



WAYNE STATE
UNIVERSITY

Testing, Evaluation and
Research Services

Student Evaluation of Teaching (SET)

A guide to retrieving Dean administrative reports online.

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

*A Guide to Retrieving Dean
Administrative Reports Online*

Contents

Accessing Cognos..... 2

Log into Academica..... 2

Retrieving Reports 2


 Chairs Department Summary Report..... 3

 Chairs Exceptions Department Summary Report..... 3

 Faculty Individual Reports 5

Save or Print Reports 6

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 Reports

- The **Testing, Evaluation and Research Services** report selection screen will display. The directions to retrieve reports are on the following pages below. You may only retrieve reports for your *college* only.

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	This is a new report. Please try it out. Please send feedback to set@wayne.edu.
Business	SET008B	Longitudinal Output for Business	This report is for exporting to Digital Measures

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.

Sep 2, 2020

[SET Coordination Reports](#)

Administrators – Chair Department Summary Report - Click on the Administrators (SET001) button.
Administrators–Chair Exceptions to Summary Report – Click on the Administrators (SET006) button.
Faculty – Faculty Individual Report - Click on the Faculty (SET002) button.

Note: If a blank screen appears when selecting any of the above links, please complete a [SET Service Request Form](#) and one of our team members will assist you.

Chairs Department Summary Report

Chairs Exceptions Department Summary Report

The following screen is displayed for either the *Chairs Department Summary (SET001)* or the *Chairs Exceptions Department Summary Report (SET006)*. The steps below are to retrieve either report..

1. To retrieve reports for your entire **College**:
 - a. Select **one** term using the Academic Period drop down box.
 - b. Click on your **College**.
 - c. Leave **Department** blank.
 - d. Leave **Access ID** blank.
 - e. Click on **Finish** to run your report(s).

(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 = all) -- Ex. '201409' = fall 2014.)

WAYNE STATE

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

Academic Period: **1a**

College: **1b** Click on College

- College of Education
- College of Engineering
- College of Fine Performing and Communication Arts
- College of Liberal Arts and Sciences
- College of Nursing
- Graduate School
- Honors College
- Law School
- School of Business Administration
- School of Library and Information Science
- School of Medicine
- School of Pharmacy

1c Leave Department blank

Department:

- Academic Pathway for Excellence
- Academic Success Ctr
- Accounting
- Administrative and Organizational Studies
- Africana Studies
- Anaesthesia
- Anthropology
- Art and Art History
- Audiology Speech Language
- Basic Engineering
- Biological Sciences
- Biomedical Engineering

Access ID: **1d** Leave Access ID: blank

Choices:

1e Click on Finish to run your report

Cancel < Back Next > Finish

2. To retrieve reports for a specific **Department** within your college:
 - a. Select **one** term using the Academic Period drop down box.
 - b. Leave **College** blank.
 - c. Click on the **Department** you would like to retrieve.
 - d. Leave **Access ID** blank.
 - e. Click on **Finish** to run your 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.)

WAYNE STATE

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: **2a**
Academic Period

College: **2b**
Leave College blank

Department: **2c**
Click on Department

Access ID: **2d**
Leave Access ID: blank


Choices: **2e**
Click on Finish to run your report

Buttons: Cancel < Back Next > Finish

Faculty Individual Reports

3. To retrieve a Faculty Individual Report, click on the **Faculty** link displayed on page 4.
 - a. From the Academic Period drop down box, you can select **one** or **more** Academic Periods.
 - b. Leave **College** and **Department** blank.
 - c. Enter **Access ID(s)** (in lower case letters).
 (Note: When Access ID is left blank the system will generate reports for all instructor taught courses within a department for an academic period.)
 - d. Click on **Insert**.
 - e. Next, click on **Finish** to run your report(s).

