Getting access to the
Wayne Internet Scheduling systEm: WISE :

In order to use WISE you must have been granted access to the system by the Office of the Registrar. There are multiple levels of access. As the SET Coordinator you need the level that allows you to modify instructor and course information for your area. These directions have been written targeted to the SET Coordinator duties, which do not include making any scheduling changes to course listings. We are aware that some SET Coordinators (for departmental reasons) have not been granted access to make any modifications in WISE; those individuals will need to coordinate their work with their department Scheduling Coordinator.

If you still need to obtain your access, or have technical questions about WISE contact Gabe Sauvie, Office of the Registrar at 313 577-3503 or email fb7032@wayne.edu

Overview

In order to take full advantage of WISE it is very important that you address all the areas contained within these directions. For Winter and Fall semesters all work within WISE must be completed by the "Census Date". This date is marked on the Registration Calendar as the last day that students can drop a class and receive tuition cancellation. After this day will be unable to make any changes in WISE. For Spring/Summer semester, the Census Date falls after the end of Spring Session and so you will be provided with the appropriate date by which your work must be completed. Prior to the Census Date you will be sent an email with the full semester calendar, and you may be sent one or more Cognos generated reports that address classes that have issues.

Within WISE you will be asked to;

1. Identify the courses that are not to be evaluated because they are exempt; pursuant to the policies contained in the "Policy on Student Evaluation of Teaching (Fall 1993 Revision)" at http://testing.wayne.edu/evaluation/set_policy_1993r.pdf.

2. Add instructor(s) who are supposed to be evaluated but were not listed by your department Scheduling Coordinator.

3. Indicate the courses that are team-taught, that is, courses that have multiple instructors to be evaluated.

4. For all instructors listed, for every section, identify the Student Evaluation Status:
   a. Evaluate (this is the default status)
   b. Do Not Evaluate
   c. Online Evaluate

   NOTE: Although Evaluate is the default status when you view it in WISE it will not become an active status until you have submitted it within WISE; see the detailed directions below.

5. Identify the posted, "Cross Listed Information". You cannot make modification to this field within WISE, but if you find classes marked as cross-listed that should not be, or courses that should be but are not, you should provide that information to Gabe Sauvie, Office of the Registrar at 313 577-3503 or email fb7032@wayne.edu.

Outside of WISE you will be asked to

1. Review for accuracy, a list of classes that will be sent to you.
2. Answer any questions about courses whose WISE status is unclear
3. Provide information about any supplies that you have in stock.

GETTING INTO WISE and GENERATING YOUR COURSE LISTING:

The Wayne Internet Scheduling systEm or "WISE" is accessed through Academica. Once you have logged in, you should be able to find it on your home page.
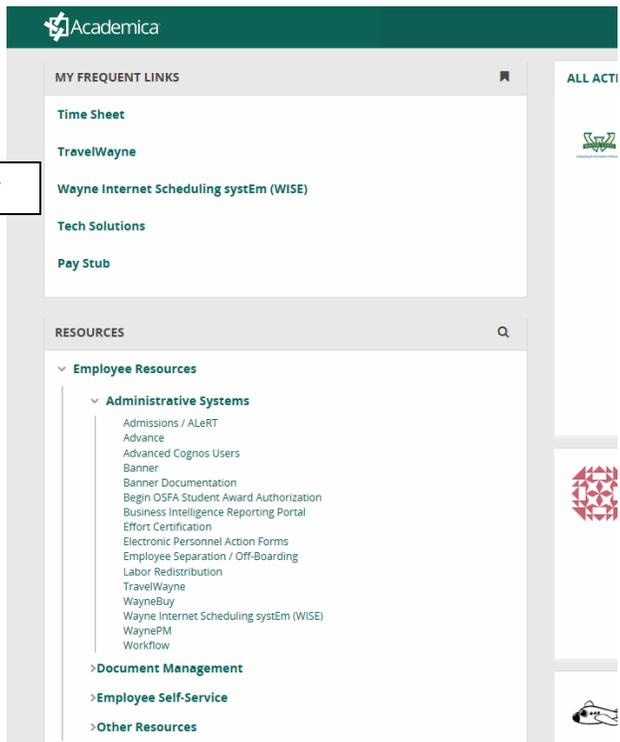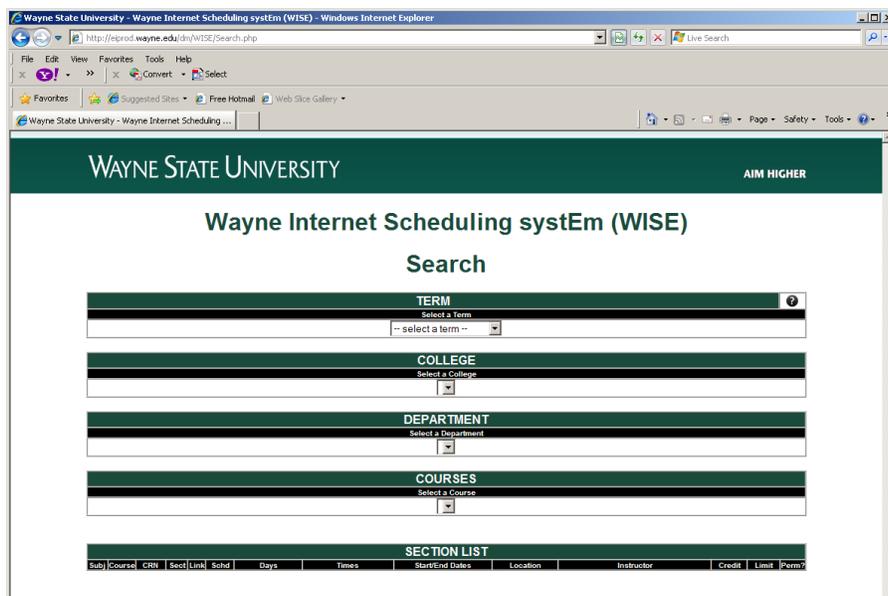

