


# Student Evaluation of Teaching

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*Your guide to retrieving Dean administrative reports online*

For more information, please contact [set@wayne.edu](mailto: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 18 items: 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.

1. To retrieve Summary reports for departments within your College **only**, click on the Administrator link for **Summary Report**. *(Please note: Your access will not allow you to retrieve Summary reports for Departments not within your college.)*
2. To retrieve the Exceptions Report, click on the Administrator link for **Exceptions to Summary Report**.
3. 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](mailto: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. 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.
2. To retrieve reports for a certain **Department** within your college:
  - e. Select **one** term using the Academic Period drop down box.
  - a. Click on the **Department** you would like to retrieve.
  - b. Leave **Access ID** blank.
3. 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.**

**WAYNE STATE**

Testing, Evaluation and Research Services

## Chairs Department Summary Report

Add report description here

<b>Parameter Information:</b>	
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	Asterisk (*) indicates required parameters

Academic Period:  **Academic Period**

College: **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

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

Department: **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

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


Access ID:  **Leave Access ID: blank.**

Choices:

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

Buttons: Cancel, < Back, Next >, **Finish** **Click on *Finish* to run your reports.**

Sample: *Chairs Department Summary Report*



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

As Of: Apr 28, 2018  
Time: 12:44:45 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	LEX9631	22666	Williams Eric	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	LEX9633	27056	Williams Eric	4.4	4.6	4.7	13.7	12.8	4	5	5	5.0	5.0	10.0	5	5	6	6	100
<b>LW - Average</b>				<b>4.5</b>	<b>4.7</b>	<b>4.5</b>	<b>13.7</b>					<b>4.9</b>	<b>5.0</b>	<b>9.8</b>					


**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 SGT 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 a **Faculty** report(s), click on the **Faculty** link displayed on page 3.
2. Select **one** or **more Academic Periods** from the box below.
3. Leave **College** and **Department** blank.
4. Enter **Access ID(s)** and click on **Insert**.
5. Click on **Finish** to run a Faculty Individual 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  
**Faculty Report**

Add report description here

<b>Parameter Information:</b>	
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
<b>HELP</b>	<i>Asterisk (*) indicates required parameters</i>

Academic Period: \*

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

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

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
- Law School
- School of Business Administration
- School of Library and Information Science
- School of Medicine

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

Department:

- 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:

Enter **Access ID:**

Choices:

Click on **Insert**

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

Cancel


< Back

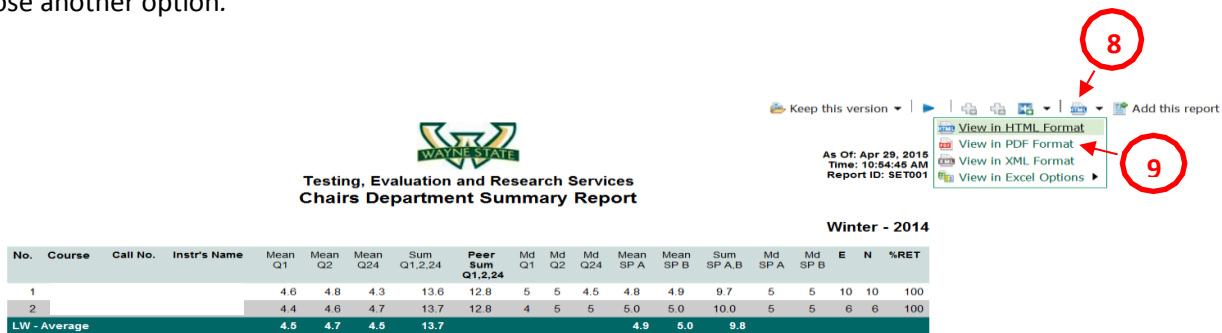
Next >


Finish


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

## Save or Print Reports

- Click on the **HTML**  icon item **8** 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 **9** or choose another option.



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

Keep this version |  **8** | Add this report  
 As Of: Apr 29, 2015  
 Time: 10:54:45 AM  
 Report ID: SET001  
 View in HTML Format  
 View in PDF Format **9**  
 View in XML Format  
 View in Excel Options

**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
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<b>LW - Average</b>				<b>4.5</b>	<b>4.7</b>	<b>4.5</b>	<b>13.7</b>					<b>4.9</b>	<b>5.0</b>	<b>9.8</b>					

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 If this section is N/A then the instructor was not part of a bargaining group which uses SET data in personnel decisions.

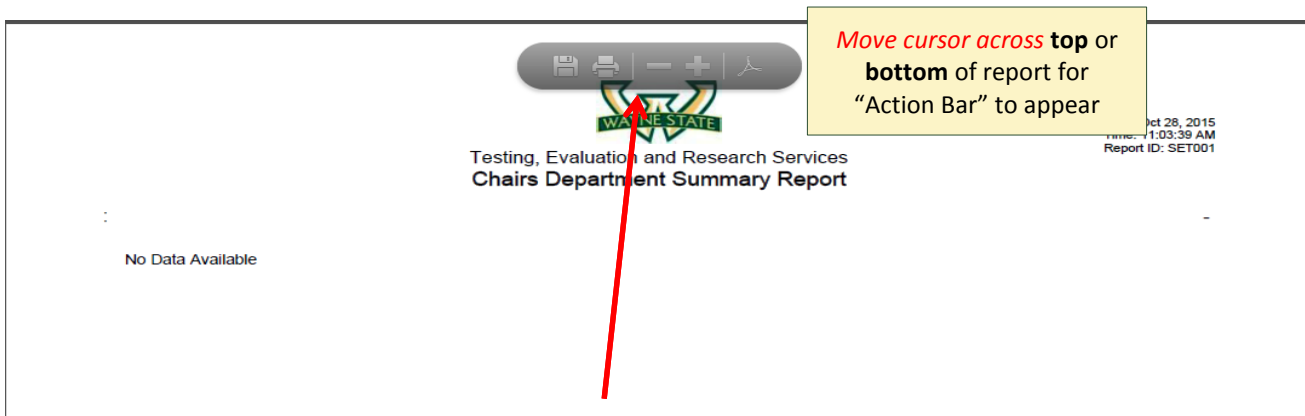
### Summary Course Evaluation


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

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 Md = Class median rating on each item.  
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 %RET = Percentage of students enrolled who completed the questionnaires.

- 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.



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

Oct 28, 2015  
 Time: 11:03:39 AM  
 Report ID: SET001

No Data Available

Action Bar



SAVE PRINT