


Student Evaluation of Teaching

Your guide to accessing faculty longitude results online

For more information please contact set@wayne.edu or (313)577-3400

We recommend using the following browsers:

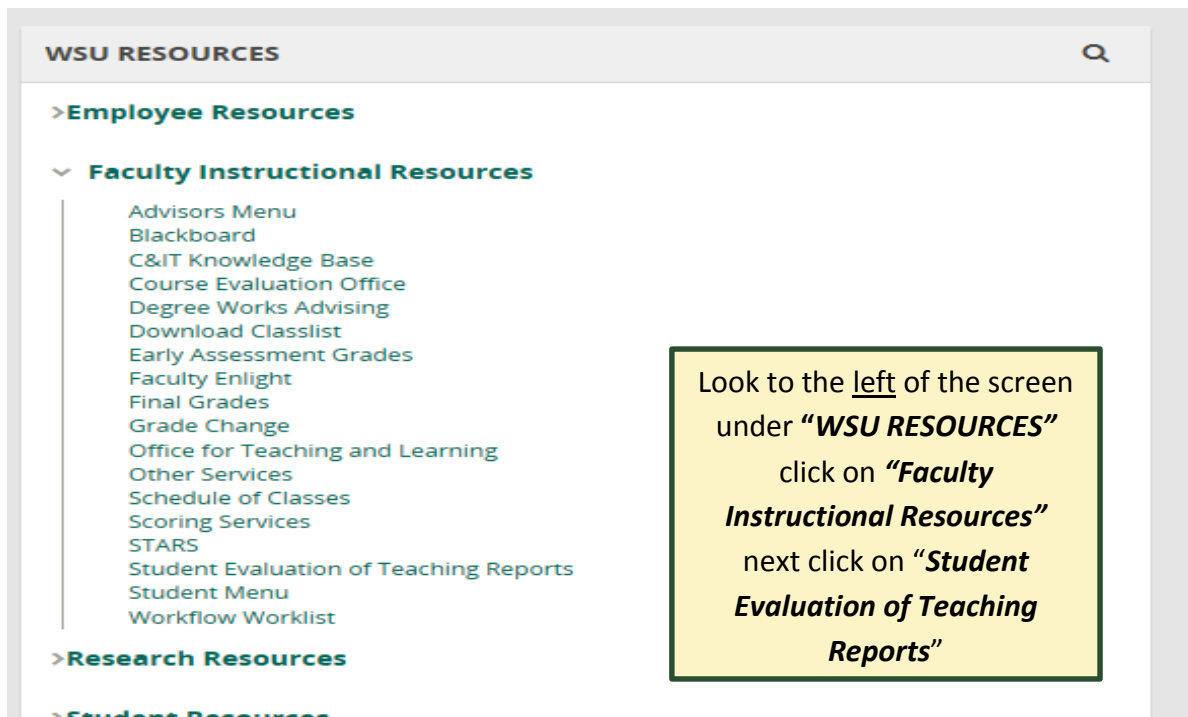
- **Internet Explorer** 
- **Mozilla Firefox (35.0.1)**
- **Safari (v8.0.6) for MAC users**

1. Log into **Academica**:

Accessing from home (on-campus users please disregard

To access COGNOS from home, please visit <https://computing.wayne.edu/vpn/>. Please contact the C&IT Help Desk at 313.577.4778 for assistance as needed.

2. Look to the left of the screen for menu selections under **WSU Resources** .
3. Click on the second option **Faculty Instructional Resources**.
4. Under **Faculty Instructional Resources** -- scroll down and click on **Student Evaluation of Teaching Reports** (which is the third option from the bottom).



