How to Add Instructor Optional Questions (IOQ’s) to your Student Opinion of Teaching Survey

Office of Measurement & Evaluation of Teaching
OMET
Getting Ready

It is important that you know which questions and categories you plan to add **before beginning**. Please view all the questions in our Question Library first.

http://www.cidde.pitt.edu/omet/forms-resources/question-library/
Getting Started

You will receive an email from OMET to add questions to your survey.

Remember:

- Allow enough time for the process
- The system will time out if you are not actively working on adding questions
- The link cannot be accessed again
- Do not use the “Back” button
Go to the Survey Link in the email. The following screen will appear:

Click Next - it may take several minutes for the next screen to appear.
On this screen, click OK:

After you have completed your work, please leave the Editor using the option "Leave Instructor's Optional Questions" in the upper left corner of the screen.
The following screen will appear.

**Important:** When you are finished adding all of your questions make sure to use “Leave Instructors Optional Questions” in the top left corner to save your changes.
Access the Question Library here ➔

Or here ➔
Viewing Questions in the Question Library

In paper view, library groups and questions can be added to the form via drag & drop. In paper and online view they can be added by double-click.

Use the Class Climate Admin Folder to access questions From the library. Click the + button

The Instructor's optional folder contains questions previously added by instructors.
Important

Do not click anywhere on the questionnaire template. If questions are mistakenly added to the middle of the template, contact OMET immediately, omet@pitt.edu. Additional questions should be added at the end.
Adding questions

Clicking on + signs next to headings will show questions under that category.

Double click on the heading to apply all the questions under that heading.
The questions will appear at the end of the questionnaire

<table>
<thead>
<tr>
<th>Class Climate</th>
<th>School of Arts &amp; Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>[5. COURSE-RELATED ITEMS]</strong></td>
<td></td>
</tr>
<tr>
<td>5.1 Course requirements were appropriate for the level of the course and credits earned.</td>
<td>Strongly Disagree □ □ □ □ □ Strongly Agree</td>
</tr>
<tr>
<td>5.2 Course was well organized.</td>
<td>Strongly Disagree □ □ □ □ □ Strongly Agree</td>
</tr>
<tr>
<td>5.3 Course was appropriately paced.</td>
<td>Strongly Disagree □ □ □ □ □ Strongly Agree</td>
</tr>
<tr>
<td>5.4 Course description was accurate in describing course content.</td>
<td>Strongly Disagree □ □ □ □ □ Strongly Agree</td>
</tr>
<tr>
<td>5.5 Material was coordinated in a meaningful sequence</td>
<td>Strongly Disagree □ □ □ □ □ Strongly Agree</td>
</tr>
<tr>
<td>5.6 The instructor followed the syllabus closely.</td>
<td>Strongly Disagree □ □ □ □ □ Strongly Agree</td>
</tr>
</tbody>
</table>
If you decide to eliminate one or all of the questions, go to Editor Control /Clipboard

Click on the question you want to delete and choose ✗ Delete
Save your work

- Make sure to exit the form using Leave Instructor’s Optional Questions

- Your changes will be saved
Problems or Questions?

Email us at omet@pitt.edu