



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. Check <https://teaching.pitt.edu/omet/> for current survey period dates.
- ✓ Let students know they should have received one or more emails with “Teaching Survey” in the subject line.
- ✓ Students can also access the survey through My Pitt and CourseWeb. Go to our [Student Page](#) to see sample images.
- ✓ Allow 10 – 15 minutes.
- ✓ Remind students how important their responses are.
- ✓ Let students know that you receive anonymized results AFTER grades are posted.
- ✓ Leave the room if you feel it is more comfortable for students.

Questions?

Call 412-624-6440 or contact us at omet@pitt.edu.