|  |
| --- |
| Student Evaluation of Teaching |
| Your guide to accessing Chair administrative longitude results online |
| For more information, please contact set@wayne.edu or (313)577-3400 |
|  |



*We recommend using the following browsers to access COGNOS.*

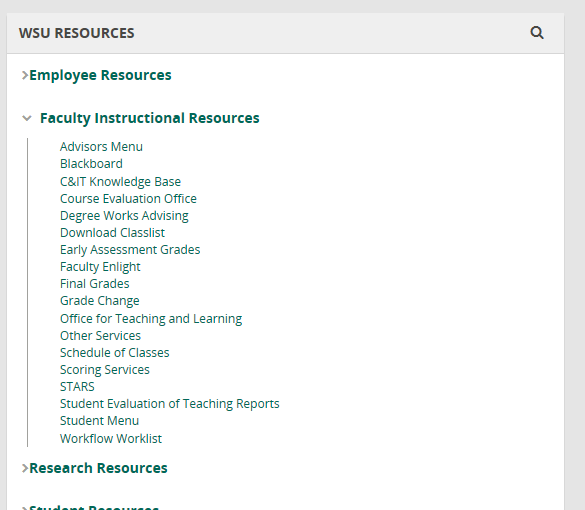
* *Internet Explorer*http://png-2.findicons.com/files/icons/1008/quiet/128/internet_explorer.png
* *Mozilla Firefox (35.0.1)*
* *Safari (v8.0.6) for MAC users*

1. Log into **Academica**

***Accessing from home (on-campus users please disregard)***

*To access COGNOS from home, please visit* [https://computing.wayne.edu/vpn/](https://computing.wayne.edu/vpn/f)*.* ***Please contact the C&IT Help Desk 313.577.4778 for assistance as needed.***

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



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.

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

Top of Form

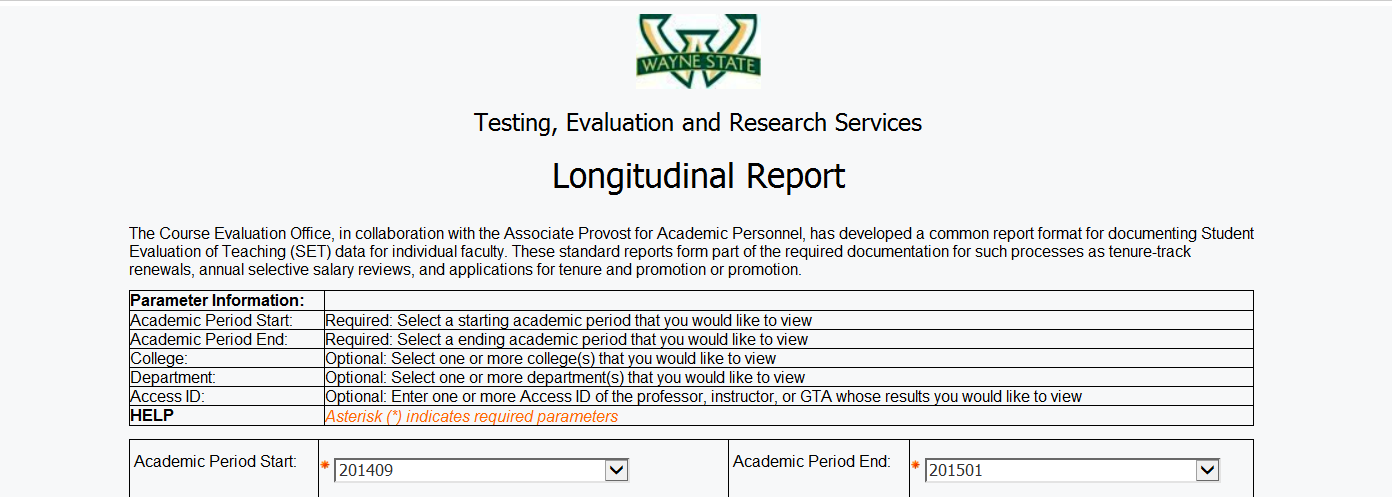
|  |  |  |
| --- | --- | --- |
|  |  |  |

Click on “**Deans, Chairs and Faculty**” link for a

Longitudinal Report.

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

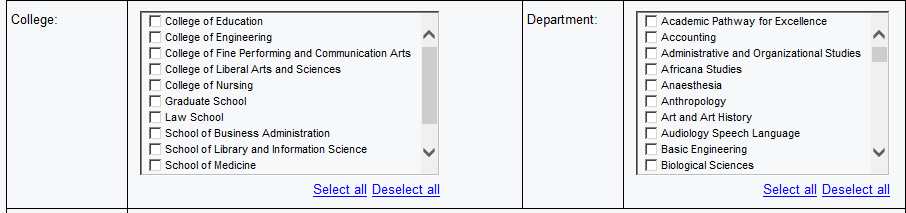
1. Click on the ***Academic Period Start:*** drop down box and select the (**oldest term**) for your starting Academic period.
2. Next, click on the ***Academic Period End:*** drop down box and select the (**current term**) for your ending Academic Period.



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

Select the **“Academic Period Start:”** (**oldest term**) from the drop down box.

1. Click on ***College***.
2. Next, move to the box marked **Department** and click on ***your******Department*** in the box below.



**“Department”**

**“College”**

1. *To generate reports for one or more instructors*, enter ***Access ID(s)*** and click on ***Insert****.*

**OR**

1. *To generate reports for your entire Department*, leave ***Access ID*** blank.



