



WAYNE STATE  
UNIVERSITY

Testing, Evaluation and  
Research Services

# Student Evaluation of Teaching (SET)

*A guide to retrieving your faculty individual reports online.*

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

*A Guide to Retrieving Your Faculty  
Individual Reports Online*


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The following are recommended browsers:

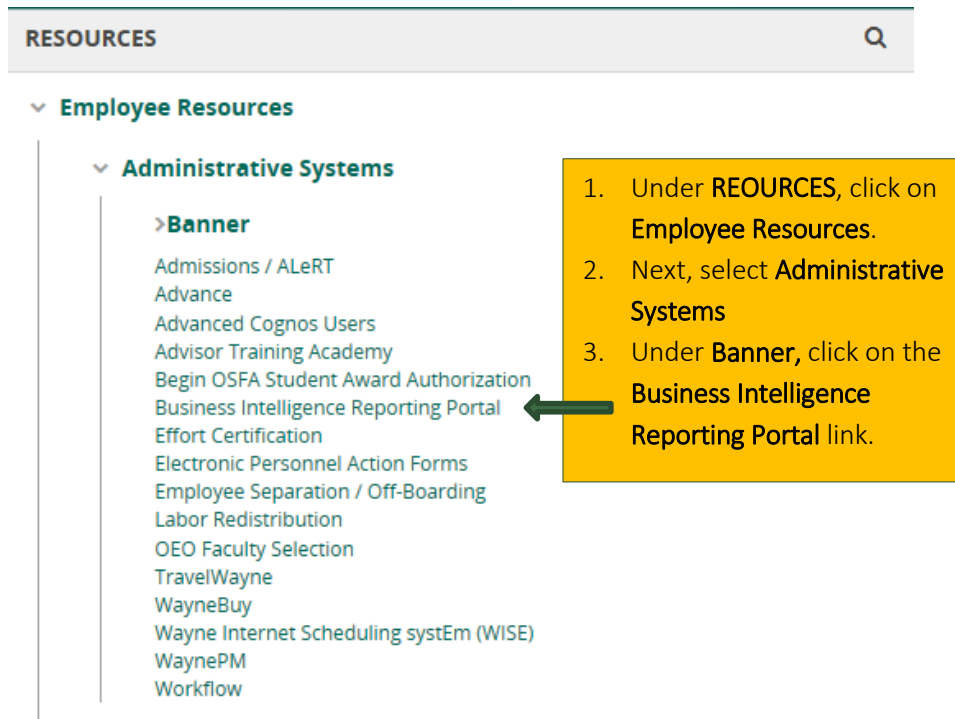
- Google Chrome
- Internet Explorer 
- Mozilla Firefox
- Apple Safari for MAC users

## Accessing Cognos

### ▪ Accessing Cognos Off Campus –

To access Cognos **OFF** campus, please click on or copy and paste the following link into your browser <https://tech.wayne.edu/kb/security/security/830>. If you need assistance, please contact the C&IT Helpdesk at (313) 577-4778.

