

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 <u>Faculty Instructional Resources</u> -- 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 <u>left</u> of the screen under "RESOURCES" click on

"Faculty Instructional Resources." Next, click on "Student Evaluation of Teaching Reports."

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 choses this option.
Faculty	SET002	Indiividual 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

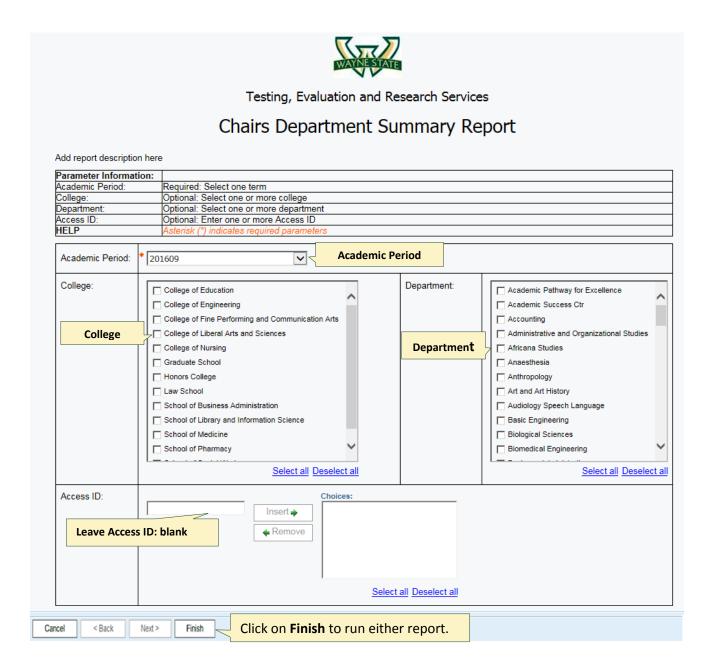
- * All reports may be saved as PDF, excel, HTML, or CSV.
- * PDF is the best option for a report which fits nicely on a page.
- * CSV allows the most flexibility in sorting many records but is the most difficult in terms of printing.
- * Another option you may select is to print in portrait or landscape.
- 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.

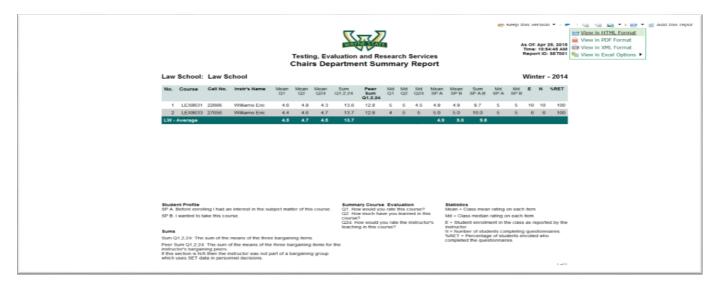
To retrieve a <u>Chairs Department Summary Report</u> or the <u>Chairs Exceptions Department Summary</u> Report, please follow the steps below:

- 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.

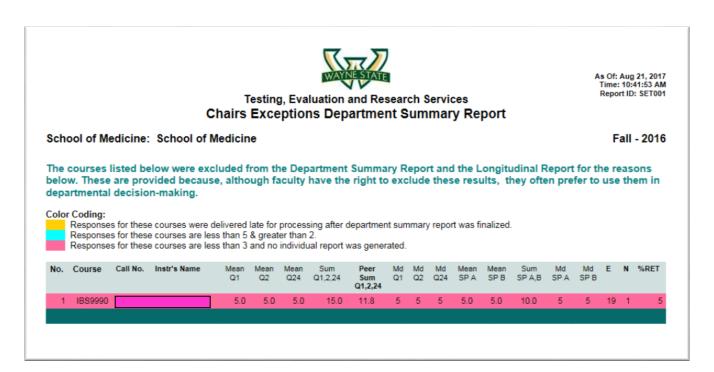
Note: Academic Period is the Semester you are retrieving: First four digits are the year (2014), next two digits are the semester (01 = Winter, 06 = Spring/Summer, 09 = Fall) -- Ex. '201409' = Fall 2014.



Sample: Chairs Department Summary Report

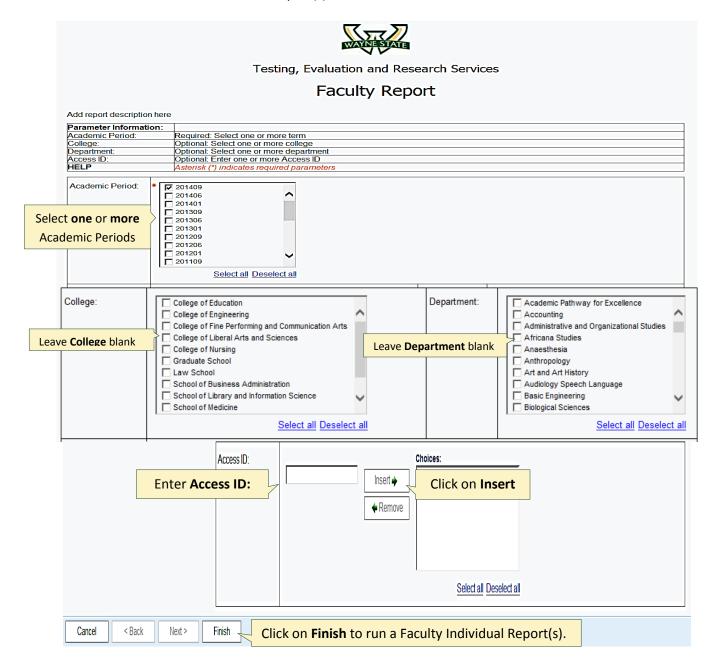


Sample: Chairs Exceptions Department Summary Report



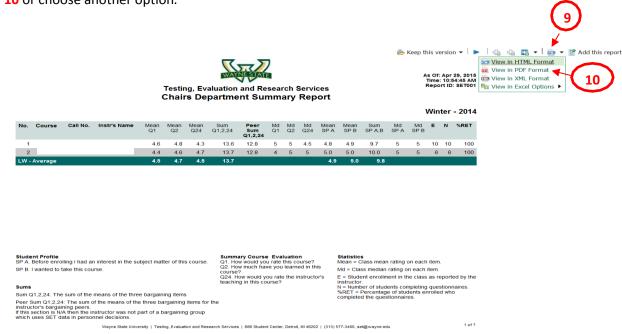
Retrieving Faculty Individual Report

- 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).



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.



 Depending on your browser, move cursor across the top or bottom of the report until the following <u>Action Bar</u> appears to Save or Print your document.