Click on **“Finish”**

Click on **“Insert”**

Enter **“Access ID”**

”

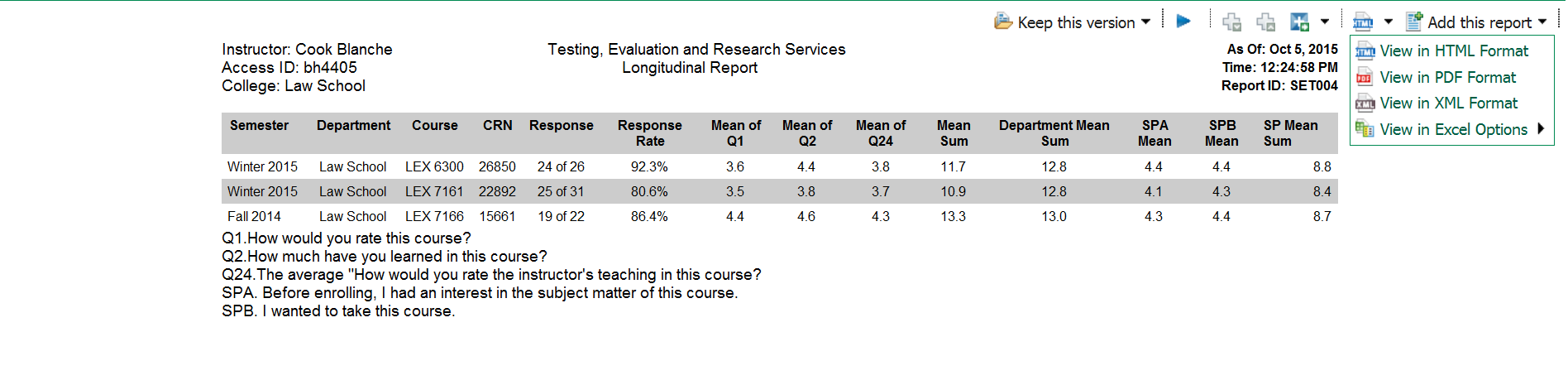


1. Next, click on **Finish** to run your report(s*).*

*(Note: Please save reports in PDF format before viewing. See “To Save or Print your reports” instructions on next page.)*

**To Save or Print your reports:**

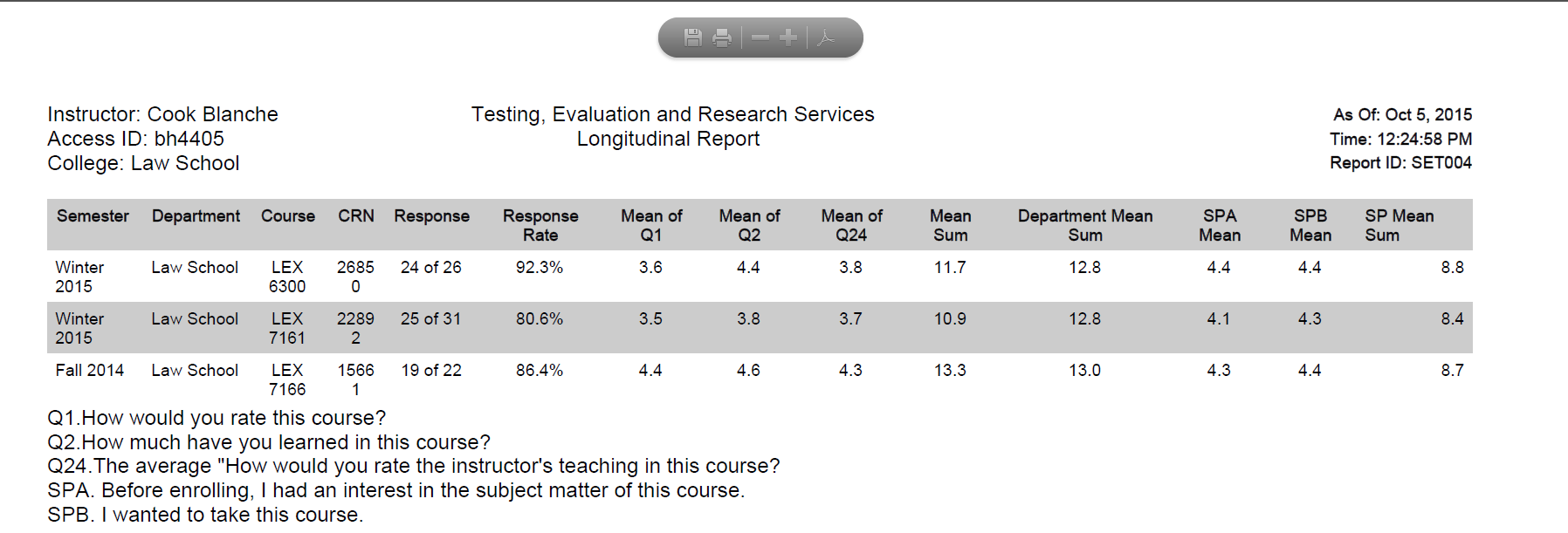
1. Click on the **HTML** View in HTML Format icon item **13** from the top right and a drop down box will appear giving four options for printing or saving your document. You may select ***View in PDF Format***item **14** or choose another option*.*



1. **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.

**14**

**1322**



Move cursor across **top** or **bottom** of report for “Action Bar” to appear.

***Action Bar***



PRINT

SAVE