



WAYNE STATE  
UNIVERSITY

Testing, Evaluation and  
Research Services

# Student Evaluation of Teaching (SET)

*A guide to retrieving your Chair administrative reports online.*

FOR ADDITIONAL INFORMATION, PLEASE CONTACT THE  
SET HELPDESK AT (313) 577-2777 OR EMAIL [SET@WAYNE.EDU](mailto:SET@WAYNE.EDU)

*A Guide to Retrieving Your Chair  
Administrative Reports Online*

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The following are recommended browsers:

- Google Chrome
- Microsoft Edge 
- Mozilla Firefox
- Apple Safari for MAC users

## Accessing Cognos

- To access COGNOS off-campus, you will need to connect to the university's Global Protect VPN before you can download your SET report(s). Please click on or copy the following link into your browser for setup instructions to GlobalProtect <https://tech.wayne.edu/kb/security/ws-virtual-private-network/500212>. If you need assistance, please contact the C&IT Help Desk at (313) 577-4357.

## Log into Academica

- Enter your access id/password.
- Under **Resources**, click on **Faculty Instructional Resources**.
- Next, click on the **Student Evaluation of Teaching Reports** link.

## Retrieving Reports

- The **Testing, Evaluation and Research Services** report selection screen will display. The directions to retrieve reports are on the following pages below. You may only retrieve reports for your *department* only.

Testing, Evaluation and Research Services			
Submit	Report ID	Report Name	Business Purpose
Administrators	SET001	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 on a departmental or college level.
Administrators	SET006	Exceptions to Summary Report	This report has been developed for chairs. 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 chooses this option.
Faculty	SET002	Individual Report	This report was developed to summarize the entire SET survey for faculty on an individual level. It provides results for the three contract items as well as more specific formative feedback.
Administrators and Faculty	SET004	Longitudinal Report	This report has been developed for faculty to document their performance over time on the three contract items. This was intended to help with selective 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.
Administrators and Faculty	SET004m	New Longitudinal Report with Medians	This is a new report. Please try it out. Please send feedback to set@wayne.edu.
Business	SET008B	Longitudinal Output for Business	This report is for exporting to Digital Measures

### 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.

Sep 2, 2020

SET Coordination Reports

Administrators – Chair Department Summary Report - Click on the Administrators (SET001) button.  
Administrators–Chair Exceptions to Summary Report – Click on the Administrators (SET006) button.  
Faculty – Faculty Individual Report - Click on the Faculty (SET002) button.

**Note: If a blank screen appears when selecting any of the above links, please complete a [SET Service Request Form](#) and one of our team members will assist you.**

# Chairs Department Summary Report

## Chairs Exceptions Department Summary Report

The following screen will display for either the *Chairs Department Summary Report (SET001)* or the *Chairs Exceptions Department Summary Report (SET006)*. The steps below are to retrieve either report.

1. Select **one** term from the Academic Period drop down box.
2. Leave **College** blank.
3. Next, click on **your Department**.
4. Leave **Access ID** blank. (Note: Access IDs when used should be in lowercase.)
5. Click on **Finish** to run either 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.

Wayne State University  
Testing, Evaluation and Research Services  
Chairs Department Summary Report

Add report description here

Parameter Information:	
Academic Period:	Required: Select one term
College:	Optional: Select one or more college
Department:	Optional: Select one or more department
Access ID:	Optional: Enter one or more Access ID
HELP	Asterisk (*) indicates required parameters

1

Academic Period: \* 201609 Academic Period

2 Leave College blank

3 Click on Department

4 Leave Access ID: blank

5

Cancel < Back Next > Finish Click on Finish to run your report

# Faculty Individual Reports

1. To retrieve a **Faculty Individual Report**, click on the **Faculty** link displayed on page 5.
  - a. From the Academic Period drop down box, select **one** or **more** Academic Periods.
  - b. Leave **College** and **Department** blank.
  - c. Enter **Access ID(s)** (in lowercase letters).

(Note: If Access ID is unknown, please click on your Department. The system will generate reports for all instructor taught courses within your department.)

- d. Click on **Insert**.
- e. Next, click on **Finish** to run your report(s).

The screenshot shows the 'Faculty Report' form from Wayne State University. At the top is the Wayne State logo and the text 'Testing, Evaluation and Research Services Faculty Report'. Below this is a 'Parameter Information' table with fields for Academic Period, College, Department, and Access ID, each with a 'Required' or 'Optional' status. A 'HELP' link is provided. The form is divided into several sections: 1. Academic Period: A list of years from 201109 to 201409 with checkboxes. A callout '1a' points to this section with the text 'Select one or more Academic Periods'. 2. College: A list of colleges with checkboxes. A callout '1b' points to this section with the text 'Leave College blank'. 3. Department: A list of departments with checkboxes. A callout '1b' points to this section with the text 'Leave Department'. 4. Access ID: A text input field. A callout '1c' points to this field with the text 'Enter Access ID: (lowercase letters)'. 5. Choices: A list of choices with checkboxes. A callout '1d' points to this section with the text 'Click on Insert'. 6. Buttons: At the bottom, there are buttons for 'Cancel', '< Back', 'Next >', and 'Finish'. A callout '1e' points to the 'Finish' button with the text 'Click on Finish to run your report'.

