MEMORANDUM:

TO: Faculty

FROM: Institutional Research & Assessment

SUBJECT: Student Opinion of Teaching Requests for SPRING 2017

To request on-line SOOT surveys or paper SOOT survey forms log into: http://my.binghamton.edu/. Once there, follow these simple steps:

1) Click on the “Academic Services” tab.
2) Click on “SOOT Surveys” heading.
3) Choose paper or on-line from the pull-down list for each course you want surveyed and click Save.

**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 soot.binghamton.edu to respond to the SOOT survey during the surveying period **only (no extensions can be granted):**

**April 18th, 2017 to May 9th, 2017**

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. Also, a course must be available in Blackboard for you to be able to request a SOOT survey for it.

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 26th, 2017**. 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 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. **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 hand delivered 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 26th, 2017. You will need to go into my.binghamton.edu 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).