(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
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](#)

3a

Select one or more Academic Period(s)

College:

3b

Leave College blank

- College of Education
- College of Engineering
- College of Fine Performing and Communication Arts
- College of Liberal Arts and Sciences
- College of Nursing
- Graduate School
- Law School
- School of Business Administration
- School of Library and Information Science
- School of Medicine

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

Department:

3b

Leave Department blank

- Academic Pathway for Excellence
- Accounting
- Administrative and Organizational Studies
- Africana Studies
- Anaesthesia
- Anthropology
- Art and Art History
- Audiology Speech Language
- Basic Engineering
- Biological Sciences

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

Access ID:

3c

Enter Access ID(s): (lowercase letters)

Choices:

3d

Click on Insert

[Insert](#) [Remove](#)

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

Cancel

< Back

Next >

Finish

3e

Click on Finish to run your report

Note: All courses taught within a semester will be combined in one document and have 2 pages.

Save or Print Reports

- Your report will display in the following format.
- At the bottom left of the page, are scroll buttons 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.
- Select **RUN PDF**.

The screenshot shows the 'Faculty Individual Report' interface. A yellow callout box contains instructions on how to save or print the report. A green arrow points from the 'Run AS' button in the top left corner to the callout box. The report content includes sections for 'SUMMARY COURSE EVALUATION', 'SUMMARY INSTRUCTOR EVALUATION', and 'STUDENT PROFILE', each with associated rating tables.

Excellent	Very Good	Good	Fair	Poor	N/A	U/A
(5)	(4)	(3)	(2)	(1)	(A)	(B)

Great Deal	A lot	Moderate	Little	Nothing	N/A	U/A

Excellent	Very Good	Good	Fair	Poor	N/A	U/A

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
(5)	(4)	(3)	(2)	(1)

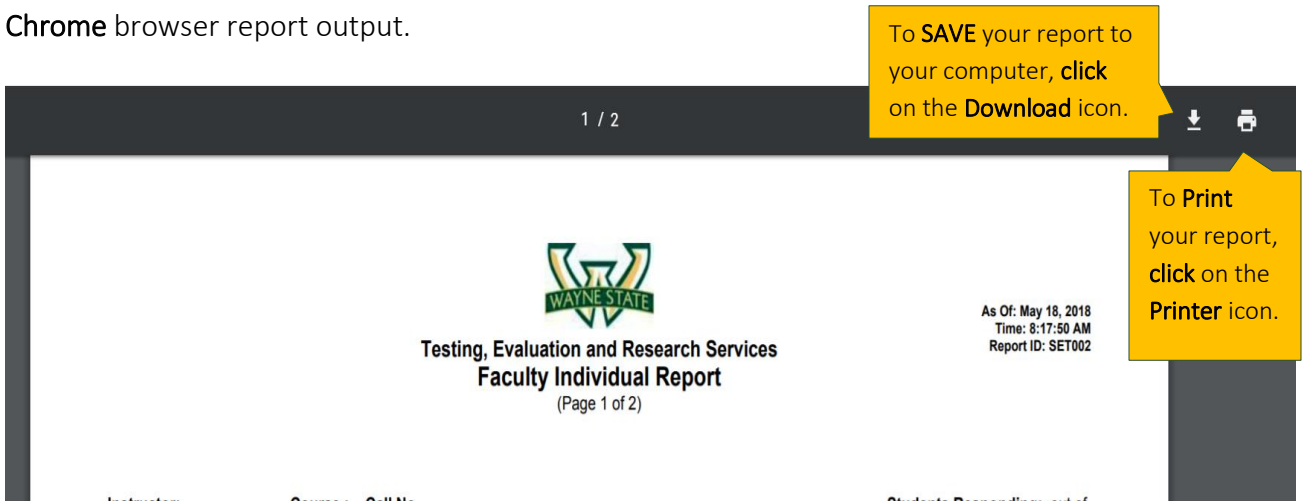
The **SAVE and Print** icons are located at the top right of the report screens. Please follow the steps for your browser output.

Save and Print Icons

The screenshot shows the 'Faculty Individual Report' interface with a green arrow pointing to the 'Save and Print' icons at the top right. The report content is identical to the previous screenshot, showing evaluation and student profile sections.

