OMET Checklist

Before the Term:
  o In your syllabus, include survey period dates in the class schedule and list “Complete Student Opinion of Teaching Survey” as an assignment during the survey period. During the fall and spring terms, the survey period is the last three weeks of classes.

Beginning of the Term
  o Tell students how much you value their feedback. Give examples of changes you have made to courses in response to student feedback. This can be done on the first day of class.
  o Reassure students that responses are anonymous and that you do not see the results until after final grades have been posted.

When Survey Period Begins
  o Announce when the online survey period begins and spend a few minutes discussing how to access and complete the survey.
  o Tell students that they can access the survey via the CourseWeb/Blackboard landing page.
  o Inform students that they can complete the survey on any mobile device.

During the Survey Period
  o Remind students to complete the survey. Tell students how much you value their feedback. Give examples of changes you have made to courses in response to student feedback.
  o Reassure students that responses are anonymous and that you do not see the results until after final grades have been posted.
  o Remind students that they can complete the survey on any mobile device.
  o Remind students that they can access the survey via the CourseWeb/Blackboard landing page.
  o Email students directly and post announcements on CourseWeb/Blackboard.
  o Allow time in class for students to complete surveys on their laptop, tablet, or smartphone.