

EVALUATE
NO

CLASS_ATTRIBUTE

TEAM_TAUGHT
No

1 Instructors

Valid

User ID
LES146@PITT.EDU

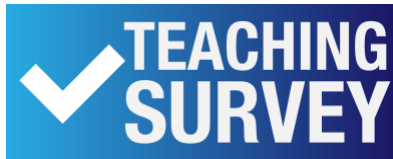
First Name

Assign Instructors

- Save the Change

Pitt

UNIVERSITY CENTER FOR
TEACHING AND LEARNING



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.
TeachingSurvey@pitt.edu | 412-624-6440