



WAYNE STATE
UNIVERSITY

Testing, Evaluation and
Research Services

Student Evaluation of Teaching (SET)

A guide to retrieving your Chair administrative longitudinal reports online.

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

*A Guide to Retrieving
Your Chair Administrative Longitudinal Report 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/wsu-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 Longitudinal 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.
- Click on the **Administrators and Faculty** link to retrieve a Longitudinal Report.

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	Click on a new report. Please try it out. Please send feedback to set@wayne.edu.
Business	SET008B	Longitudinal Output Business	

Click on the **Administrators and Faculty – Longitudinal Report - (SET004)** button.


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.

The **Longitudinal Report** screen will display.

1. To retrieve reports for your department:
 - a. From the Earliest semester drop down box, select a **Starting** semester.
 - b. From the Latest semester drop down box, select an **Ending** semester.
 - c. Leave **College** blank.
 - d. Next, from the box marked Department, select **your Department**.
 - e. To generate a report for **one** or **multiple** instructor(s), enter an **Access ID**.
To generate reports for your **entire** Department, leave **Access ID** blank.
The Access ID should be in lowercase.
 - f. Click on **Insert**.
 - g. Next, click on **Finish** to run your reports.

(Note: The **Earliest (Starting)** semester and **Latest (Ending)** semester are academic periods used to retrieve reports: First four digits are the year (2014), next two digits are the semester (01 = winter, 06 = spring/summer, 09 = fall) -- Ex. '201409' = fall 2014.)



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>Asterisk (*) indicates required parameters</i>

Earliest semester: (Year then first month of semester 201101) *	201401 1a	Latest Semester: (Year then first month of semester 201501) *	201609 1b
Select a Starting semester		Select an Ending semester	
College:	<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"/> Honors College <input type="checkbox"/> Law School <input type="checkbox"/> School of Business Administration	Department:	<input type="checkbox"/> Academic Pathway for Excellence <input type="checkbox"/> Academic Success Ctr <input type="checkbox"/> Accounting <input type="checkbox"/> Administrative and Organizational Studies <input type="checkbox"/> Business Studies <input type="checkbox"/> Anaesthesia <input type="checkbox"/> Anthropology <input type="checkbox"/> Art and Art History <input type="checkbox"/> Audiology Speech Language
1c	Leave College blank	1d	Select Department
Access ID:	<input type="text"/> <input type="button" value="Insert"/> <input type="button" value="Remove"/>	Choices:	<input type="text"/> <input type="button" value="Click on Insert"/>
1e	Enter Access ID(s): (lowercase letters)	1f	Click on Insert
1g			
<input type="button" value="Cancel"/> <input type="button" value=" < Back"/>		<input type="button" value=" Next >"/> <input type="button" value=" Finish"/>	
Click on Finish to run your reports			

Save or Print Reports

At the bottom left of the page, are scroll buttons **Top** **Page up** **Page down** **Bottom** 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 browser's directions, as shown below, to Save or Print your report.

The screenshot shows a sidebar with options: Run HTML, Run PDF, Run Excel, Run Excel data, Run CSV, Run XML, and Reset prompts and run. The main content area includes sections for 'Y COURSE EVALUATION' and 'STUDENT PROFILE', each with a 'RATINGS' table and a '#RESPONDING IN EACH OF THE FOLLOWING CATEGORIES' table.

#RESPONDING IN EACH OF THE FOLLOWING CATEGORIES						
Excellent	Very Good	Good	Fair	Poor	N/A	U/A
(5)	(4)	(3)	(2)	(1)	(A)	(B)

#RESPONDING IN EACH OF THE FOLLOWING CATEGORIES						
Great Deal	A lot	Moderate	Little	Nothing	N/A	U/A

#RESPONDING IN EACH OF THE FOLLOWING CATEGORIES					
Excellent	Very Good	Good	Fair	Poor	U/A

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

The screenshot shows a report page with the Wayne State logo and the text 'Testing, Evaluation and Research Services Faculty Individual Report (Page 1 of 2)'. At the top right, there are 'Save' and 'Print' icons. The page also displays 'As Of: May 18, 2018', 'Time: 8:17:50 AM', and 'Report ID: SET002'.

Save or Print Reports (cont'd)

Chrome browser report output.

The screenshot shows a Chrome browser window displaying a report page. The page content includes the Wayne State logo, the title "Testing, Evaluation and Research Services Faculty Individual Report", and the page number "(Page 1 of 2)". On the right side, there is a date and time stamp: "As Of: May 18, 2018 Time: 8:17:50 AM Report ID: SET002". In the top right corner of the browser window, there are two icons: a download icon and a printer icon. Two yellow callout boxes provide instructions: one pointing to the download icon with the text "To Save your report to your computer, click on the Download icon." and another pointing to the printer icon with the text "To Print your report, click on the Printer icon."

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

The screenshot shows a Microsoft Edge browser window displaying a report page. The page content is identical to the Chrome browser screenshot, including the Wayne State logo, the title "Testing, Evaluation and Research Services Faculty Individual Report", the page number "(Page 1 of 2)", and the date and time stamp "As Of: Aug 18, 2021 Time: 8:11:42 PM Report ID: SET002". The browser's address bar shows the URL "https://bireporting.wayne.edu/crm/bj/v1/disp". The browser's toolbar includes various icons, including a printer icon and a download icon. Two yellow callout boxes provide instructions: one pointing to the printer icon with the text "To Print your report, click on the Printer icon." and another pointing to the download icon with the text "To Save your report to your computer, click on the Download icon."

Save or Print Reports (cont'd)

Mozilla Firefox browser report output.

The screenshot shows the Mozilla Firefox browser interface. The address bar displays 'SET002_Faculty'. The page content includes the WV 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 WV State logo and the title 'Testing, Evaluation and Research Services Faculty Individual Report (Page 1 of 2)'. In the top right corner, it says 'As Of: Apr 13, 2018 Time: 8:33:00 AM Report ID: SET002'. 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.'