

A quick guide for Academic Head to prepare Departmental Review portfolio

## 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 [SET Portal](#) with HOD's UPI and password (or login to [Canvas](#) 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.

The screenshot shows the SET Portal Dashboard. The left sidebar has a 'My Space' menu with 'Dashboard' highlighted. The main content area has search filters for Task Type (No Task), Task Status (All), Term (All), Year (All), and Language (All). There is a search bar for Project Title with 'Find' and 'Clear Search' buttons. Below the search bar, it says 'Results: 0 - 0 of 0 Item(s)' and 'There are no tasks assigned to you at the moment.'

**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.

The screenshot shows the SET Portal Dashboard with a list of SET Reports. The list has columns for Semester, Category, Subcategory, Project Title, Report Title, Expiry Date, and Status. A search bar is visible above the list. The list contains several reports, including 'Academic Unit SET Report - Semester 1, 2017' and 'Academic Unit SET Report - Semester 2, 2016'.

Semester	Category	Subcategory	Project Title	Report Title	Expiry Date	Status
Semester 1	2016	SET Course and Teaching Evaluations		Academic Unit SET Report - Semester 1	[No Expiry]	View Log
Semester 1	[Not Classified]	Semester 1 2017 Course and Teaching Evaluations		Academic Unit SET Report - Semester 1, 2017	[No Expiry]	View Log
Semester 2	2016	Semester 2 Course and Teaching Evaluations		Academic Unit SET Report - Semester 2, 2016	[No Expiry]	View Log
Summer School	2017	Summer School 2017 Course and Teaching Evaluations		Academic Unit SET Report - Summer School 2017	[No Expiry]	View Log
Semester 2	2016	Semester 2 Course and Teaching Evaluations		Course and Teacher SET Report - Sem 2, 2016 [Deferred Period]	[No Expiry]	View Log
Semester 2	2016	Semester 2 Course and Teaching Evaluations		Course and Teacher SET Report - Sem 2, 2016 [Standard Period]	[No Expiry]	View Log
Semester 1	2016	SET Course and Teaching Evaluations		Course and Teacher SET Report - Semester 1	[No Expiry]	View Log
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
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
Summer School	2017	Summer School 2017 Course and Teaching Evaluations		Course and Teacher SET Report - Summer School 2017	[No Expiry]	View Log

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



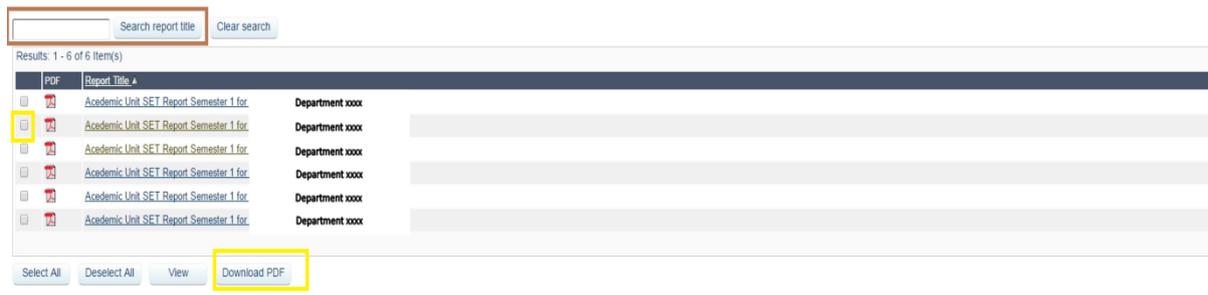
Report Title	Expiry Date ▲		
Academic Unit SET Report - Semester 1	[No Expiry]	View Log	<a href="#">View Report</a>
Academic Unit SET Report - Semester 1, 2017	[No Expiry]	View Log	<a href="#">View Report</a>
Academic Unit SET Report - Semester 2, 2016	[No Expiry]	View Log	<a href="#">View Report</a>
Academic Unit SET Report - Summer School, 2017	[No Expiry]	View Log	<a href="#">View Report</a>
Course and Teacher SET Report - Sem 2, 2016 [Deferred Period]	[No Expiry]	View Log	<a href="#">View Report</a>
Course and Teacher SET Report - Sem 2, 2016 [Standard Period]	[No Expiry]	View Log	<a href="#">View Report</a>
Course and Teacher SET Report - Semester 1	[No Expiry]	View Log	<a href="#">View Report</a>
Course and Teacher SET Report - Semester 1, 2017 (deferred period)	[No Expiry]	View Log	<a href="#">View Report</a>
Course and Teacher SET Report - Semester 1, 2017 (standard period)	[No Expiry]	View Log	<a href="#">View Report</a>
Course and Teacher SET Report - Summer School 2017	[No Expiry]	View Log	<a href="#">View Report</a>

