




Student Evaluation of Teaching

Your guide to retrieving CHAIR administrative reports online

For more information, please contact set@wayne.edu or (313)577-3400.

We recommend using the following browsers:

- 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).



The screenshot shows a navigation menu with a grey header labeled 'RESOURCES'. Below it, there are two main categories: '>Employee Resources' and 'v Faculty Instructional Resources'. The 'Faculty Instructional Resources' category is expanded, showing a list of links: 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, and 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.

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.


- To retrieve your Department Summary Report, click on the Administrator link for **Summary Report**.
- To retrieve the Exceptions Report, click on the Administrator link for **Exceptions to Summary Report**.
- To retrieve a **Faculty Individual Report**, click on the link for **Faculty**.

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.

To retrieve a **Chairs Department Summary Report** or the **Chairs Exceptions Department Summary Report**, please follow the steps below:

1. Select ***one*** term from the Academic Period drop down box.
2. Next, click on ***your*** Department.
3. Leave ***Access ID*** blank.
4. 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.



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

Academic Period: *	201609	Academic Period		
College:	<div style="border: 1px solid black; padding: 5px;"> <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 <input type="checkbox"/> School of Library and Information Science <input type="checkbox"/> School of Medicine <input type="checkbox"/> School of Pharmacy </div> <p style="text-align: right; margin: 0;">Select all Deselect all</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; border-right: 1px solid black; padding: 5px;">Department:</td> <td style="padding: 5px;"> <div style="border: 1px solid black; padding: 5px;"> <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"/> Africana Studies <input type="checkbox"/> Anaesthesia <input type="checkbox"/> Anthropology <input type="checkbox"/> Art and Art History <input type="checkbox"/> Audiology Speech Language <input type="checkbox"/> Basic Engineering <input type="checkbox"/> Biological Sciences <input type="checkbox"/> Biomedical Engineering </div> <p style="text-align: right; margin: 0;">Select all Deselect all</p> </td> </tr> </table>	Department:	<div style="border: 1px solid black; padding: 5px;"> <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"/> Africana Studies <input type="checkbox"/> Anaesthesia <input type="checkbox"/> Anthropology <input type="checkbox"/> Art and Art History <input type="checkbox"/> Audiology Speech Language <input type="checkbox"/> Basic Engineering <input type="checkbox"/> Biological Sciences <input type="checkbox"/> Biomedical Engineering </div> <p style="text-align: right; margin: 0;">Select all Deselect all</p>
Department:	<div style="border: 1px solid black; padding: 5px;"> <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"/> Africana Studies <input type="checkbox"/> Anaesthesia <input type="checkbox"/> Anthropology <input type="checkbox"/> Art and Art History <input type="checkbox"/> Audiology Speech Language <input type="checkbox"/> Basic Engineering <input type="checkbox"/> Biological Sciences <input type="checkbox"/> Biomedical Engineering </div> <p style="text-align: right; margin: 0;">Select all Deselect all</p>			


Access ID:	<input style="width: 90%;" type="text"/>	<p>Choices:</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p style="text-align: right; margin: 0;">Select all Deselect all</p>
------------	--	--

Leave Access ID: blank

Cancel
< Back
Next >
Finish

Click on Finish to run either report.

Sample: Chairs Department Summary Report



**Testing, Evaluation and Research Services
Chairs Department Summary Report**

As Of: Apr 29, 2015
Time: 10:54:45 AM
Report ID: SET001

[View in HTML Format](#)
[View in PDF Format](#)
[View in XML Format](#)
[View in Excel Options](#)

Law School: Law School Winter - 2014

No.	Course	Call No.	Instr's Name	Mean Q1	Mean Q2	Mean Q24	Sum Q1,2,24	Peer Sum Q1,2,24	Md Q1	Md Q2	Md Q24	Mean SP A	Mean SP B	Sum SP A,B	Md SP A	Md SP B	E	N	%RET
1	LE20831	22096	Williams Eric	4.6	4.9	4.3	13.6	12.9	5	5	4.5	4.8	4.9	9.7	5	5	10	10	100
2	LE20833	27656	Williams Eric	4.4	4.6	4.7	13.7	12.9	4	5	5	5.0	5.0	10.0	5	5	6	6	100
LW - Average				4.5	4.7	4.5	13.7					4.8	5.0	9.8					


Student Profile
SPA: Before enrolling I had an interest in the subject matter of this course.
SP B: I wanted to take this course.

Sums
Sum Q1,2,24: The sum of the means of the three bargaining items.
Peer Sum Q1,2,24: The sum of the means of the three bargaining items for the instructor's bargaining peers.
If this section is N/A then the instructor was not part of a bargaining group which uses SET data in personnel decisions.

Summary Course Evaluation
Q1: How would you rate this course?
Q2: How much have you learned in this course?
Q24: How would you rate the instructor's teaching in this course?

Statistics
Mean = Class mean rating on each item.
Md = Class median rating on each item.
E = Student enrollment in the class as reported by the instructor.
N = Number of students completing questionnaires.
%RET = Percentage of students enrolled who completed the questionnaires.