The screenshot shows a web interface titled "WSU RESOURCES" with a search icon in the top right. A left-hand navigation menu is visible, with "Employee Resources" expanded to show "Faculty Instructional Resources". Under "Faculty Instructional Resources", a list of links is displayed, including "Advisors Menu", "Blackboard", "C&IT Knowledge Base", "Course Evaluation Office", "Degree Works Advising", "Download Classlist", "Early Assessment Grades", "Faculty Enlight", "Final Grades", "Grade Change", "Office for Teaching and Learning", "Other Services", "Schedule of Classes", "Scoring Services", "STARS", "Student Evaluation of Teaching Reports", "Student Menu", and "Workflow Worklist". A yellow callout box with a green border is positioned to the right of the menu, containing the following text: "Look to the left of the screen under **“WSU RESOURCES”** click on **“Faculty Instructional Resources”** next click on **“Student Evaluation of Teaching Reports”**".

The following **Testing, Evaluation and Research Services** screen will appear.

- Click on the **Deans, Chairs and Faculty** link below (located on the left side of the screen).

Note: If a blank screen appears you do not have access, please email set@wayne.edu.

SET - Testing, Evaluation and Research

Testing, Evaluation and Research Services			
[Return to Main Menu]			
Submit	Report ID	Report Name	Business Purpose
Chair	SET001	Chairs Department Summary Report	This report has been developed for chairs to summarize results for all the faculty in the entire department using the three contract items. Deans may also use this report to view a few or all departments in their college.
Faculty	SET002	Faculty Individual Report	This report was developed to summarize the entire SET survey for faculty on an individual level.
Deans, Chairs and Faculty	SET004	Longitudinal Report	This report has been developed for faculty to document their performance longitudinally on the three contract items going back multiple semesters. This was intended to help with selective salary, promotion, and tenure processes. It can be adjusted for one to seven years. Chairs and deans may also use the report by selecting one or more faculty members by entering access ids, or an entire department or college depending on their access level. If you do not have access to a view, you will see a blank page.
			<i>All reports may be saved as PDF, excel, HTML, or CSV. CSV allows the most flexibility in sorting many records but is the most difficult in terms of printing. PDF is the best option for a report which fits nicely on a page. Another option you may select is to print in portrait or landscape.</i>

Click on "Deans, Chairs and Faculty" link for a Longitudinal Report.

The following **Longitudinal Report** screen will appear.

6. Click on the **Academic Period Start:** drop down box and select the (oldest term) for your starting Academic period.
7. Next click on the **Academic Period End:** drop down box and select the (current term) for your ending Academic Period.



Testing, Evaluation and Research Services

Longitudinal Report

The Course Evaluation Office, in collaboration with the Associate Provost for Academic Personnel, has developed a common report format for documenting Student Evaluation of Teaching (SET) data for individual faculty. These standard reports form part of the required documentation for such processes as tenure-track renewals, annual selective salary reviews, and applications for tenure and promotion or promotion.

Parameter Information:	
Academic Period Start:	Required: Select a starting academic period that you would like to view
Academic Period End:	Required: Select a ending academic period that you would like to view
College:	Optional: Select one or more college(s) that you would like to view
Department:	Optional: Select one or more department(s) that you would like to view
Access ID:	Optional: Enter one or more Access ID of the professor, instructor, or GTA whose results you would like to view
HELP	<i>Astensk (*) indicates required parameters</i>

Academic Period Start:	* 201409	Academic Period End:	* 201501
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Select the **Academic Period Start:** (oldest term) from the drop down box