Log into Academica.

On the home page

Find

RESOURCES

Employee Resources

Administration Systems

Wayne Internet Scheduling systEm (WISE)

**Once you have used WISE a few times it should appear in your MY FREQUENT LINKS.

When you click on the WISE link it will take you to the WISE search page.

Use the drop down menus to select your term, college and department. Under courses, choose "select all courses". Your entire semester section list will generate.

WAYNE STATE UNIVERSITY

AIM HIGHER

Wayne Internet Scheduling systEm (WISE)

Search

TERM
Select a Term
Spring/Summer 2013

COLLEGE
Select a College
Liberal Arts & Sciences

DEPARTMENT
Select a Department
BIO Biological Sciences

COURSES
Select a Course
-- select all courses --

SECTION LIST

Subj	Course	CRN	Sect	Link	Schd	Days	Times	Start/End Dates	Location	Instructor	Credit	Limit	Perm?
BIO	1050	30108	001		LCT	T R	01:00 pm - 02:35 pm	06-MAY-13 - 01-AUG-13	0100 SHAR	Crozier, Martin	3	140	N
BIO	1050	31364	002	ZB	LCT	T R	01:00 pm - 02:35 pm	06-MAY-13 - 01-AUG-13	0100 SHAR	Crozier, Martin	4	30	N
BIO	1050	31365	003	BZ	LAB	T	09:15 am - 12:45 pm	06-MAY-13 - 01-AUG-13	2028 SCI		0	15	N
BIO	1050	31366	004	BZ	LAB	R	09:15 am - 12:45 pm	06-MAY-13 - 01-AUG-13	2028 SCI		0	15	N
BIO	1500	31366	001	AC	LCT	M W	01:00 pm - 02:35 pm	06-MAY-13 - 01-AUG-13	0046 DRY	Turchyn, Nataliya	4	100	N
BIO	1500	31367	002	CA	LAB	T	09:15 am - 12:45 pm	06-MAY-13 - 01-AUG-13	2046 SCI		0	20	N

COURSES
Select a Course
-- select all courses --

SECTION LIST

Subj	Course	CRN	Sect	Link	Schd	Days	Times	Start/End Dates	Location	Instructor	Credit	Limit	Perm?
GEL	1010	30752	001		LCT	T R	09:00 am - 12:00 pm	06-MAY-13 - 25-JUN-13	0121 MAIN	Baskaran, Mark	4	70	N
GEL	1050	32061	201		WEB		-	06-MAY-13 - 25-JUN-13		Baskaran, Mark	4	50	N
GEL	3990	30119	001		LCT		-	06-MAY-13 - 01-AUG-13			1 TO 6	999	N
GEL	3990	30708	002		LCT	M T W R F	09:00 am - 12:00 pm	06-MAY-13 - 01-AUG-13			1 TO 6	35	N
GEL	4860	30065	001		IND		-	06-MAY-13 - 01-AUG-13			3 TO 4	999	N
GEL	5150	30415	001		LCT	T	05:30 pm - 09:30 pm	06-MAY-13 - 01-AUG-13	0319 MAIN	Howard, Jeffrey	4	40	N
GEL	7990	30167	001		IND		-	06-MAY-13 - 01-AUG-13			2 TO 8	50	Y
GEL	7997	30004	001		IND		-	06-MAY-13 - 01-AUG-13			3 TO 4	999	N
GEL	8999	30133	001		IND		-	06-MAY-13 - 01-AUG-13			1 TO 8	999	N
GEL	8999	31664	002		IND		-	26-JUN-13 - 16-AUG-13			1	1	N