**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 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.



Search report title  Clear search

Results: 1 - 6 of 6 Item(s)

PDF	Report Title ▲		
<input type="checkbox"/>	<a href="#">Academic Unit SET Report Semester 1 for</a>	Department xxxx	
<input type="checkbox"/>	<a href="#">Academic Unit SET Report Semester 1 for</a>	Department xxxx	
<input type="checkbox"/>	<a href="#">Academic Unit SET Report Semester 1 for</a>	Department xxxx	
<input type="checkbox"/>	<a href="#">Academic Unit SET Report Semester 1 for</a>	Department xxxx	
<input type="checkbox"/>	<a href="#">Academic Unit SET Report Semester 1 for</a>	Department xxxx	
<input type="checkbox"/>	<a href="#">Academic Unit SET Report Semester 1 for</a>	Department xxxx	

Select All Deselect All View **Download PDF**

**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”.

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## Report List - SET Course Report - Semester 1, 2017

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.

Search report title  Clear search

Results: 1 - 10 of 601 Item(s)

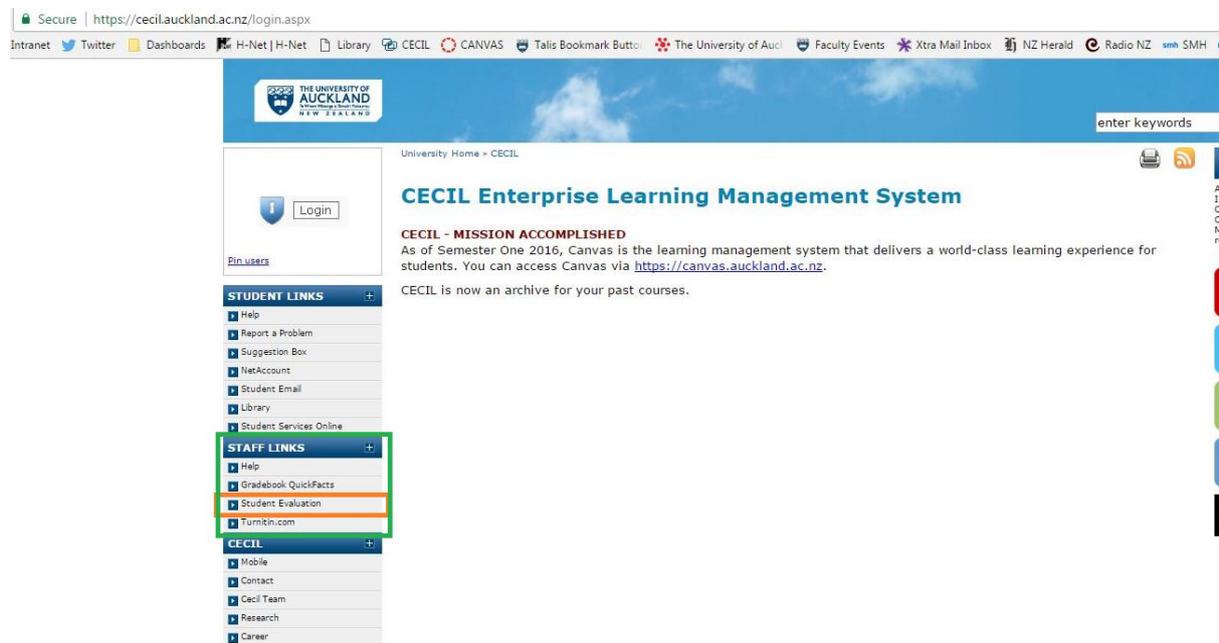
PDF	Report Title
	Course Catalogue #: Course Name, [Semester][YEAR]
	Course Catalogue #: Course Name, [Semester][YEAR]
	Course Catalogue #: Course Name, [Semester][YEAR]
	Course Catalogue #: Course Name, [Semester][YEAR]
	Course Catalogue #: Course Name, [Semester][YEAR]
	Course Catalogue #: Course Name, [Semester][YEAR]
	Course Catalogue #: Course Name, [Semester][YEAR]
	Course Catalogue #: Course Name, [Semester][YEAR]
	Course Catalogue #: Course Name, [Semester][YEAR]
	Course Catalogue #: Course Name, [Semester][YEAR]

