This information is to explain the "Cognos Report" which you may have received at the beginning of the semester, prior to the Census Date for the semester. The Cognos Report is separate from the course listing for confirmation or correction which is sent to you after the Census Date.

What is contained in the Cognos Report.

The "Cognos Report" is an Enterprise Analytics and Information System generated report designed to help you identify and correct those Wayne Internet Scheduling systEm (WISE) course listings that will be problematic when it comes time to prepare your SET supplies. The report looks at all of your active courses, based on the Subject Area Code, and if necessary will put them into one of the following categories/questions.

1. **Enrollments less than two should not be evaluated.** Please update WISE to "do not evaluate" unless you expect more students to register or you are planning to cancel the class before the tenth day of the semester.
2. **These courses have been identified as needing paper/pencil evaluation and being individual (IND) courses**. Typically, these courses are not evaluated. Please double-check to make sure that these courses should be evaluated. If not, please update WISE to "do not evaluate." Enrollments less than two should not be evaluated.
3. **No SET flag is indicated for these classes**. Please update WISE.
4. **These WEB or HYB courses have been marked for pencil/paper evaluation**. Please check with the instructor to verify how they wish their course to be evaluated, online or pencil/paper, and update WISE
5. **This instructor is listed as teaching several sections of a course which is often taught by multiple instructors**. It may be that the instructor listed is actually a coordinator, or teaches the lecture while others teach the labs or discussion sections. If this is the case, please update WISE to include the actual instructor who should be evaluated for each section. If there is a listed instructor who needs to be included in the record but should not be evaluated, please change their status to "do not evaluate."

What is not in this report.

This report puts courses into the above questions based on contradictions; for example, a course with a 0 enrollment should not be marked evaluate, if it is, it would be listed in question 1. An online course is generally expected to be evaluated online. If it is listed evaluate, which means pencil paper, it will be listed in question 4. The report cannot know if a course is listed correctly if there is no contradiction. So, courses that would not be included in the report are.

- Courses where the evaluation status is consistent with the number of students enrolled and the course type. This would include courses that are online or hybrid that are marked for online evaluation.
- Courses that are marked "do not evaluate", regardless of other factors.
- Courses that were cancelled.
- Cross-Listed courses. These are problematic as their stand-alone status is often mitigated by the fact that they meet with another course, especially if that course is in a different department. Including

cross-listed courses in this report can cause unnecessary confusion and therefore courses that are officially cross-listed (as identified by Registration) are automatically omitted from this report, regardless of other factors.

It is important, therefor, to note that just because a course is omitted from this report, it does not mean that it is listed correctly in WISE. This report is designed to help target work in WISE but not substitute for a review of all listed courses.

When you should get the report/What to do if you don't receive it.

Ideally this report is run between the end of one semester and the start of the next, and may be run additional times within the first few weeks of a semester, prior to the census date. Due to the nature of the report not everyone will receive it. If you did not receive the report do not be concerned, but do not assume that this means that all your courses are listed correctly in WISE.

If you are the SET Coordinator for your department you will receive the list of courses for correction or confirmation after the census date as described in the Supplies Memo emailed to you within the first week of the semester. That email would have included the SET calendar for the semester, and all necessary instructions for the semester. If you did not receive that email you will find it on the SET Web Site page for staff, http://testing.wayne.edu/evaluation/staff.php.

Things we have learned since implementing this report

This report was first put in practice in Spring/Summer 2016. Since that time we have received feedback about the report and more is certainly welcome. Additionally, as a result of this report, we have identified a few issues relative to more efficiently using WISE. These issues have been updated in the WISE directions http://testing.wayne.edu/evaluation/wise-directions-revised.pdf and are also explained below for your information.

1. **SET status is missing, even though you checked it in WISE:** If you go into WISE, look at the class, look at the instructor, see the status Evaluate in the pull down menu and then exit, the SET Status will remain missing. You must click the "SUBMIT Request" button in order for the status to become active. The same is true if you wish to change the status to "do not evaluate" or "evaluate online". You must select your status, click SUBMIT Request, and then the status will become active.
2. **Instructors missing from your final list:** Although all the instructors are visible in WISE the download program we use will only, initially, pull the "primary instructor". To fix this, go into WISE and even if you don't need to make any changes, click SUBMIT Request.

Thank you very much for your participation in this important project. If you have any questions please contact.

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