### ▪ Login to Academica

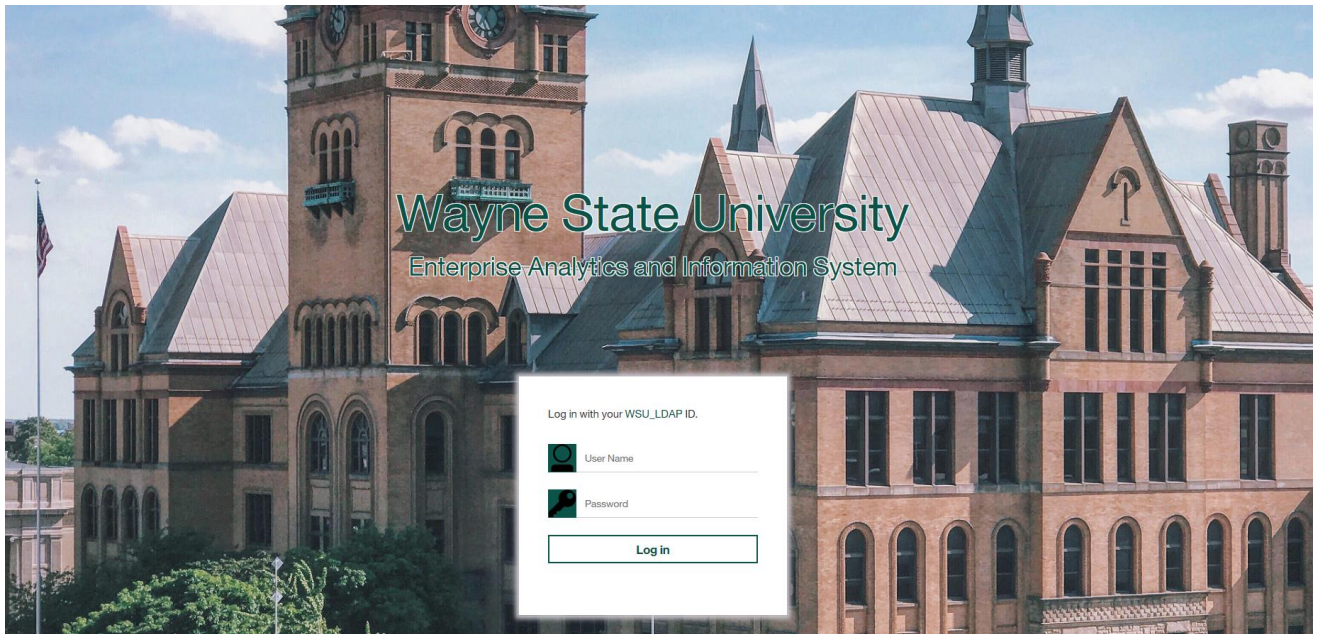


The screenshot shows a web interface with a search bar at the top right and a 'RESOURCES' header. Below the header, there is a dropdown menu for 'Employee Resources'. Under 'Employee Resources', there is a dropdown for 'Administrative Systems'. Under 'Administrative Systems', there is a dropdown for 'Banner'. Under 'Banner', there is a list of links, including 'Business Intelligence Reporting Portal'. A yellow callout box with a green arrow points to the 'Business Intelligence Reporting Portal' link. The callout box contains the following instructions:

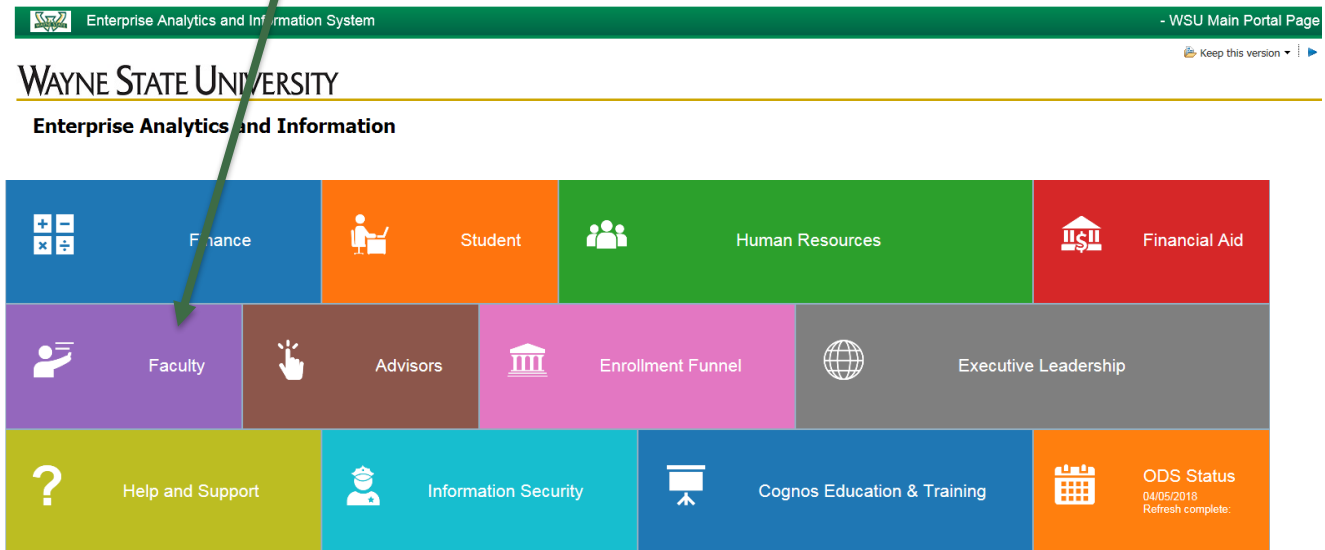
1. Under **REOURCES**, click on **Employee Resources**.
2. Next, select **Administrative Systems**
3. Under **Banner**, click on the **Business Intelligence Reporting Portal** link.

**NOTE:** If you are unable to access the Cognos system, please contact the C&IT Help Desk at (313) 577-4778 for assistance.

- The Wayne State University Cognos logon page will display.
- Enter your **Access ID** and **Password**.



