

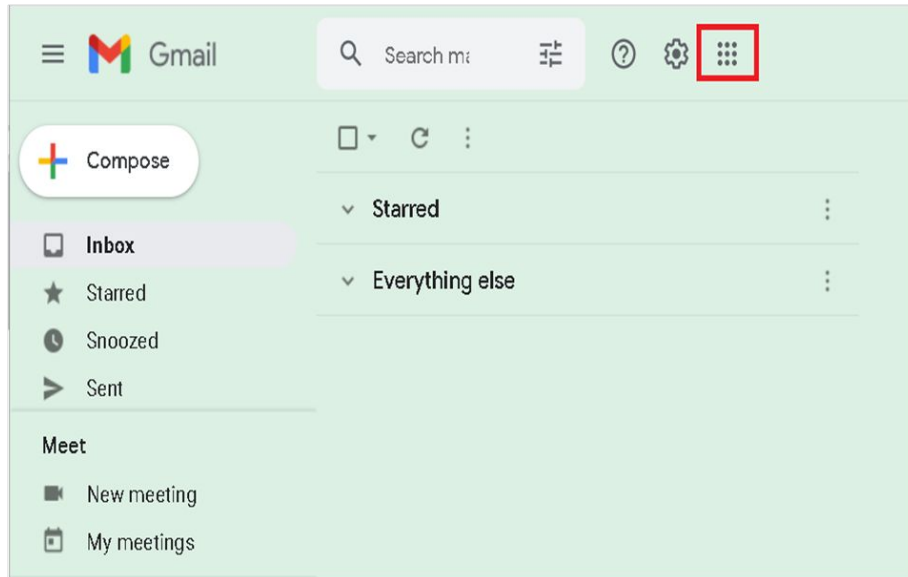


SAIS SET Report Generation

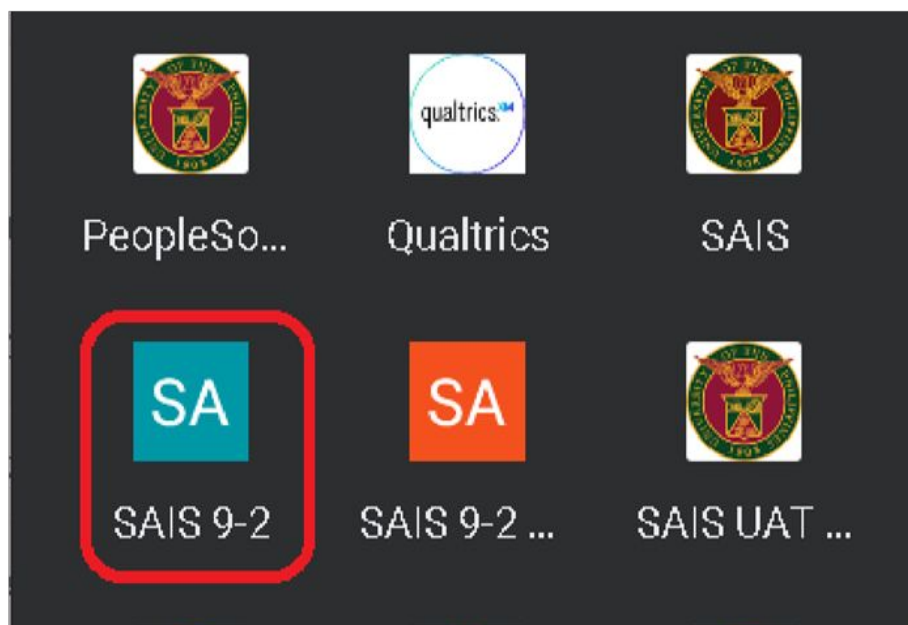
Quick Guide v1.0

LOGIN SAIS ACCOUNT

STEP 1: Log in to your UP Mail account and click the Google apps icon.

