MEMORANDUM:

TO: Faculty
FROM: Institutional Research & Assessment
SUBJECT: Student Opinion of Teaching Requests for SPRING 2013

To request on-line SOOT using Blackboard or paper SOOT survey forms go to: http://blackboard.binghamton.edu. Once there, follow these simple steps:

1) Enter your PODS username and password to login to Blackboard.
2) From the list of Tools on the left side of the page, click on SOOT Surveys.
3) Choose paper or on-line from the pull-down list for each course you want surveyed and hit Request Surveys.

For on-line surveys:
Once you have completed these steps the survey will become available for the students enrolled in your course. Your students will use Blackboard to respond to the SOOT survey during the surveying period only (no extensions can be granted):

April 19, 2013 to May 10, 2013

If there are any other persons that you have enrolled in your Blackboard course and given the role of “Instructor”, they will also have the opportunity to request a SOOT survey for their own assessment.

To maximize the number of responses, you will want to give your students several reminders. You may also wish to inform your students that the survey is anonymous and that faculty members see only the aggregated results after they have submitted final course grades.

Results will become available May 28th. You will need to go into Blackboard to access and print your SOOT results.

If you have any questions about using Blackboard, please call the Help Desk (76420).

For paper survey forms:

Once you have requested your forms, please print the confirmation and instruction sheet for use when administering the SOOT. Your forms will be delivered via campus mail within 3-4 working days. Please remember this required processing time when ordering. Be sure students use #2 pencils only to avoid rejection of your surveys during the scanning process. Completed surveys must be returned to the Computing Services Help Desk within 24 hours. DO NOT INCLUDE YOUR PERSONAL DEPARTMENT SURVEYS IN WITH THE SOOT SURVEYS.

Results will become available May 28th. You will need to go into Blackboard to access and print your SOOT results. Hard copies of SOOT results are not sent.
If you have questions about using paper SOOT forms, call the Office of Institutional Research and Assessment (72365).

Please note: Regardless of whether you choose on-line or paper, if the instructor of the course you are teaching is listed as “TBA” in Banner, you will not be able to request a SOOT survey. Your department will need to contact the Registrar’s Office in order to update the information in Banner.

Each SOOT survey assesses one instructor’s teaching for that class. Classes with multiple instructors need to request one survey for each instructor being assessed. SOOT results cannot be shared among instructors of team-taught classes.