- The following **WSU Enterprise Analytics and Information** screen will display.
- Select **Faculty**.



## Retrieving Faculty Report

- The **Testing, Evaluation and Research Services** report selection screen will display. From this screen, you can select the report you would like to retrieve.

Enterprise Analytics and Information System
- SET Report List    bb4642    Log Off    About

Keep this version    Print    Excel    HTML    Add this 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 chooses this option.
Faculty		Click on the <b>Faculty</b> link	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 **Faculty Report** screen is displayed. Here you will enter the following steps to retrieve your report(s).

1. Click on **one** or **more** Academic Periods.
2. Leave **College** and **Department** blank.
3. Enter **Access ID** (enter in lowercase letters).
4. Click on **Insert**.
5. Next, click the **Finish** button 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.)

The screenshot shows the 'Faculty Report' form with the following elements and callouts:

- 1:** A callout box pointing to the 'Academic Period' list box, which contains a list of semesters from 201109 to 201409. The 201409 option is selected.
- 2:** A callout box pointing to the 'College' list box, which is currently empty. The callout text says 'Leave College blank'.
- 2:** A callout box pointing to the 'Department' list box, which is also empty. The callout text says 'Leave Department blank'.
- 3:** A callout box pointing to the 'Access ID' text input field. The callout text says 'Enter Access ID: (lowercase letters)'.
- 4:** A callout box pointing to the 'Insert' button in the 'Choices' section. The callout text says 'Click on Insert'.
- 5:** A callout box pointing to the 'Finish' button at the bottom of the form. The callout text says 'Click on Finish to run your report(s)'.

At the bottom of the form, there are buttons for 'Cancel', '< Back', 'Next >', and 'Finish'.

**Note: All courses taught within a semester will be combined into one document. Each course will have 2 pages.**

# Save or Print Reports

At the bottom left of the page, are scroll buttons **Top** **Page up** **Page down** **Bottom** 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.
- For example, select **Run PDF** if you want your report as a PDF document.
- Follow your browsers directions, as shown below, to Save or Print your report.

**Run HTML**  
**Run PDF**  
**Run Excel**  
**Run Excel data**  
**Run CSV**  
**Run XML**  
**Reset prompts and run**

Course : Call No. Students Responding: out of

**Y COURSE EVALUATION**

R A T I N G S		#RESPONDING IN EACH OF THE FOLLOWING CATEGORIES							
Mn.	Md.	SD	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

**SUMMARY INSTRUCTOR EVALUATION**  
 How would you rate the instructor's teaching in this course?  
**MEAN SUMMATIVE CLASS RATING** .....

**STUDENT PROFILE**

R A T I N G S		#RESPONDING IN EACH OF THE FOLLOWING CATEGORIES					
Mn.	Md.	SD	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
(5)	(4)	(3)	(2)	(1)			

