To request online SOOT survey or paper SOOT survey forms go to http://my.binghamton.edu/ and follow these simple steps:
1) Click on the Academic Services tab.
2) Click on SOOT Surveys heading.
3) Choose paper or online from the pull-down list for each course you want surveyed and click Save.

For online surveys:
Once you have completed these steps, the survey will become available for the students enrolled in your course. Your students will use soot.binghamton.edu to respond to the SOOT survey during the surveying period only April 15, 2019 to May 10, 2019 (no extensions will be granted).

If there are any other persons, that you have enrolled in your myCourses 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. Inform your students that the survey is anonymous and that faculty members only see the aggregated results after they have submitted final course grades.

Results will become available May 27, 2019. You will need to go into my.binghamton.edu to access and print your SOOT results.

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 three to four 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. Also, please place completed surveys in the envelope they came in facing all the same way and with its unique assigned SOOT ID # FILLED IN on each bubble sheet.

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 be become available May 27, 2019. You will need to go into my.binghamton.edu to access and print your SOOT results.

If you have questions about using paper SOOT forms, call the Office of Institutional Research and Assessment at 777-2365.