Access SET Reports (from 2016)

Academic Head is able to access and download Academic Unit SET Reports and SET Course Reports within SET dashboard or Canvas' SET Reports, a menu on the left side panel.

Step 1: Login to <u>SET Portal</u> with HOD's UPI and password (or login to <u>Canvas</u> and click *SET Reports*, the navigation link)

Step 2: Within SET Portal, click Dashboard under "My Space" menu on the left top side of screen.

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Step 3: SET Reports are displayed at the bottom of Dashboard.

Reports are organised by Semester [Category] and Year [Subcategory]

"Academic Unit SET Report – [TERM][YEAR]" and "SET Course Report – [TERM] [YEAR] are what you Department is required provide in the portfolio for the Review Panel.

There is a search function above the list to search reports if they appear in multiple pages.

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Semester 1	[Not Classified]	Semester 1 2017 Course and Teaching Evaluations	Course and Teacher SET Report - Semester 1, 2017 (deferred period)	[No Expiry]	View Log	View Report
Semester 1	[Not Classified]	Semester 1 2017 Course and Teaching Evaluations	Course and Teacher SET Report - Semester 1, 2017 (standard period)	[No Expiry]	View Log	View Report
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Report Title	Expiry Date		
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urse and Teacher SET Report - Semester 1, 2017 (standard period)	[No Expiry]	View Log	View Report
urse and Teacher SET Report - Summer School 2017	[No Expiry]	View Log	View Report

Step 4: Click "View Report", next to "Academic Unit SET Report – [TERM] [Year]"

Step 5: A new Tab will open up with all Academic Unit reports you access. There is a search function above the report list in case they are displayed over one page.

Select the box in front of PDF file for Academic Unit reports, and Click "Download PDF" at the bottom. A single Academic Unit report will be downloaded at to "Download" folder of your computer. You might select multiple boxes and download all Academic Unit reports in a bulk/zip file.

Report List

This table pr	ovides a list of links to reports in both PDF and HTN	L format. The PDF versions of the reports listed here are not WCAG 2.0 compliant. Please use the HTML version by opening the link located in the Report Title column of the table as an accessible alternative.
	Search report title Clear search	
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	Acedemic Unit SET Report Semester 1 for	Department xxxx
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	Acedemic Unit SET Report Semester 1 for	Department xxxx
Select All	Deselect All View Download PD	

Step 6: Repeat Step 3&4 Go back to Dashboard (the Dashboard Tab should be open if you did not close it before), locate and open *SET Course Report* – *[TERM]* [YEAR] by clicking "View Report".

If you have multiple subjects in your Department/School, use the search function by typing in "subject". All SET course reports under this subject will show. Repeat if you have multiple subjects. You might select the box in front of each SET course report; or "Select All" at the bottom, then clicks "Download PDF". A quick guide for Academic Head to prepare Departmental Review portfolio

Report L	.ist -	SET	Course	Report	Semester	1,	2017
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This table provides a list of links to reports in both PDF and HTML format. The PDF versions of the reports listed here are not WCAG 2.0 compliant. Please use the HTML version by opening the link located in the Report Title column of the table as an accessible alternative.

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Retrieve Reports from Cecil (prior to 2016)

If you have had access to pages of Courses offered by your Academic Unit in <u>Cecil Enterprise</u> <u>Learning Management System</u> to, please select **Student Evaluation** under STAFF LINKS on the left side panel with your UPI and password to open Student Evaluations of Courses, Teachings and Tutoring.



You **must use the search function** to select courses by year. Cecil-based reports are displayed under each course with a link to view report. Please note these Reports might include summary for teachers and tutors. If so, you might need to "Redact" information in PDF files.

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