



OMET Teaching Survey Opt-Out School and Department Administrator Guide

This document is intended for School and Department Administrators in ARTSC, CBA, KGSB, LAW, and PUBHL. If you are an instructor in the schools of UPB, UPJ, SHRS, or SOCWRK, please refer to the *Teaching Survey Opt-Out Instructor Guide* on our Faculty page. Instructors and administrators in all other Schools should [contact OMET](#) for assistance or with questions.

The Opt Out Task allows you to:

- Opt out individual courses or instructors
- Change survey start and end dates
- Make opt out or survey date changes to groups of courses

Important things to note before you begin:

- Surveys for all courses and all Primary, Secondary, and TA's associated with the course are automatically activated.
- If you opt out the course – NO survey is administered.
- If you opt out some of the instructors and leave “Yes” in the Evaluate column, the course and remaining instructors WILL be surveyed.
- No changes to data (instructor names, course type, rank, etc.) can be made in the Data Verification (DIG) tool. ALL changes must be made in PeopleSoft and will take 24 to 48 hours to appear on your Dashboard.
- Remember to **Save** your changes.

Opting Out and Making 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 (current term) Teaching Survey School and Department Admin Opt - out”

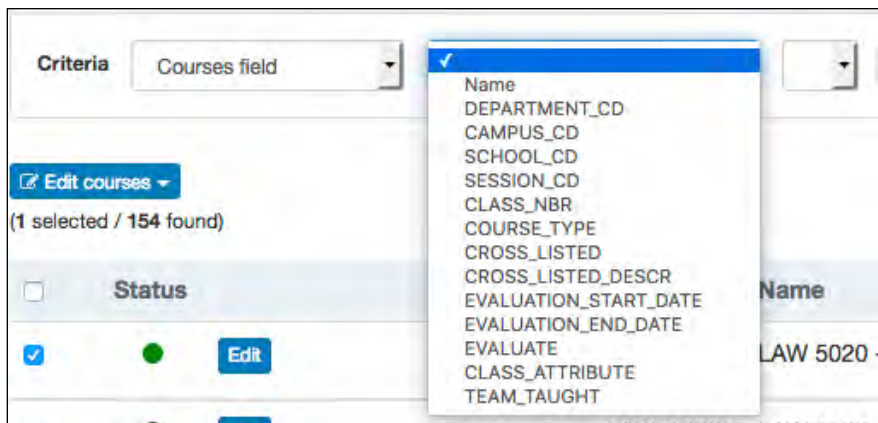
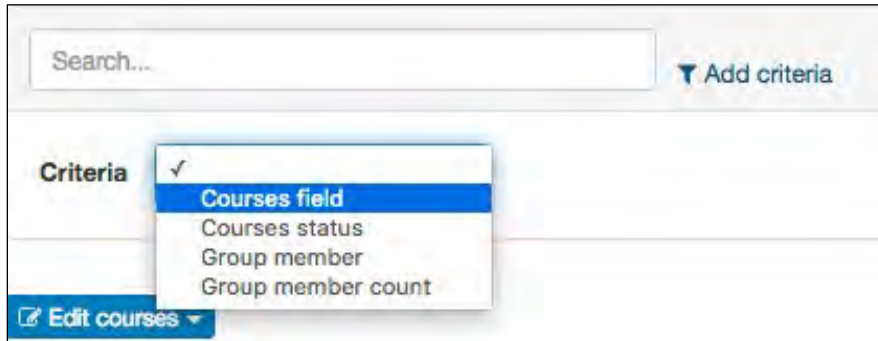
The screenshot shows a dashboard with a navigation bar containing 'New Project', 'New Report', 'View Projects', and 'View Reports'. Below this is a 'Tasks' section with a search bar and a dropdown menu set to 'All'. It indicates '2 of 2 (filtered from 2 tasks)' and 'Sort by End Date'. The main task listed is 'Review and Publish the data assigned to you for Fall 2017 - Teaching Survey School and Department Admin Opt - out', dated 'Tue, Oct 10, 2017 2:50 PM'. At the bottom right of the task card, there is a red-bordered button labeled 'Open'.