## 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.

Course : Call No. Students Responding: out of

**SUMMARY INSTRUCTOR EVALUATION**

How would you rate the instructor's teaching in this course?  
**MEAN SUMMATIVE CLASS RATING** .....

#RESPONDING IN EACH OF THE FOLLOWING CATEGORIES							
Excellent (5)	Very Good (4)	Good (3)	Fair (2)	Poor (1)	N/A (A)	U/A (B)	
Great Deal	A lot	Moderate	Little	Nothing	N/A	U/A	
Excellent	Very Good	Good	Fair	Poor	N/A	U/A	

**STUDENT PROFILE**

#RESPONDING IN EACH OF THE FOLLOWING CATEGORIES				
Strongly Agree (5)	Agree (4)	Neutral (3)	Disagree (2)	Strongly Disagree (1)

Before enrolling I had an interest in the subject matter of this course.

The **Save and Print** icons may be located at the top right of the report screens. Please follow the steps for your browser output.

**Save and Print Icons**

1 / 2

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

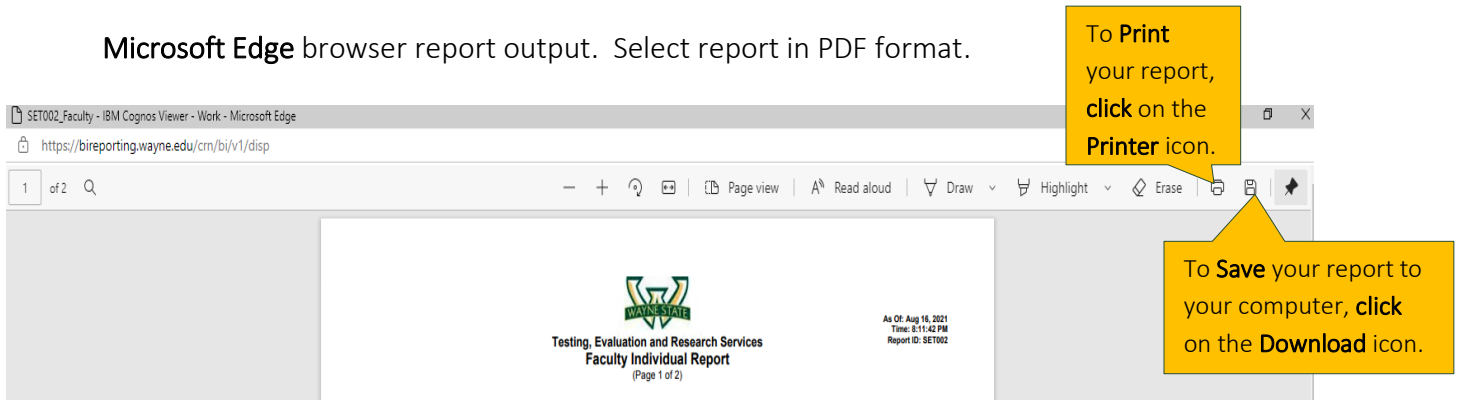
As Of: May 18, 2018  
 Time: 8:17:50 AM  
 Report ID: SET002

## Save or Print Reports (cont'd)

Chrome browser report output.



Microsoft Edge browser report output. Select report in PDF format.



## Save or Print Reports (cont'd)

Mozilla Firefox browser report output.

The screenshot shows the Mozilla Firefox browser interface. The address bar displays "1 of 2" and "Automatic Zoom". The page content includes the Western State logo and the title "Testing, Evaluation and Research Services Faculty Individual Report (Page 1 of 2)". Below the title, there are fields for "Instructor:", "Course : Call No.", and "Students Responding: out of". A yellow callout box points to the printer icon in the browser's toolbar, stating: "To Print your report, click on the Printer icon." Another yellow callout box points to the download icon, stating: "To Save your report to your computer, click on the Download icon."

Safari browser report output.

The screenshot shows the Safari browser interface. The address bar displays "1 / 2". The page content includes the Western State logo and the title "Testing, Evaluation and Research Services Faculty Individual Report (Page 1 of 2)". Below the title, there are fields for "Instructor:", "Course : Call No.", and "Students Responding: out of". A yellow callout box points to the download icon in the browser's toolbar, stating: "To Save your report to your computer, click on the Download icon." Another yellow callout box points to the printer icon, stating: "To Print your report, click on the Printer icon." The page content also includes a "RATINGS" table with columns for "Md.", "Md.", and "SD", and rows for "SUMMARY COURSE EVALUATION", "SUMMARY INSTRUCTOR EVALUATION", and "MEAN SUMMATIVE CLASS".