

Student Evaluation of Teaching

Your guide to accessing Dean administrative longitude results online

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

We recommend using the following browsers to access COGNOS.

- 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/

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."

5. Click on the link *Administrators and Faculty* to retrieve a Longitudinal Report.

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.

The following **Longitudinal Report** screen will appear.

- 1. To retrieve reports for your entire **College:**
 - a. Click on the **Earliest** semester drop down box and select a starting semester for your report.
 - b. Next, click on the **Latest** semester drop down box and select an ending semester for your report.
 - c. Click on your College.
 - d. To retrieve reports for all departments within your college, leave **Department** blank.
- 2. To retrieve reports for certain **Department(s)** within your college:
 - a. Click on the **Earliest** semester drop down box and select a starting semester for your report.
 - b. Next, click on the **Latest** semester drop down box and select an ending semester for your report.
 - c. Click on the **Department(s)** you would like to retrieve.
 - d. Leave Access ID blank.
- 3. Click on **Finish** to run your reports.

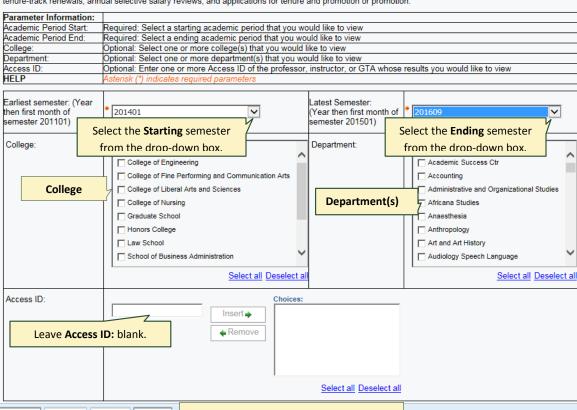
Note: Academic Period is the Semester you are retrieving: First four digits are the year (2014), next two digits are the semester (01 = Winter, 06 = Spring/Summer, 09 = Fall) -- Ex. '201409' = Fall 2014.



Testing, Evaluation and Research Services

Longitudinal Report

The Course Evaluation Office, in collaboration with the Associate Provost for Academic Personnel, has developed a common report format for documenting Student Evaluation of Teaching (SET) data for individual faculty. These standard reports form part of the required documentation for such processes as tenure-track renewals, annual selective salary reviews, and applications for tenure and promotion or promotion.



< Back

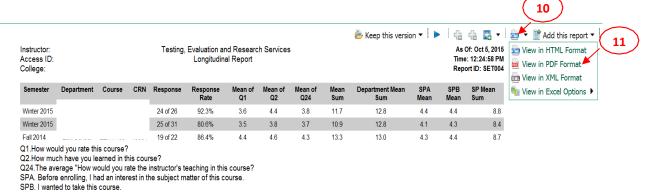
Next >

Cancel

Click on **Finish** to run your report(s).

Save or Print Reports

• Click on the HTML icon item 10 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 11 or choose another option.



 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.