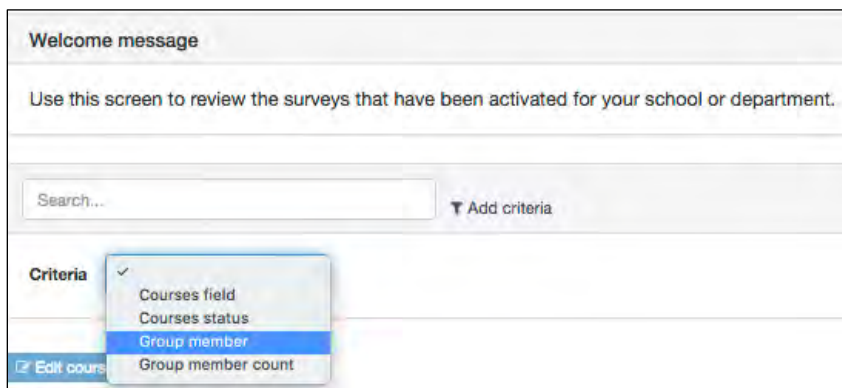
A list of Courses will appear.

Step 3 - Using Filtering Criteria

Filter by choosing the Courses field option:



Filter by Instructor Name (group member name):





Welcome message

Use this screen to review the surveys that have been activated for your school or department.

Search... ▼ Add criteria

Criteria: Group member ▼ in group Instructors ▼ ▼ Add criterion

▼ First Name Last Name Email WORKING_TITLE RANK_DESCR TENURE

Edit courses ▼
(0 selected / 49 found)

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 ▼
(0 selected / 154 found)

<input type="checkbox"/>	Status	Group	Object ID	Name
<input type="checkbox"/>	● Edit	• 1 Instructors	2181-13757	LAW 5020 - CONTRACTS -
<input type="checkbox"/>	● Edit	• 1 Instructors	2181-13758	LAW 5020 - CONTRACTS -

Step 5 – Making Changes

Verifying data and making changes for individual courses

- Fields are pre-populated with Yes to evaluate and survey period dates based on course session code.
- Make changes using the guide below. Make sure to **SAVE** your changes.
- If you make a mistake or were just verifying the information - hit Cancel, the default information will populate.



Instructors: 2181-13769 LAW 5911 - LAW PIT LAWS FPL 13769
 JOURNAL OF LAW AND COMMERCE - 1010 - Workshop

● Valid
 Object ID: 2181-13769
 Name: LAW 5911 - JOURNAL OF LAW AND COMMERCE - 1010 - Workshop
 DEPARTMENT_CD: LAW
 CAMPUS_CD: PIT
 SCHOOL_CD: LAWS
 SESSION_CD: FPL
 CLASS_NBR: 13769
 COURSE_TYPE: Workshop
 CROSS_LISTED: N
 EVALUATION_START_DATE: 2017-Nov-18 00:00 **Changing Survey Period Dates**
 EVALUATION_END_DATE: 2017-Dec-08 00:00 **Click on the calendar and choose start and end dates for the survey**

EVALUATE **Opting out the course just type in "No" here**

TEAM_TAUGHT: Yes

● 2 Instructors **Opting out an instructor Click on the X to opt out one or more instructors leaving the course and remaining instructor to be surveyed**