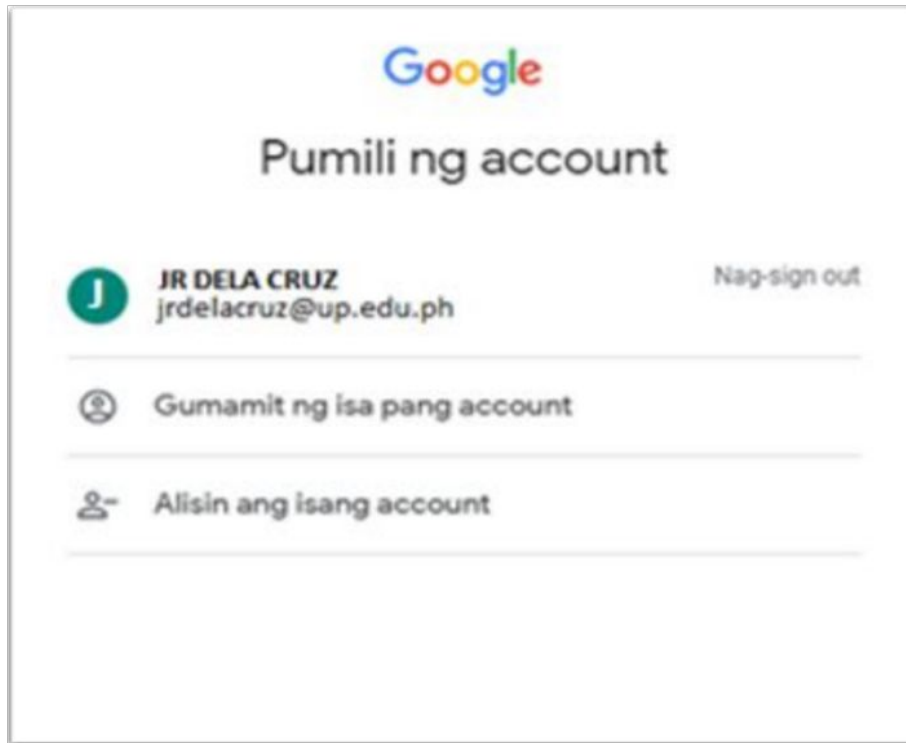


STEP 2: Click the SAIS Icon.



LOGIN SAIS ACCOUNT

STEP 3: Select your UP Mail account. You will then be redirected to the SAIS Administrator Homepage.



GENERATING SET REPORT

There are three (3) ways to generate the student evaluation of teaching effectiveness report.

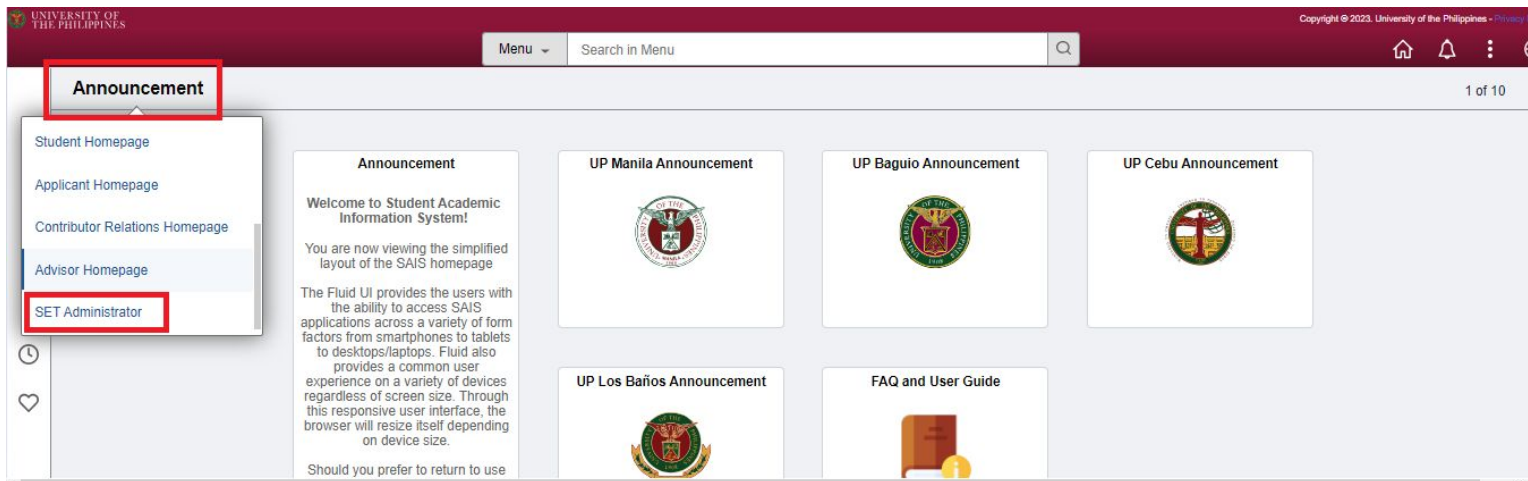
1. Via Query report scheduler
2. Via Query report viewer
3. Via Schedule query