Refresh Section List   Generate XLS

At the bottom of the list is a button to create an Excel file of your list. It is recommended that you generate this list and make a printout of it so that you can check off the sections as you work with them.

Generate XLS button

NOTES ABOUT THE COURSE LIST

CANCELLED COURSES

Courses that have been official cancelled will not appear in WISE and you need not concern yourself with them.

EXTENSION CENTERS

The department of Educational Outreach will receive the supplies for the courses taught at the extension centers, these courses can be identified by their "900" section number. They will deliver them to the extension centers and will return them to the Testing Office for processing. After processing the evaluations, the comment envelopes will be returned to you, the home department, for distribution to the instructors. Although you will not be sent the supplies for these courses they are included in your list and you are asked to provide the information for them if you have it.

Any courses that carry the "900" section number but whose listed location is on Main Campus will not be supplied to Education Outreach but will be included with your supplies. These are typically LAB courses given at on Main Campus where the lecture is given at the Extension Center.

YOUR RESPONSIBILITES IN WISE

As the SET Coordinator you are asked to add-to, verify and, if necessary, modify the instructor information that was put into WISE by your department Scheduling Coordinator. You will be working with the instructor information to identify if the instructor is to be evaluated, and if so, by which method (paper or online). You may need to add instructors if the course is being Team-taught or if the officially listed instructor is not the one actually teaching the course.

In order to access the individual section information, click on the CRN number (the 3rd column) in the section list.

The Update a Section page will display.

Any important dates or information you need to know from Registration will appear at the top of the page in red. Underneath that, all the scheduling information about the section will be displayed.

At the very bottom, underneath the Comments, only partially visible in the picture to the left are the buttons,

SUBMIT Request, Reset Form, Delete Section, Cancel Change

You must click the **SUBMIT Request** button the first time you review a course in WISE and any time you make any changes thereafter.

In the Instructor Information section, note the Student Evaluation Status drop down menu. Note that SET Status applies to the instructor, not the class/section.

Your choices are
  a) Evaluate
  b) Do Not Evaluate
  c) Online Evaluate

The default status, when instructors are added to WISE, is "**Evaluate**". This status assumes that the instructor is to be evaluated using the pencil-paper version of the SET instrument.

"**Do Not Evaluate**" means just that, the listed instructor is not to be evaluated for this section.

"**Online Evaluate**" means that the instructor should be evaluated using the Online SET instrument. This status can be applied to both WEB based courses and non-web based courses.

You must click **SUBMIT Request** button to make any of these statuses, even the default, "Evaluate" status active.

Now that you have familiarized yourself with this screen, you are ready to begin work.

COURSES RECEIVING PAPER EVALUATION FORMS.

Identify the instructor(s) that are to be evaluated using the pencil-paper SET form. With the Evaluate status selected, click the Submit Request button. If a course has multiple instructors listed, and not all of them should be evaluated, mark the others as "do not evaluate".

COURSES NOT RECEIVING PAPER EVALUATION FORMS

Exempt/Cancelled

For all courses or sections of courses that are exempt from evaluation, mark all the listed instructors as "Do Not Evaluate". If no instructor is listed then it will be assumed that the course/section is not to not be evaluated.

If a course has multiple instructs

To determine if a course or section should be exempt, refer to the "Policy on Student Evaluation of Teaching (Fall 1993 Revision)" at http://testing.wayne.edu/evaluation/set_policy_1993r.pdf.

Once courses are cancelled they do not appear in WISE and so you need not be concerned with them. If you have courses that are supposed to be cancelled, but are still displayed in WISE at the time you are working, mark them as Do Not Evaluate.

Online Evaluation

All courses, WEB (online), HYB (hybrid) and TR (traditional) can be evaluated using the Online Student Evaluation of Teaching form.

For all courses/instructors that choose to use the online evaluation, select the status "Online Evaluate".

If you have instructors teaching WEB based courses that wish to use the pencil-paper evaluation, verify that their status is marked with the Evaluate status. If their course is not to be evaluated at all, like every other course that is not to be evaluated, mark the status Do Not Evaluate.