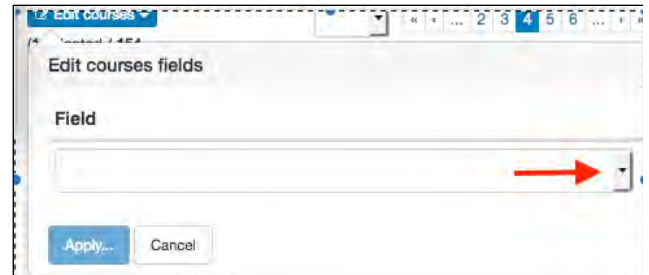
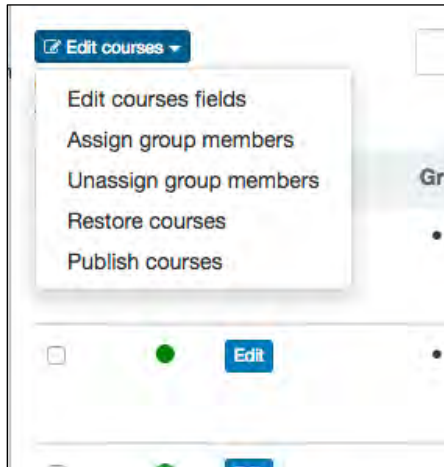
● Valid First Name: Harry Last Name: []
 ● Valid First Name: Peter Last Name: []

Verifying and making changes to groups of courses – This can be used to opt out or change survey period dates for groups of courses by using filtering criteria and Edit courses.

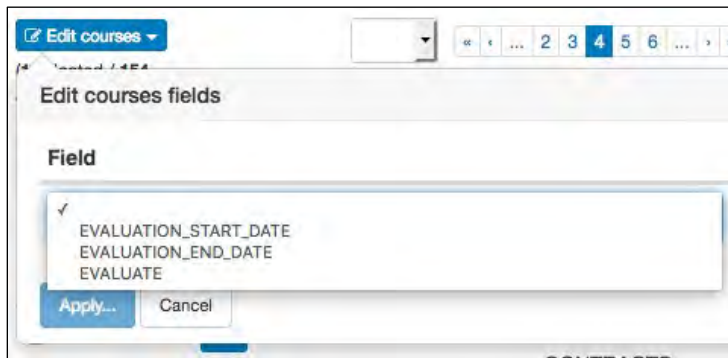
Changing survey period dates – the default dates are calculated based on session code. You may find it necessary to adjust all the dates to one uniform set.

Screen image 1 – choose **Edit courses fields**

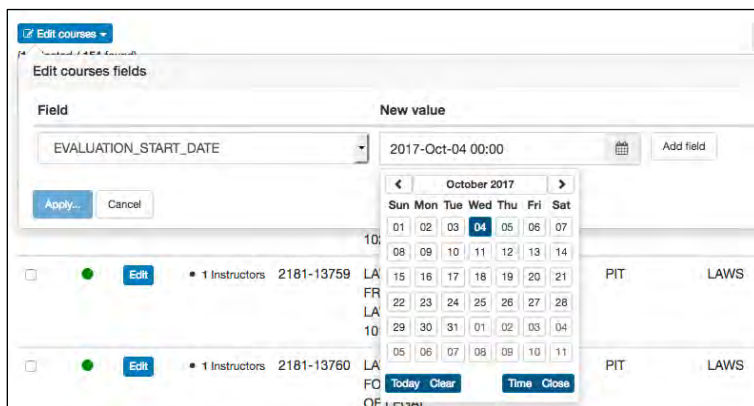
Screen image 2 – click on the drop-down arrow



Screen Image 3



Screen image 4



Click on the date you would like the survey to begin and close. You can add fields from this screen to choose an end date for surveys. Hit Apply.



Opting Out Groups of courses – for example, you may want to opt out all independent studies classes.

- Use the criteria field to filter out the courses you want.

Search... ▼ Add criteria

Criteria Courses field COURSE_TYPE Is Independent study

- Click on the individual class or choose all classes with this criteria by clicking the box next to **Status**.
- Using the Edit courses field option – choose Evaluate and enter “No” and **Apply**
- **Save your changes.**

Edit courses ▼

Edit courses fields

Field	New value
EVALUATE ▼	<input type="text" value="No"/>

Add field

Apply... Cancel

Questions - Contact us at TeachingSurvey@pitt.edu or omet@pitt.edu