Select All Deselect All View Download PDF

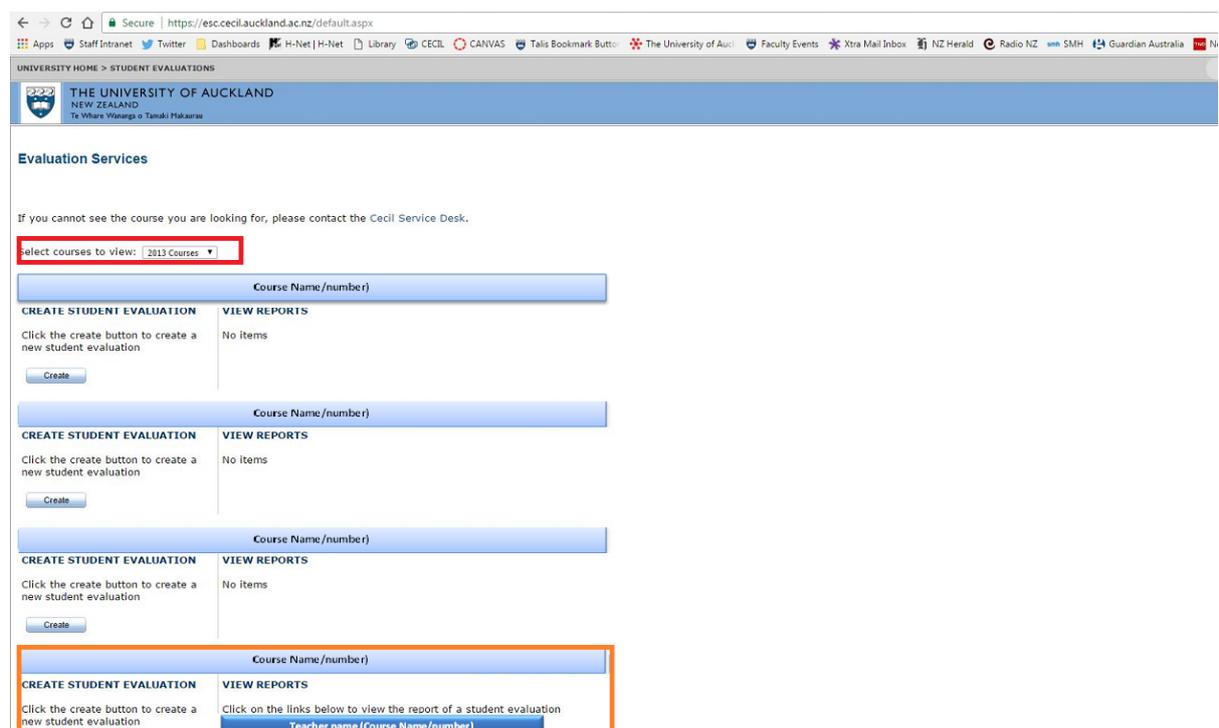
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## Retrieve Reports from Cecil (prior to 2016)

If you **have had** access to pages of Courses offered by your Academic Unit in [Cecil Enterprise Learning Management System](#) 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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