

Teaching Survey Email Notification Schedule

Email notifications and reminders are automatically sent to instructors and students enrolled in the Teaching Survey process. Emails are sent to official University of Pittsburgh email addresses. If you are not receiving emails, please check spam, junk, and clutter folders. Contact the HELP Desk at 412-624-HELP or helpdesk@pitt.edu to report problems with email delivery.

Emails are sent for the following tasks:

Students

Request to complete surveys - Once surveys are completed and submitted, email notifications will cease unless new courses have been added to the survey process.

Instructors

Adding Questions to your survey – Instructors can submit the form without adding questions to avoid receiving reminders.

Monitoring Response Rates – Instructors receive an initial notification on the day surveys begin. Reminders are sent periodically throughout the survey period to remind instructors that they may check response rates and encourage students to participate.

Results/Reports - Instructors will receive an email notification informing them that reports are accessible along with instructions for viewing and downloading reports.

Opting out of the Survey Process - Instructors in the Schools of Social Work, Health and Rehabilitation Sciences, UPB, and UPJ will receive a notification and reminders about opting out of the survey process. Reminders will continue up until the deadline to opt-out.