GENERATE SET REPORTS VIA QUERY REPORT SCHEDULER

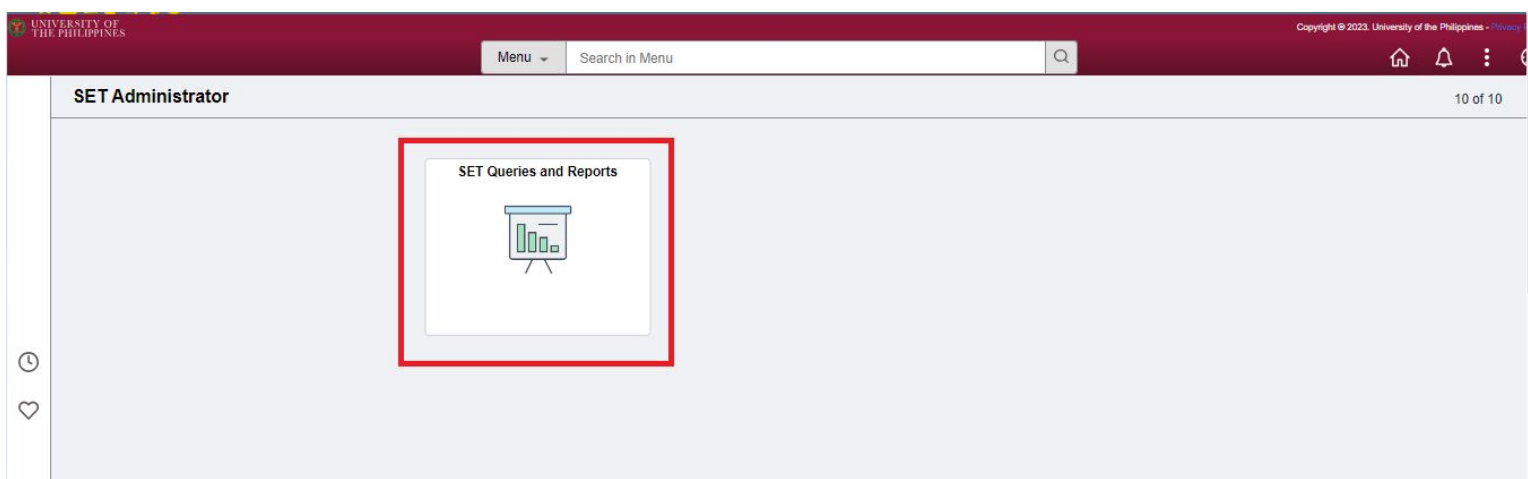
Generate SET Reports via Query Report Scheduler

Step 4: Click "Announcement."

Then click "SET Administrator".



Step 5: Click the "SET Queries and Reports" tile.



Generate SET Reports via Query Report Scheduler

You will be redirected to the Query Report Scheduler page.

Step 6: Click **"Add a New Value."** Then input the **Run Control ID**.

- Sample format: SETDDMMYY (e.g "SET190823").

After that, click **"Add."**

The screenshot shows the 'Query Report Scheduler' page. On the left is a sidebar with navigation links: 'Query Report Scheduler' (highlighted), 'Query Viewer (No Template)', 'Schedule Query(QV BATCH)', 'Report Manager', and 'Process Monitor'. The main content area has a header 'SET Reports and Queiries' and a sub-header 'Query Report Scheduler'. Below the sub-header are two buttons: 'Find an Existing Value' and 'Add a New Value' (highlighted with a red box). Below these is a text input field labeled '*Run Control ID' containing the value 'SET190823' (highlighted with a red box). Below the input field is an 'Add' button (highlighted with a red box). At the bottom of the main content area are links for 'Find an Existing Value' and 'Add a New Value'.

Step 7: Input the report name. Then, click "OK."

NOTE: For the report name, please refer to the table on **Page 23** for the list of reports. Click [here](#) to go to Page 23.

The screenshot shows the 'Query Report Scheduler' page with the 'Report Definition' section. The 'Run Control ID' is 'SET190823' and the 'Language' is 'English'. Below this are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The 'Report Definition' section has a 'Data Source Type' dropdown, a 'Report Name' input field containing 'SET_REP_B_Q' (highlighted with a red box), a 'Template ID' input field, and a 'Template As Of Date' input field. Below these is a 'Channel' label. At the bottom left are links for 'Go to BIP Report Search', 'Save', and 'Notify'. At the bottom right are 'Add' and 'Update/Display' buttons.

