The OMET Survey Requests screen provides an interface for requesting online surveys for your classes. Once logged into the MyPitt portal, click the OMET Survey Request link under My Resources.

The OMET Welcome Page will appear: Please check for important dates and deadlines

### Important Dates for Fall 2013

**Deadline to request and receive a link to add questions to your survey October 4, 2013**

**Survey Period**

November 18 to December 8

On the first day of the survey period:
- Students will receive a link to the survey via email.
- Students will also be able to access the survey directly through CourseWeb

**How to Request a Survey**

1. Click on the Survey Request Form on the upper right of this page.
2. Choose the class(es) you would like to have surveyed. You may choose as many as you like. For cross-listed classes, only one section needs to be chosen.
3. Verify number of students and if the information is incorrect, please Contact Us at omet.pitt.edu with any changes.
4. Submit your request. You will receive an automated confirmation email once the request is successfully submitted.

**THIS IS THE ONLY CONFIRMATION OF REQUEST YOU WILL RECEIVE.**

An online survey will be administered to your students.

If there is any change in enrollment after September 6, 2013, please go to omet.pitt.edu and Contact Us.
- Please note that by logging in using your Pitt credentials and requesting a survey, you are authorizing a teaching evaluation to be administered to your class(es).
- Each instructor must submit his/her own request.
- Please go to omet.pitt.edu for detailed information about survey administration.
To make your request, click on the *Survey Request Form in the upper right hand corner of the page.* In a separate tab, your instructor information and a list of your classes for the current term will appear. If a class is presented with a blue background, it indicates that a survey request has not yet been made for the class. If a class appears with a gray background, it indicates that a survey request has already been made for the class.

**OMET Survey Requests**

![Survey Request Form](image)

(27) Classes for: Fall Term 2013-2014 (2141)

14798 - PATHPHLYG ACROSS LIFE SPAN

**Instructor Information / Alternate Phone**

Your instructor information will appear at the top of the screen. You may provide or edit an alternate phone number if necessary.
General Instructions / Class count and current term

General usage instructions are provided at the top of the page. There is also a heading that denotes the total number of classes for the current term.

(27) Classes for: Fall Term 2013-2014 (2141)

Requesting a Survey

To request a survey for a class, find the class on the class list. For each survey request, you can optionally provide “Additional Instructions” for the OMET office in the provided textbox. Click the “Request Survey” button.

A “Saving” indicator may appear during the saving process.
Once saved, the class should then turn gray, indicating that a survey request has been made.

Confirmation Email

Once you make a survey request, you will receive a confirmation email sent to your @pitt.edu email address for each survey request.

Example of Confirmation email:

```
OMET Survey Request Confirmation

no.reply@pitt.edu

Sent: Mon 9/16/2013 3:34 PM
To: Doe, John

University of Pittsburgh

John Doe:

Your survey request was received by the Office of Measurement and Evaluation of Teaching (OMET) on 9/16/2013 for the following class:

15217 - EPIDEMIOLOGICAL BASIS DISEASE CONTROL

Course Number: EPIDEM 2260
Section: 1030-LEC(15217)
Department: Epidemiology
Class Type: Lecture
Campus: PGH
Location: TO BE ARRANGED
Days and Times: Mon 03:00 PM - 04:50 PM
Meeting Dates: 8/26/2013 - 12/14/2013
Enrollment: 6

Additional Instructions: Contact me before the survey is issued

Please review Survey Period information and dates at omet.pitt.edu For questions about your request, please contact us at omet@pitt.edu or fill out our Contact Us form.

Office of Measurement and Evaluation of Teaching (OMET) • Phone 412-624-6440
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Crosslisted Classes

Crosslisted classes will appear as separate entries on the class list, with a reference to its associated classes and a combined enrollment count. However, only one survey request needs to be made to cover all those classes.

If your course is crosslisted across departments/schools OR grad/undergrad, the choice you make will determine the form used in some cases.

If you click the “Request Survey” button on a crosslisted class, a dialog will appear listing all the classes that this one request will cover. From the dialog, you may “cancel” submission or click “ok” to continue submitting your survey request.
Once the request has been submitted, all associated crosslisted classes will also turn gray since one request covered those classes as well. You will receive one confirmation email.

**Enrollment Count**

Each class listing displays the Enrollment count for that class. Crosslisted classes also show the crosslisted enrollment count. Classes with less than 4 enrolled students are not eligible to be surveyed. If the enrollment count seems to be wrong, please contact the OMET Office via Contact Us at omet.pitt.edu.

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A class must have 4 or more enrolled students to be eligible for a survey.