

Student Opinion of Teaching Survey Results Distribution - Instructor Reports

Release of Instructor Results Reports

- Results reports are released once the term is over and final grades are posted.
- Beginning with surveys administered in fall 2016, individual instructor results are available on the instructor's Teaching Survey Dashboard.
- Instructors will receive an email notification when their reports are available.
- Reports can be viewed online and pdf versions can be downloaded.
- Reports will remain active on the instructor's dashboard. To access older reports, choose the Archived option under the Reports heading.

Individual Instructor Report

Beginning summer 2017, one standard report is issued for each class. The report includes numerical results, comments, and responses to Question Personalization items (if the instructor did not add any additional questions, this section of the report will be empty).

Low Enrollment Class Reports

Surveys for all classes are automatically activated regardless of enrollment*. There is a minimum threshold set for reporting.

Standard Reports (including numeric, comments, and results to questions added by the instructor) are issued as follows:

Individual (non-cross-listed) classes:

- No report issued for classes with fewer than five students enrolled

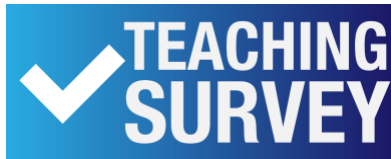
Cross-listed classes:

- No report issued for any of the sections with fewer than five students enrolled
- A combined report will be automatically issued for cross-listed classes if the total number of enrollment for all sections is five or more and if the class is not taught by multiple instructors.

Comment and QP Reports

Beginning Summer 2018, a report containing comments to the standard survey questions and results to QP's added by the instructor for low enrollment classes will be sent to the instructor upon request. This will not be a published report, so it will not appear on the Teaching Survey Dashboard.

*some schools and departments may choose to opt these courses out of the survey process.

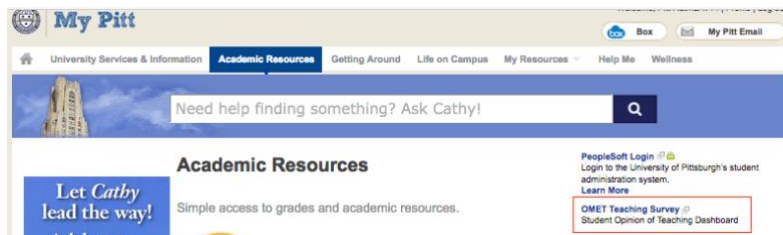


How to Access Reports

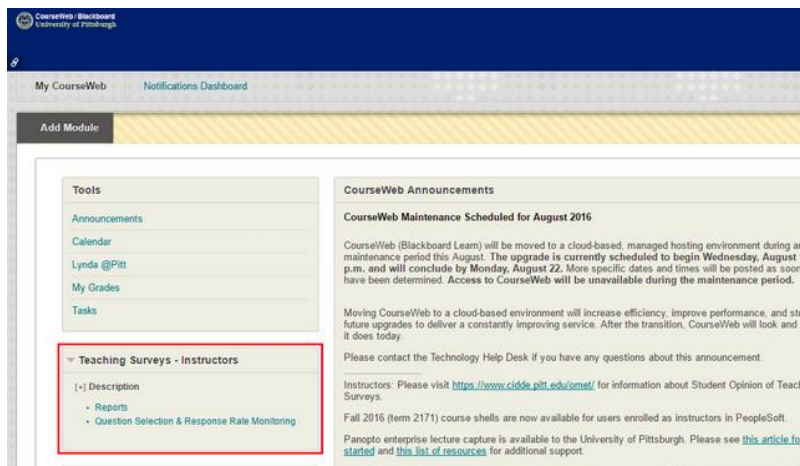
Instructors can access their Teaching Survey Dashboard by:

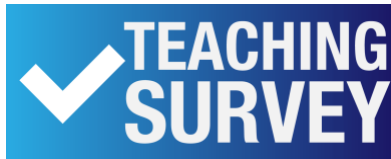
Direct URL - <https://teachingsurvey.pitt.edu/pitt/>

My Pitt – (sample image)



CourseWeb – (sample image)

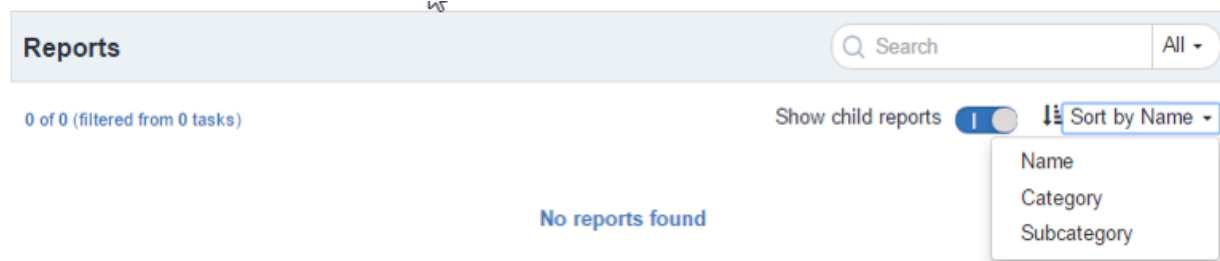




Navigating the Dashboard

Tasks will appear at the top of the page. Tasks include adding questions to a survey or monitoring response rates during the survey period. Go to the **Reports** section of your Dashboard.

You can sort by Name (of class), Category (term number – example: 2174), Subcategory (term name and year – example: Spring 2017) or you can search for the report with any key word using the Search box (typical search may be term name or number or course name).



Alternatively, under **Reports**, scroll to the bottom of the page where you will see the option to **View More**. The most current reports will be at the end.

Special Report Request

[Requests can be made for a non-standard report.](#)