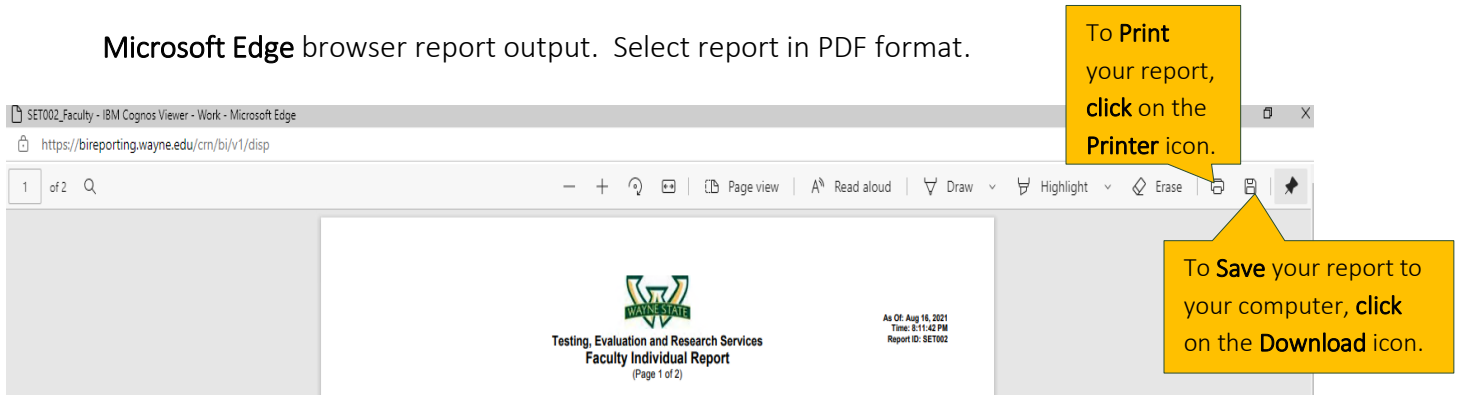
Save or Print Reports (cont'd)

Chrome browser report output.



The screenshot shows a Chrome browser window displaying a report page. The page header includes "1 / 2" and a dark navigation bar with a download icon and a printer icon. A yellow callout box points to the download icon with the text: "To **SAVE** your report to your computer, **click** on the **Download** icon." Another yellow callout box points to the printer icon with the text: "To **Print** your report, **click** on the **Printer** icon." The main content of the page features the Wayne State University logo, the text "Testing, Evaluation and Research Services Faculty Individual Report (Page 1 of 2)", and a date/time stamp: "As Of: May 18, 2018 Time: 8:17:50 AM Report ID: SET002".

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



The screenshot shows a Microsoft Edge browser window displaying the same report page. The browser's address bar shows the URL "https://bireporting.wayne.edu/crm/bj/v1/disp". The browser's toolbar includes a search bar, navigation buttons, and a "Page view" button. A yellow callout box points to the printer icon with the text: "To **Print** your report, **click** on the **Printer** icon." Another yellow callout box points to the download icon with the text: "To **Save** your report to your computer, **click** on the **Download** icon." The main content of the page is identical to the Chrome screenshot, featuring the Wayne State University logo, the text "Testing, Evaluation and Research Services Faculty Individual Report (Page 1 of 2)", and a date/time stamp: "As Of: Aug 18, 2021 Time: 9:11:42 PM Report ID: SET002".

Save or Print Reports (cont'd)

Mozilla Firefox browser report output.

The screenshot shows the Mozilla Firefox browser interface. The address bar displays '1 of 2' and 'Automatic Zoom'. The page content includes the Western 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'. The browser's toolbar at the top right contains icons for Print and Download. Two yellow callout boxes provide instructions: one pointing to the Print 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.'

Safari browser report output.

The screenshot shows the Safari browser interface. The address bar displays '1 / 2'. The page content is identical to the Firefox screenshot, including the Western State logo, title, and form fields. The browser's toolbar at the top right contains icons for Print and Download. Two yellow callout boxes provide instructions: one pointing to the Print 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.'