Student Evaluation of Teaching (SET)

A guide to retrieving your faculty individual reports online.

FOR ADDITIONAL INFORMATION, PLEASE CONTACT THE
SET HELPDESK AT (313) 577-2777 OR EMAIL SET@WAYNE.EDU
A Guide to Retrieving Your Faculty Individual Reports Online

Contents

Accessing Cognos ................................................................. 2
Retrieving Faculty Report ..................................................... 4
Save or Print Reports ............................................................ 6
The following are recommended browsers:

- Google Chrome
- Internet Explorer
- Mozilla Firefox
- Apple Safari for MAC users

Accessing Cognos

- Accessing Cognos Off Campus –

  To access Cognos OFF campus, please click on or copy and paste the following link into your browser [https://tech.wayne.edu/kb/security/security/830](https://tech.wayne.edu/kb/security/security/830). If you need assistance, please contact the C&IT Helpdesk at (313) 577-4778.

- Login to Academica

  1. Under **RESOURCES**, click on **Employee Resources**.
  2. Next, select **Administrative Systems**.
  3. Under **Banner**, click on the **Business Intelligence Reporting Portal** link.

  ![Image](image.png)

  NOTE: If you are unable to access the Cognos system, please contact the C&IT Help Desk at (313) 577-4778 for assistance.
The Wayne State University Cognos logon page will display.

Enter your **Access ID** and **Password**.

The following **WSU Enterprise Analytics and Information** screen will display.

Select **Faculty**.
Retrieving Faculty Report

- The **Testing, Evaluation and Research Services** report selection screen will display. From this screen, you can select the report you would like to retrieve.

---

### Report Retrieval Tips

- All reports may be saved as PDF, Excel, HTML, or CSV.
- PDF is the best option for a report which fits nicely on a page.
- CSV allows the most flexibility in sorting many records but is the most difficult in terms of printing.
- Another option you may select is to print in portrait or landscape.

---

**Enterprise Analytics and Information System**

<table>
<thead>
<tr>
<th>Submit</th>
<th>Report ID</th>
<th>Report Name</th>
<th>Business Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SET001</td>
<td>Summary Report</td>
<td>This report has been developed for chiefs to summarize results for all the faculty in the entire department using the three contract items. Deans may also use this report on a departmental or college level.</td>
</tr>
<tr>
<td></td>
<td>SET006</td>
<td>Exceptions to Summary Report</td>
<td>This report has been developed for chiefs. SET policy protects a faculty member from having to submit results when the data is questionable because of small sample size, or other reasons. However, many faculty members choose to submit these results for consideration in merit decisions. This report gives administrators a list of all unofficial results from your area in case a faculty member chose this option.</td>
</tr>
<tr>
<td>Faculty</td>
<td>Set004</td>
<td>Longitudinal Report</td>
<td>This report has been developed for faculty to document their performance over time on the three contract items. It was intended to help with salary, promotion, and tenure processes. It can be adjusted for one to seven years. Administrators may use this report to view results for an individual by entering their access ID, or their area.</td>
</tr>
</tbody>
</table>

---

Click on the **Faculty** link.
The **Faculty Report** screen is displayed. Here you will enter the following steps to retrieve your report(s).

1. Click on **one or more** Academic Periods.
2. Leave **College** and **Department** blank.
3. Enter **Access ID** *(enter in lowercase letters)*.
4. Click on **Insert**.
5. Next, click the **Finish** button to run your report.

(Note: Academic Period is the Semester you are retrieving: First four digits are the year (2014), next two digits are the semester (01 = winter, 06 = spring/summer, 09 = fall) -- Ex. ‘201409’ = fall 2014.)

**Note:** All courses taught within a semester will be combined into one document. Each course will have 2 pages.
Save or Print Reports

- At the bottom left of the page, are scroll buttons to view each report page.
- To **Save** or **Print**, click on the **Run AS** button.
- A drop down box appears with various report output options.
- For example, select **Run PDF** if you want your report as a PDF document.
- Follow your browsers directions, as shown below, to Save or Print your report.

The **Save and Print** icons are located at the top right of the report screens. Please follow the steps below for your browser output.
Save or Print Reports (cont’d)

**Chrome** browser report output.

To **Save** your report to your computer, **click** on the **Download** icon.

To **Print** your report, **click** on the **Printer** icon.

**Internet Explorer** browser report output. Hover mouse across the top of the report for “Action Bar” to appear.

To **Save** your report to your computer, **click** on the **Download** icon.

To **Print** your report, **click** on the **Printer** icon.

Instructor:  
Access ID:  
College:  

Testing, Evaluation and Research Services  
Faculty Individual Report  
(Page 1 of 2)

No Data Available
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.
Save or Print Reports (cont’d)

Mozilla Firefox browser report output.

Safari browser report output.