Before deciding to use the online form instructors should consider that return rates are generally lower for the online evaluation than for the pencil/paper SETs completed in the classroom. Any questions about the Online SET instrument should be directed to Dr. Hamid Siddiqui in the Course Evaluation Office at 7-0469 or e-mail ad3431@wayne.edu.

Please note that just because a course carries a WEB designation it will not be assumed to be evaluated online. Courses will be initially set up for online evaluation solely based on the Student Evaluation Status as marked in WISE. Instructors who are not initially set up for online can request it later in the semester. Also, instructors who are initially set up for online can later elect to use the pencil paper.

Instructors who have been designated as using the online evaluation will be sent instructions prior to the start of the evaluation period.

MULTIPLE INSTRUCTOR LISTINGS

The main benefit to using WISE is that you can enter or modify the listed instructors for SET purposes. You can add them if necessary and mark the ones who are listed but should not be evaluated as Do Not Evaluate.

Note the Team-taught check box under Section Information **.

If more than one instructor is to be evaluated, this box should be checked and all instructors to be evaluated should be listed.

If only one instructor is to be evaluated, regardless of whether or not multiple instructors are listed, this box should remain unchecked.

Multiple instructors listed but not evaluated, not Team Taught.

In some cases, you may have a listed instructor who is there for administrative purposes but is not actually teaching and therefore should not be evaluated. For these instructors, set the Student Evaluation Status to "Do Not Evaluate".

If it is necessary to add the instructor who is to be evaluated, under Instructor Information, click ADD INSTRUCTORS and add the instructor, or instructors who are to be evaluated. Set their appropriate Student Evaluation Status.

If only one instructor is to be evaluated, verify that the Team Taught box is left unchecked.

IMPORTANT NOTE: For SET purposes, the "Role" and "% Responsibility" fields do not play any part, however, they do have important functions for registration and administrative purposes. You should consult with your department Scheduling Coordinator for instructions on what to indicate in these areas. The "Primary" check box does play a technical part in that only the "Primary" instructor will added to the list to be evaluated, UNLESS, the Evaluate status is checked, AND the Submit Request button selected.

TEAM TAUGHT COURSES

For SET purposes, "team teaching" refers to the any situation where more than one instructor is to be evaluated for a course or section with the same CRN number. The four primary examples of this are;

1. Multiple instructors teaching simultaneously.
2. Multiple instructors splitting the semester into parts.
3. Multiple instructors meeting with a course, where one is teaching a lecture session and the other a lab session; PROVIDE THAT both sessions share the same CRN.
4. Multiple instructors splitting the students into separate groups without new course numbers (Sec and CRN) being assigned.

If a course is being team taught all instructors need to be added to the Instructor Information following the instructions above and the Team Taught box should be checked.

There is no method in WISE to indicate the proper split section (#4) enrollment. All instructors listed will be assigned the same number of students enrolled. If you have a team-taught situation where the instructors do not share the same students and require a different number of forms, that information needs to be provided to the SET Office.

Students are not to evaluate multiple instructors on the same SET form and multiple instructors are not to be returned in the same envelope.

Before leaving WISE

This completes all the information that you will be providing within WISE. However, before leaving WISE, there is one other field of which you need to be aware; "Cross Listed Info". You cannot modify this field but if it is incorrect you are asked to notify the Office of the Registrar.

INFORMATION FOR MODIFYING A SECTION		
College	**Course Number**	**CRN**
LS	ENG 2450 [001]	20520

SECTION INFORMATION			
Credit Hour	**Campus**	**Cross Listed Info**	**Lin**
4	MAI	home course: ENG 2450 group: YM	

MEETING INFORMATION

INFORMATION FOR MODIFYING A SECTION		
College	**Course Number**	**CRN**
FA	COM 2010 [001]	22034

SECTION INFORMATION			
Credit Hour	**Campus**	**Cross Listed Info**	**Lin**
4	MAI	home course: ENG 2450 group: YM	

MEETING INFORMATION

The two screen shots above show the cross listed courses ENG 2450 and COM 2010. In the "Cross Listed Info" field they have the same information "home course: ENG 2450 group: YM". For English this tells the department that this course is part of a cross listing and that it (English) is the home department. It does not, within WISE, tell English what course, or courses their course is cross-listed with. For Communications it tells the department that COM 2010 meets with ENG 2450 and that English is the home department.

