Administering a Survey in Class

Instructors have the option of allowing class time for students to complete surveys.

Below is some helpful information:

- Schedule a day during the survey period and ask students to bring a laptop, tablet, smartphone or reserve a computer lab
- Let students know they should have received one or more emails with the survey link and ask them to save the email

**Sample-email sent to students:**

**Subject line of email:**

The email will come from OMET with the instructor’s name in the subject line.

**Example:**

OMET

**Important message from Professor Smith**

**Body of email example:**

Professor Smith wants your opinion about INTRO PHYSICAL ANTHROPOLOGY (ANTH-0680)-1010.

- Your responses are anonymous
- Survey results are not sent until after final grades are posted

Respond by (current survey period will appear here).

Go to the OMET Student Page for more information about Student Opinion of Teaching Surveys.

http://www.cidde.pitt.edu/omet/student-information/

Take Survey Now:
(survey link will appear here)

Note: This email has been created automatically. The password indicated in this E-MAIL cannot be traced to you. Your vote is anonymous.
Show students where to access the survey on their CourseWeb landing page:

Image of CourseWeb page:

The “survey box” is titled “My Class Climate” and is set to appear in the middle column at the top during the survey period however students may have personalized their page and re located the box.

- Allow 10 – 15 minutes
- Remind students how important their responses are
- Let students know that responses are anonymous and you do not see any results until after final grades are posted
- Leave the room if you feel it is more comfortable for students