Select the **Academic Period End:** (current term) from the drop down box

8. Do not use College/Department options below.

College:	<ul style="list-style-type: none"><input type="checkbox"/> College of Education<input type="checkbox"/> College of Engineering<input type="checkbox"/> College of Fine Performing and Communication Arts<input type="checkbox"/> College of Liberal Arts and Sciences<input type="checkbox"/> College of Nursing<input type="checkbox"/> Graduate School<input type="checkbox"/> Law School<input type="checkbox"/> School of Business Administration<input type="checkbox"/> School of Library and Information Science<input type="checkbox"/> School of Medicine <p style="text-align: right;">Select all Deselect all</p>	Department:	<ul style="list-style-type: none"><input type="checkbox"/> Academic Pathway for Excellence<input type="checkbox"/> Accounting<input type="checkbox"/> Administrative and Organizational Studies<input type="checkbox"/> Africana Studies<input type="checkbox"/> Anaesthesia<input type="checkbox"/> Anthropology<input type="checkbox"/> Art and Art History<input type="checkbox"/> Audiology Speech Language<input type="checkbox"/> Basic Engineering<input type="checkbox"/> Biological Sciences <p style="text-align: right;">Select all Deselect all</p>
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9. Enter your **Access ID** and click on **Insert**.

Access ID:	<input type="text"/>	Choices:	<input type="text"/>
	<div style="border: 1px solid black; padding: 5px; display: inline-block;">Enter "Access ID"</div>	<div style="border: 1px solid black; padding: 5px; display: inline-block;">Insert </div>	<div style="border: 1px solid black; padding: 5px; display: inline-block;">Click on "Insert"</div>
		<div style="border: 1px solid black; padding: 5px; display: inline-block;">Remove </div>	
			Select all Deselect all
<div style="border: 1px solid black; padding: 5px; display: inline-block;">Click on "Finish"</div>			
<div style="border: 1px solid black; padding: 5px; display: inline-block;">Cancel</div> <div style="border: 1px solid black; padding: 5px; display: inline-block;">< Back</div> <div style="border: 1px solid black; padding: 5px; display: inline-block;">Next ></div> <div style="border: 1px solid black; padding: 5px; display: inline-block;">Finish</div>			

10. Click on **Finish** to run your report.

To Save or Print your Longitudinal Report:

- Click on the **HTML** icon item **10** second from the top right and a drop down box will appear giving four options for printing or saving your document. You may select **View in PDF Format** item **11** or choose another option.

Instruct: Testing, Evaluation and Research Services
Access: Longitudinal Report
College: [blank]

As Of: Oct 5, 2015
Time: 12:24:58 PM
Report ID: SET004

Semester	Department	Course	CRN	Response	Response Rate	Mean of Q1	Mean of Q2	Mean of Q24	Mean Sum	Department Mean Sum	SPA Mean	SPB Mean	SP Mean Sum
				24 of 26	92.3%	3.6	4.4	3.8	11.7	12.8	4.4	4.4	8.8
				25 of 31	80.6%	3.5	3.8	3.7	10.9	12.8	4.1	4.3	8.4
				19 of 22	86.4%	4.4	4.6	4.3	13.3	13.0	4.3	4.4	8.7

Q1. How would you rate this course?
Q2. How much have you learned in this course?
Q24. The average "How would you rate the instructor's teaching in this course?"
SPA. Before enrolling, I had an interest in the subject matter of this course.
SPB. I wanted to take this course.

- Depending on your browser, *move cursor across* the **top** or **bottom** of the report until the following **Action Bar** appears to **Save** or **Print** your document.

Testing, Evaluation and Research Services
Longitudinal Report

Semester	Department	Course	CRN	Response	Response Rate	Mean of Q1	Mean of Q2	Mean of Q24	Mean Sum	Department Mean Sum	SPA Mean	SPB Mean	SP Mean Sum
			26850	24 of 26	92.3%	3.6	4.4	3.8	11.7	12.8	4.4	4.4	8.8
			22892	25 of 31	80.6%	3.5	3.8	3.7	10.9	12.8	4.1	4.3	8.4
			15661	19 of 22	86.4%	4.4	4.6	4.3	13.3	13.0	4.3	4.4	8.7

Q1. How would you rate this course?
Q2. How much have you learned in this course?
Q24. The average "How would you rate the instructor's teaching in this course?"
SPA. Before enrolling, I had an interest in the subject matter of this course.
SPB. I wanted to take this course.

Action Bar

SAVE PRINT