

## OMET Teaching Survey Opt-out - Faculty Guide

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

- If you are teaching in the **Schools of Medicine or Pharmacy** – please contact [OMET@pitt.edu](mailto:OMET@pitt.edu) to request a survey of your classes
- If you are a **Department Administrator** in any of the other schools, 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”

**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.

Edit courses - (1 selected / 81 found)

<input type="checkbox"/>	Status	Group	Object ID	Name	DEPARTMENT_CD	CAMPUS_CD	SCHOOL_CD	COURSE_TYPE	CROSS_LISTED
<input type="checkbox"/>	● <a href="#">Edit</a>	• 0 Instructors	2174-26743	ARTSC 1856 - CAMBRIDGE COURSE 6 - 1010 - Lecture	CAS-UGRD	PIT	ARTSC	Lecture	N
<input checked="" type="checkbox"/>	● <a href="#">Edit</a>	• 1 Instructors	2174-26842	ARTSC 1624 - STUDY ABROAD: CROATIA - 1050 - Independent Study	CAS-UGRD	PIT	ARTSC	Independent Study	N
<input type="checkbox"/>	● <a href="#">Edit</a>	• 1 Instructors	2174-26961	ARTSC 0500 - INTRODUCTION TO STUDY ABROAD - 1200 - Lecture	CAS-UGRD	PIT	ARTSC	Lecture	N

## AND

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.
- 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\_G

[Save](#) [Cancel](#) • 1 Instructors 2174-11577 ARTSC 1501 - SEMINAR: LATIN AMERICA - 1010 - Seminar

● 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

CROSS\_ATTRIBUTE

TEAM\_TAUGHT  
 No

● 1 Instructors

● Valid  
 User ID  
 LES146@PITT.EDU  
 First Name

Assign Instructors



- **Save** the Change
- 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 our [survey timeline](#) for important dates and deadlines 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](mailto:TeachingSurvey@pitt.edu) | [omet@pitt.edu](mailto:omet@pitt.edu)