Sample: Chairs Exceptions Department Summary Report



**Testing, Evaluation and Research Services
Chairs Exceptions Department Summary Report**

As Of: Aug 21, 2017
Time: 10:41:53 AM
Report ID: SET001

School of Medicine: School of Medicine Fall - 2016

The courses listed below were excluded from the Department Summary Report and the Longitudinal Report for the reasons below. These are provided because, although faculty have the right to exclude these results, they often prefer to use them in departmental decision-making.

Color Coding:

- Responses for these courses were delivered late for processing after department summary report was finalized.
- Responses for these courses are less than 5 & greater than 2.
- Responses for these courses are less than 3 and no individual report was generated.

No.	Course	Call No.	Instr's Name	Mean Q1	Mean Q2	Mean Q24	Sum Q1,2,24	Peer Sum Q1,2,24	Md Q1	Md Q2	Md Q24	Mean SP A	Mean SP B	Sum SP A,B	Md SP A	Md SP B	E	N	%RET
1	IBS9990			5.0	5.0	5.0	15.0	11.8	5	5	5	5.0	5.0	10.0	5	5	19	1	5

Retrieving Faculty Individual Report

1. To retrieve **Faculty Reports(s)**, click on the **Faculty** link displayed on page 3.
2. Select **one** or **more** Academic Periods from the box below.
3. Leave **College/Department** blank.
4. Enter **Access ID(s)** and click on **Insert**. *(If Access ID is unknown, please click on **your Department**. The system will generate reports for all instructor taught courses within your department.)*
5. Click on **Finish** to run report(s).



Testing, Evaluation and Research Services

Faculty Report

Add report description here

Parameter Information:	
Academic Period:	Required: Select one or more 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	<i>Asterisk (*) indicates required parameters</i>

Academic Period: *

- 201409
- 201406
- 201401
- 201309
- 201306
- 201301
- 201209
- 201206
- 201201
- 201109

[Select all](#) [Deselect all](#)

Select **one** or **more** Academic Periods

College:	<ul style="list-style-type: none"> <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"/> Law School <input type="checkbox"/> School of Business Administration <input type="checkbox"/> School of Library and Information Science <input type="checkbox"/> School of Medicine <p>Select all Deselect all</p>	Department:	<ul style="list-style-type: none"> <input type="checkbox"/> Academic Pathway for Excellence <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 <input type="checkbox"/> Basic Engineering <input type="checkbox"/> Biological Sciences <p>Select all Deselect all</p>
----------	---	-------------	--

Leave **College** blank

Leave **Department** blank

Access ID:	<input type="text"/>	Choices:	<input type="text"/>
		<input type="button" value="Insert"/>	
		<input type="button" value="Remove"/>	
			Select all Deselect all

Enter **Access ID:**

Click on **Insert**

Click on **Finish** to run a Faculty Individual Report(s).

Save or Print Reports

- Click on the **HTML** icon item **9** 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 **10** or choose another option.

Keep this version | Add this report

As Of: Apr 29, 2015
Time: 10:54:45 AM
Report ID: SET001

View in HTML Format
View in PDF Format
View in XML Format
View in Excel Options

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

Winter - 2014

No.	Course	Call No.	Instr's Name	Mean Q1	Mean Q2	Mean Q24	Sum Q1,2,24	Peer sum Q1,2,24	Md Q1	Md Q2	Md Q24	Mean SP A	Mean SP B	Sum SP A,B	Md SP A	Md SP B	E	N	%RET
1				4.6	4.8	4.3	13.6	12.8	5	5	4.5	4.8	4.9	9.7	5	5	10	10	100
2				4.4	4.6	4.7	13.7	12.8	4	5	5	5.0	5.0	10.0	5	5	6	6	100
LW - Average				4.5	4.7	4.5	13.7					4.9	5.0	9.8					

Student Profile
SP A. Before enrolling I had an interest in the subject matter of this course.
SP B. I wanted to take this course.

Sums
Sum Q1,2,24: The sum of the means of the three bargaining items
Peer Sum Q1,2,24: The sum of the means of the three bargaining items for the instructor's bargaining peers.
If this section is N/A then the instructor was not part of a bargaining group which uses SET data in personnel decisions.

Summary Course Evaluation
Q1. How would you rate this course?
Q2. How much have you learned in this course?
Q24. How would you rate the instructor's teaching in this course?

Statistics
Mean = Class mean rating on each item.
Md = Class median rating on each item.
E = Student enrollment in the class as reported by the instructor.
N = Number of students completing questionnaires.
%RET = Percentage of students enrolled who completed the questionnaires.

Wayne State University | Testing, Evaluation and Research Services | 606 Student Center, Detroit, MI 48202 | (313) 577-3400, set@wayne.edu 1 of 7

- 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.

Move cursor across top or bottom of report for "Action Bar" to appear

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

No Data Available

Action Bar

SAVE PRINT