


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 
- 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 313.577.4778 for assistance as needed.

2. Look to the left of the screen for menu selections under **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).

RESOURCES

>Employee Resources

∨ Faculty Instructional Resources

Advising Works
Advisors Menu
Blackboard
C&IT Knowledge Base
Class Roster
Confirm Student Participation
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
Workflow Worklist

Look to the left of the screen under
“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 link **Administrators and Faculty** 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.

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.

Note: If a blank screen appears when selecting any of the above links, please call the SET Help Desk at 313.577.2777 or email set@wayne.edu for assistance.

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

1. Click on the **Earliest** semester drop down box and select a starting semester for your report.
2. Next, click on the **Latest** semester drop down box and select an ending semester for your report.
3. Move to the box marked **Department** and click on **your Department**.
4. To generate reports for **one** or **more** instructors, enter **Access ID(s)** and click on **Insert**.
5. To generate reports for your entire Department, leave **Access ID** blank.
6. Click on **Finish** to run your reports.

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.



Testing, Evaluation and Research Services


Longitudinal Report

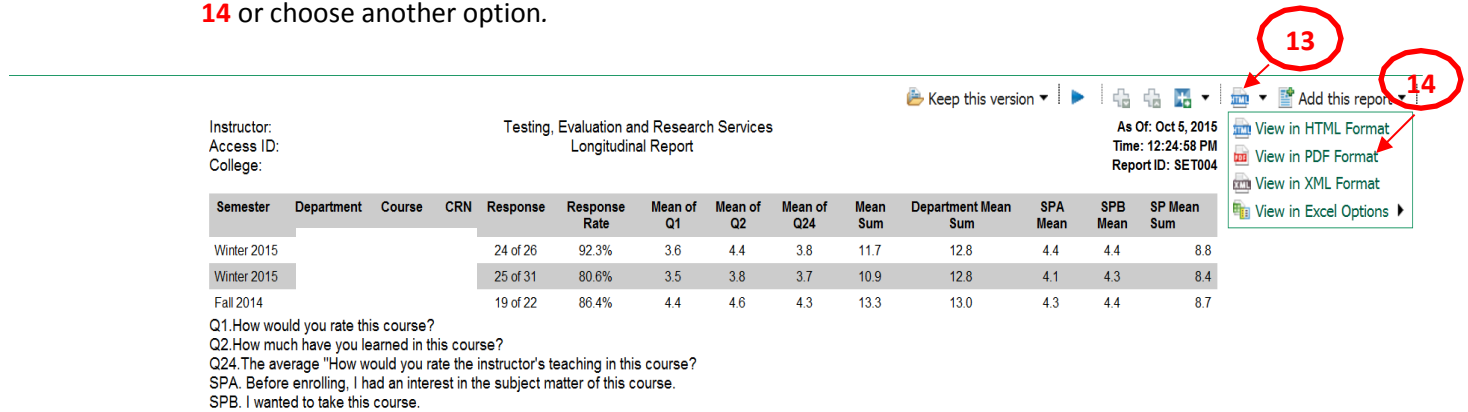
The Course Evaluation Office, in collaboration with the Associate Provost for Academic Personnel, has developed a common report format for documenting Student Evaluation of Teaching (SET) data for individual faculty. These standard reports form part of the required documentation for such processes as 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	Asterisk (*) indicates required parameters

Earliest semester: (Year then first month of semester 201101)	* 201401	Latest Semester: (Year then first month of semester 201501)	* 201609
College:	<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 Success Ctr <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
Access ID:	<input type="text"/> <input type="button" value="Insert"/> <input type="button" value="Remove"/>		<input type="button" value="Select all"/> <input type="button" value="Deselect all"/>

Save or Print Reports

- Click on the **HTML**  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.



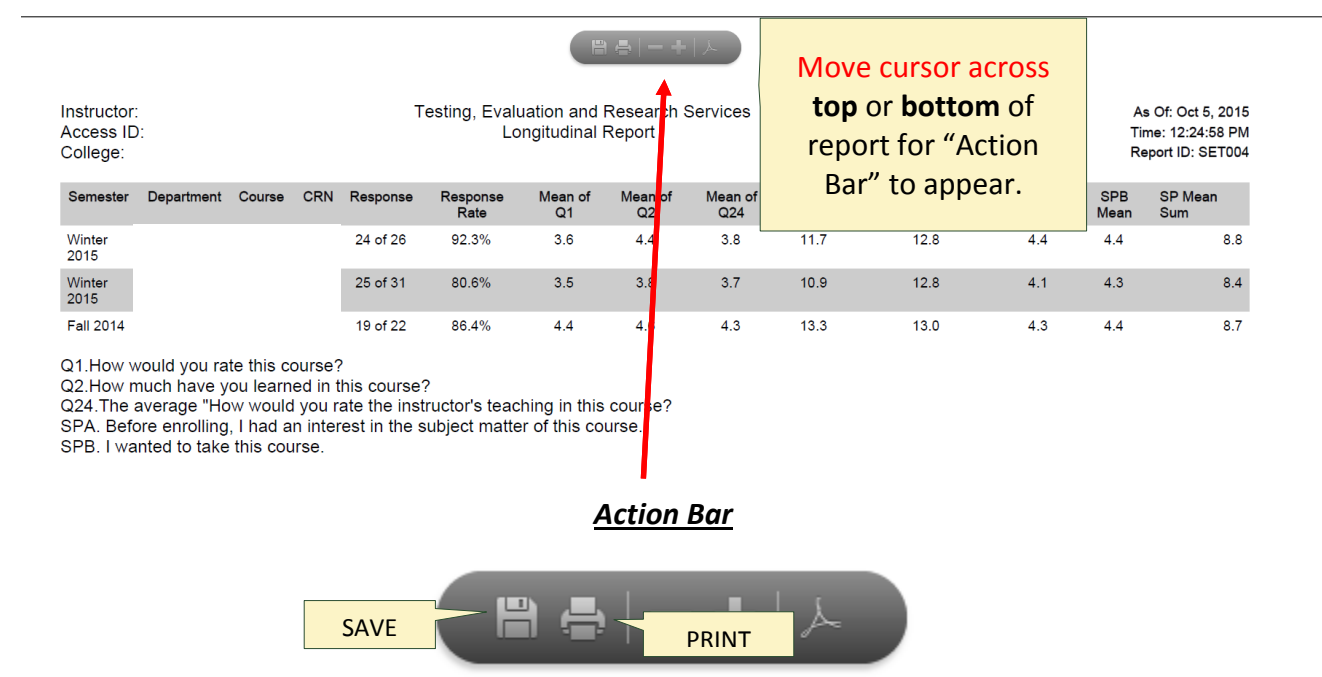
Instructor: Testing, Evaluation and Research Services
 Access ID: Longitudinal Report
 College:

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
Winter 2015				24 of 26	92.3%	3.6	4.4	3.8	11.7	12.8	4.4	4.4	8.8
Winter 2015				25 of 31	80.6%	3.5	3.8	3.7	10.9	12.8	4.1	4.3	8.4
Fall 2014				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.



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Action Bar

SAVE PRINT