*Before enrolling I had an interest in the subject matter of this course.*

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

**Save and Print Icons**

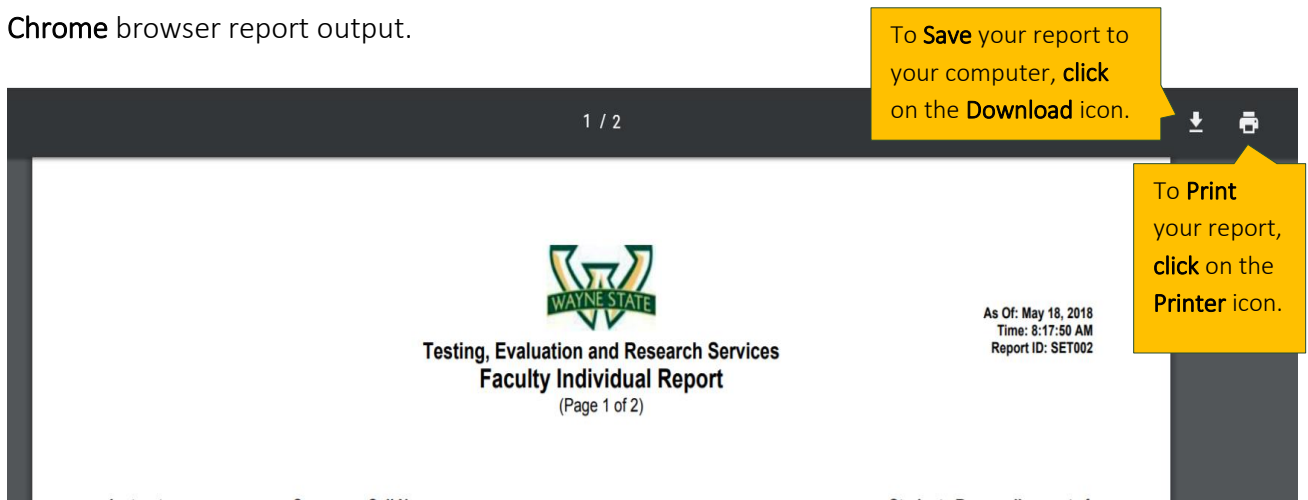
1 / 2

**Testing, Evaluation and Research Services**  
**Faculty Individual Report**  
 (Page 1 of 2)

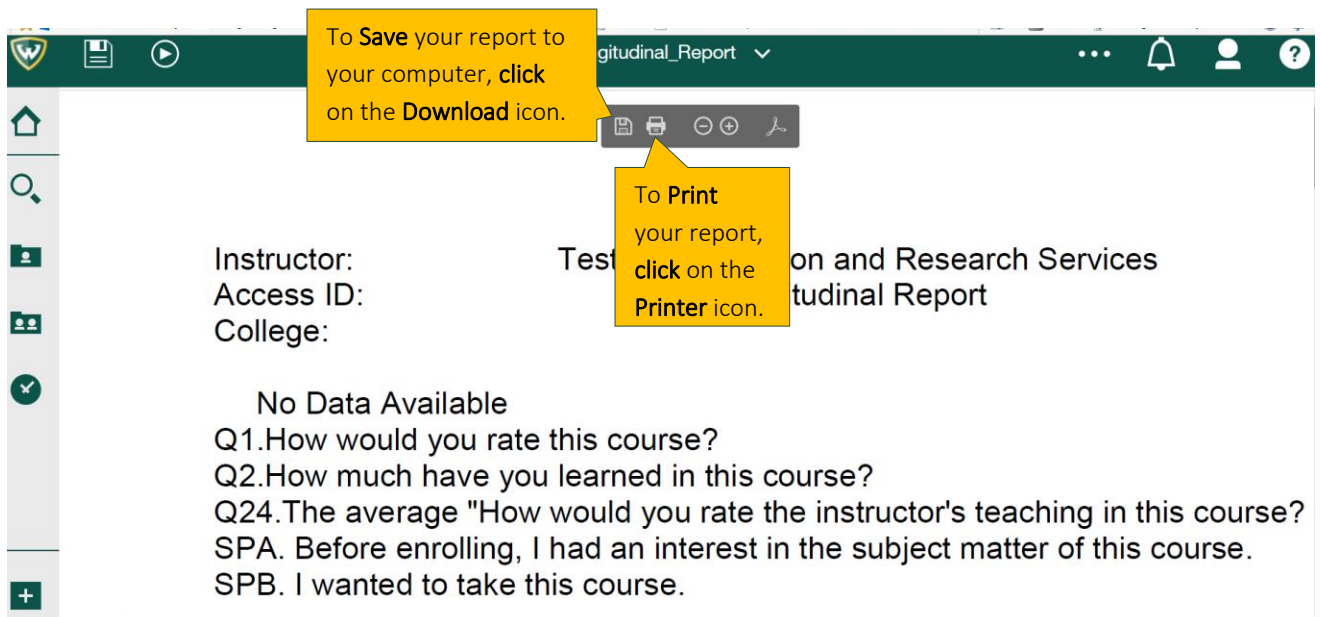
As Of: May 18, 2018  
 Time: 8:17:50 AM  
 Report ID: SET002

## Save or Print Reports (cont'd)

Chrome browser report output.



Internet Explorer browser report output. Hover mouse across the top of the report for "Action Bar" to appear.





## Save or Print Reports (cont'd)

Mozilla Firefox browser report output.

The screenshot shows a Mozilla Firefox browser window displaying a report titled "Testing, Evaluation and Research Services Faculty Individual Report (Page 1 of 2)". The browser's address bar shows "SET002\_Faculty". The report content includes fields for "Instructor:", "Course : Call No.", and "Students Responding: out of". Below these fields are sections for "SUMMARY COURSE EVALUATION", "RATINGS", and "RESPONDING IN EACH OF THE FOLLOWING CATEGORIES". Two yellow callout boxes are present: one pointing to the printer icon in the browser's toolbar 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 a Safari browser window displaying the same report as the Firefox browser. The browser's address bar shows "disp" and "1 / 2". The report content is identical to the Firefox screenshot. Two yellow callout boxes are present: one pointing to the download icon in the browser's toolbar with the text "To Save your report to your computer, click on the Download icon.", and another pointing to the printer icon with the text "To Print your report, click on the Printer icon."