This information is helpful for SET as presented, however, it is not fully complete as, some courses that are officially cross listed are not to evaluated together and some courses that are not officially cross listed are evaluated together. One way for you, the SET coordinator, to help identify cross listings is outside of WISE, and within BANNER.

The Banner table SSASECQ displays registration information for each course, including cross-listings

In this table, enter the term, and in the Cross List field enter the two letter code (from the WISE Cross List Info field). Then run the query, and all the courses that are part of that listing will be displayed.

You can also use this Banner table to list all of your courses by entering the semester and your Subject Area Code. It will display all your sections and you can scroll through and find those with a Cross List code.

Again, none of this is information that you can enter into WISE, but knowing where you can find it and what it means will help you determine if the course(s) have been properly identified. If you find courses that are not properly identified, please inform the Office of the Registrar, attn: Gabe Sauvie, at 313 577-3503 or email fb7032@wayne.edu.

SET Supplies Directions for WISE; rev. 12/16

Providing SET Information outside of WISE verifying the list

Within a few days after the "Census Date" all the course registration information will be downloaded from the University databases, including what has been entered via WISE. About few days after that you will be sent an Excel file with the list of your courses that have been identified to be evaluated and those whose status is unclear. Within the email to which the file is attached you will be given the due date for your reply and the expected date that supplies will be ready.

The courses that are unclear will generally have one (or some combination) of the following questions.

- The following courses have no SET_Flag indicated. Please identify (under the SET_Flag) if the course should be evaluated pencil paper (Eval), evaluated online (Onlineeval) should not be evaluated (No eval).
- The following are IND (or other non-traditional) courses and have the SET_Flag Eval. The fact that they are IND does not necessarily mean that they shouldn't be evaluated, but frequently they are not. Please confirm if these courses should or should not be evaluated pencil-paper.
- The following courses have enrollments of 0 or 1 and have the SET_Flag Eval/Onlineeval. If the course should be evaluated please provide updated enrollments or other pertinent information. Otherwise, please confirm that it should not be evaluated.
- The following are WEB or HYB courses that are marked for pencil paper evaluation (Eval), please confirm that this is correct, that they are to use the pencil-paper evaluation, or, change their SET_Flag to indicate that they should receive the online evaluation (OnlineEval).

Courses that have been identified as cross-listed will have the following questions.

- The courses grouped below have been identified by Registration as cross-listed. The involved courses are all within your department. Please confirm that 1) the cross-listing is correct 2) the courses should be evaluated together and 3) if different SAC's, identify which should be used to process the evaluation.
- The courses grouped below have been identified by Registration as cross-listed, the courses involve one other department. Please 1) confirm that the cross-listing is correct 2) confirm that the courses should be evaluated together 3) identify where the supplies should be sent, to you or the other department.
- The courses below were identified by Registration as cross-listed with multiple courses from two or more departments. The listed instructor works for _____ and the supplies (or notation if online) will be sent to that department. Please indicate if this not the correct handling for this department, or confirm if it is.

All of the above listed courses, that have questions, will be proceeded by a question mark (?).

The courses that have been identified as to be evaluated pencil paper will be proceeded by a number (1,2,3,4,5…) and will be under the following header.

- The numbered courses below have been identified to be evaluated pencil paper as listed. Please review the list and confirm as correct or provide instructions about what needs to be changed. Please take note of the following. Is the correct instructor listed? Is the course team-taught and are all the instructors listed. Are any of the courses cross-listed (officially or otherwise)? If they are, they should be included with the cross-listed groupings above.

The courses that have been identified to be evaluated online will be the last group listed and will be proceed by "OL" with the following header.

- The "OL" courses below are identified to be evaluated online as listed. Please review the list and confirm as correct or provide instructions about what needs to be changed. Please take note of the following. Is the correct instructor listed? Is the course team-taught and are all the instructors listed. Are any of the courses cross-listed (officially or otherwise) with courses in other departments? If they are, they should be included with the cross-listed groupings above. Note that all cross-listed courses using the online form will be evaluated separately, if a combined report is desired it can be requested later, after the initial evaluations are processed.

Upon receipt of your reply, your supplies will be prepared and you will be notified when they are ready to be picked up.

What you will receive with your supplies will be; the amount of SET Forms and envelopes needed, a listing of all your courses/instructors to be evaluated pencil-paper and online, the set of envelope labels to be affixed to the envelopes. Also accompanying the supplies will be instructions to follow for the assembly, distribution and receipt of the evaluations. It is very important that you review these instructions and verify the amount of supplies you have received before you begin your assembly.

Thank you for your attention and participation.