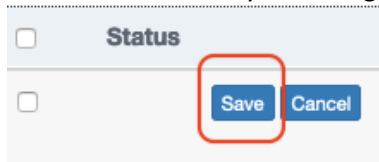


Instructions for Requesting an OMET Midterm Course Survey

This document outlines the process for requesting a Midterm Course Survey. Midterm Course Surveys are administered by instructor request only. End-of-term Teaching Survey administration processes remain the same. For more details about the Midterm Course Survey process (general information, survey questions, survey period dates) go to <https://teaching.pitt.edu/omet/midterm/>

Before getting started here are some important things to remember:

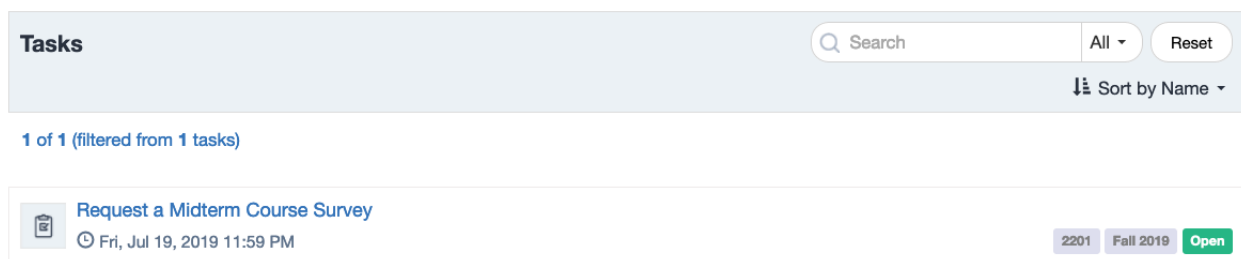
- Multiple instructor classes – only one instructor needs to request
- Make sure to request for all sections of cross-listed courses
- **Remember to *Save*** your changes



Step 1


Request a Midterm Course Survey directly from your Teaching Survey Dashboard - <https://teachingsurvey.pitt.edu/pitt/>

Step 2 – Under the Task bar, you will find the option to:
Request a Midterm Course Survey

A screenshot of a dashboard interface. At the top, there is a 'Tasks' section with a search bar, a dropdown menu set to 'All', and a 'Reset' button. Below this, there is a 'Sort by Name' dropdown. The main content area shows '1 of 1 (filtered from 1 tasks)'. A task card is displayed with a trash icon, the title 'Request a Midterm Course Survey', a clock icon, and the timestamp 'Fri, Jul 19, 2019 11:59 PM'. On the right side of the card, there are three buttons: '2201', 'Fall 2019', and 'Open'.

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

Step 4 – Edit your course.

Status	Group	Name
<input checked="" type="checkbox"/>  Edit	• 1 Instructors	ASTRON 0101 - INTRODUCTION TO ASTRONOMY - 2010 - Lecture

Place a check mark next to the course you would like to request a midterm survey for and click the **Edit** button; course details will appear.

<input checked="" type="checkbox"/> Save Cancel	• 1 Instructors	ASTRON 0101 - INTRODUCTION TO ASTRONOMY - 2010 - Lecture
---	-----------------	---

Valid

Object ID
2201-16014

Name
ASTRON 0101 - INTRODUCTION TO ASTRONOMY - 2010 - Le

TERM_NUMBER
2201

MIDTERM_COURSE_SURVEY
-

The Evaluate field will be blank.

MIDTERM_COURSE_SURVEY

✓ -
Yes

Click on the drop-down arrow and choose **Yes**.

SAVE YOUR CHANGE

Status
<input type="checkbox"/> Save Cancel

Bulk Edits

If you are teaching multiple classes and wish to request a midterm survey for all of them:

Step 1 - Check the Edit courses box above the status bar.

[Edit courses](#) ▾



(3 selected / 3 found)

<input checked="" type="checkbox"/>	Status	Group	Object ID	Name	TERM_NUMBER
<input checked="" type="checkbox"/>	Edit	• 1 Instructors	2201-16014	ASTRON 0101 - INTRODUCTION TO ASTRONOMY - 2010 - Lecture	2201
<input checked="" type="checkbox"/>	Edit	• 1 Instructors	2201-24358	ADMPS 3114 - COMPETENT MGT STDNT PSNL SVCS - 1200 - Lecture	2201
<input checked="" type="checkbox"/>	Edit	• 1 Instructors	2201-28719	BMIS 2526 - DATA PROGRAMMING WITH R - 1600 - Lecture	2201

Step 2 - Click on the drop-down box and choose Edit courses fields:

[Edit courses](#) ▾

Edit courses fields



Assign group members

Unassign group members

Restore courses

Publish courses

Group

Object ID

• 1 Instructors 2201-16014

• 1 Instructors 2201-24358

• 1 Instructors 2201-28719

Step 3 –

- Click on the drop-down box under Field and choose Midterm Course Survey.
- Click on the drop-down box under New value and choose Yes.
- Click on Add Field
- Hit Apply

Edit courses fields

Field	New value	
MIDTERM_COURSE_SURVEY	-	Add field

[Apply...](#) [Cancel](#)

Step 4 – You will be asked to Confirm your changes, click Yes.

Confirm Changes

Are you sure you want to modify all selected courses?

Field
.MIDTERM_COURSE_SURVEY -> Yes
for 3 courses

Courses to be edited:

« 1 »

	Object ID	Name	TERM_NUMBER	MIDTERM_COURSE_SURVEY
●	2201-16014	ASTRON 0101 - INTRODUCTION TO ASTRONOMY - 2010 - Lecture	2201	Yes
●	2201-24358	ADMPS 3114 - COMPETENT MGT STDNT PSNL SVCS - 1200 - Lecture	2201	Yes
●	2201-28719	BMIS 2526 - DATA PROGRAMMING WITH R - 1600 - Lecture	2201	Yes

Yes Cancel

Refer to the **Request 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.

omet@pitt.edu | 412-624-6440