The OMET Survey Requests screen provides an interface for requesting online surveys for your classes. Once logged in to 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

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**Important Dates for Spring 2015**

- Fall 2014 results will be sent electronically beginning January 5, 2015.
- Spring 2015 Survey Period: March 30 - April 19
- 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.

Who Should Request a Survey?

All instructors EXCEPT:
- Dietrich School of Arts & Sciences
- Business (Katz & CBA)
- Law
- Information Sciences
- College of General Studies (CGS)
- Honors College (UHC)
- Chemical & Petroleum (Swanson Engineering)
- Civil & Environmental (Swanson Engineering)
- Undergraduate Nursing Clinical Courses

Administrators in the Schools or departments listed above will make survey requests on behalf of the instructors. For confirmation, please contact your administrator.

All others should make a request by:

1. Clicking on the Survey Request Form on the upper right of this page.
2. Choosing 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. Verifying the information. If it is not correct, please contact us at omet.pitt.edu.
4. Submitting 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.

No survey will be administered to classes with 4 or fewer students enrolled.

For more detailed instructions, see How to Request a Survey. [http://www.bidde.pitt.edu/wp-content/uploads/2014/10/OMETSurveyRequestHowTo-1.pdf](http://www.bidde.pitt.edu/wp-content/uploads/2014/10/OMETSurveyRequestHowTo-1.pdf)

For more information about Student Opinion of Teaching Surveys, please visit [http://www.bidde.pitt.edu/omet/](http://www.bidde.pitt.edu/omet/)

*Dietrich School of Arts & Sciences instructors should make individual requests in Summer terms.*
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.

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

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

15217 - EPIDEMIOLOGY BASIS DISEASE CTRL

Additional Instructions: Contact me before the survey is issued

Please view 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.
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.