Generate SET Reports via Query Report Scheduler

Step 7.1: Input the sample criteria as shown below. Then click OK.

The screenshot shows the 'Query Report Scheduler' interface. A modal dialog titled 'SET_FACULTY_REPORT_COMMENTS_V1' is open, containing the following fields:

- *Institution: UPBAG
- *Department: DMCS
- *Term: 1222

Buttons 'OK' and 'Cancel' are at the bottom of the dialog. The background interface shows fields for Run Control ID (0002), Language (English), Report Name (SET_REF), Template ID, and Template As Of Date. A 'Run' button is visible in the top right.

Step 8: Once all the data is entered, click the "Run" button.

The screenshot shows the 'Query Report Scheduler' interface with the following details:

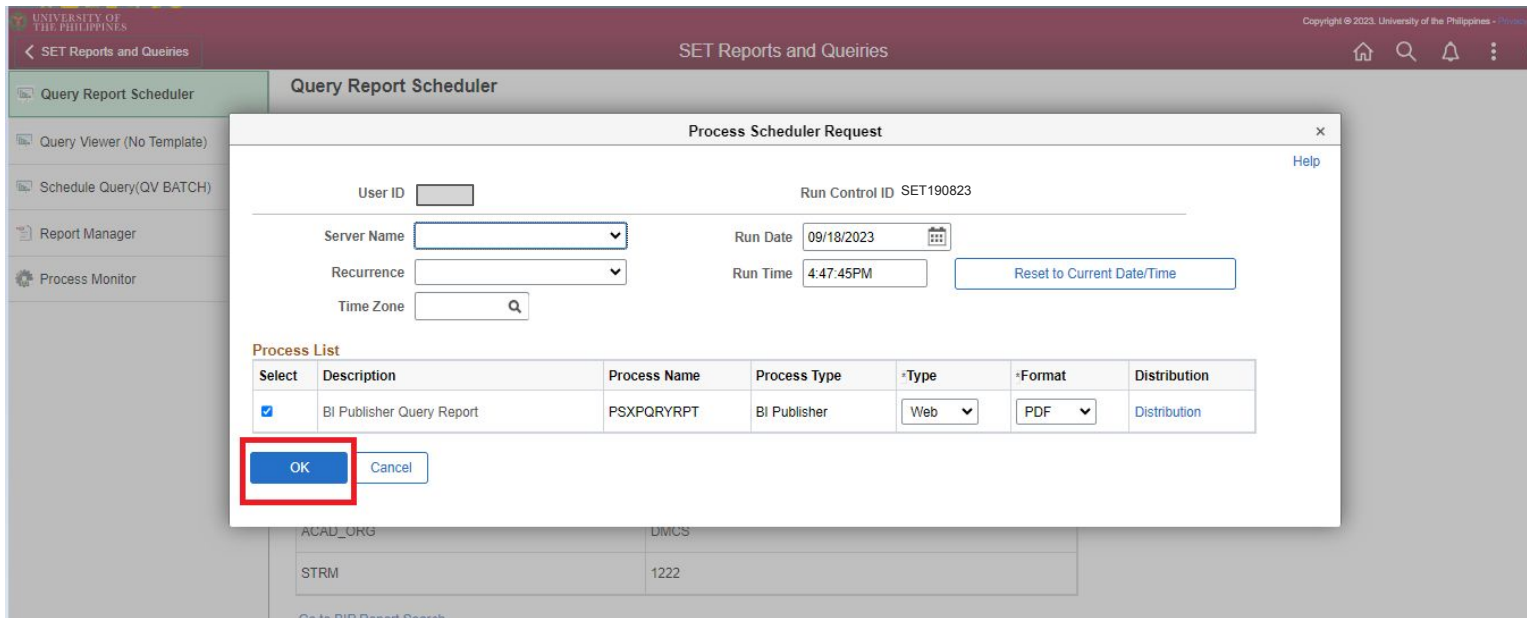
- Run Control ID: SET190823
- Language: English
- Report Definition:
 - Data Source Type: Query
 - Report Name: SET_REP_B_C
 - Template ID: SET_REP_B_C_1
 - Template As Of Date: [Calendar icon]
- Batch SET Report for Comments
- Channel
- Query Parameters table:

Prompt Name	Prompt Value
INSTITUTION	UPBAG
ACAD_ORG	DMCS
STRM	1222

The 'Run' button is highlighted with a red box. Other buttons include 'Update Parameters', 'Go to BIP Report Search', 'Report Manager', 'Process Monitor', 'Add', and 'Update/Display'.

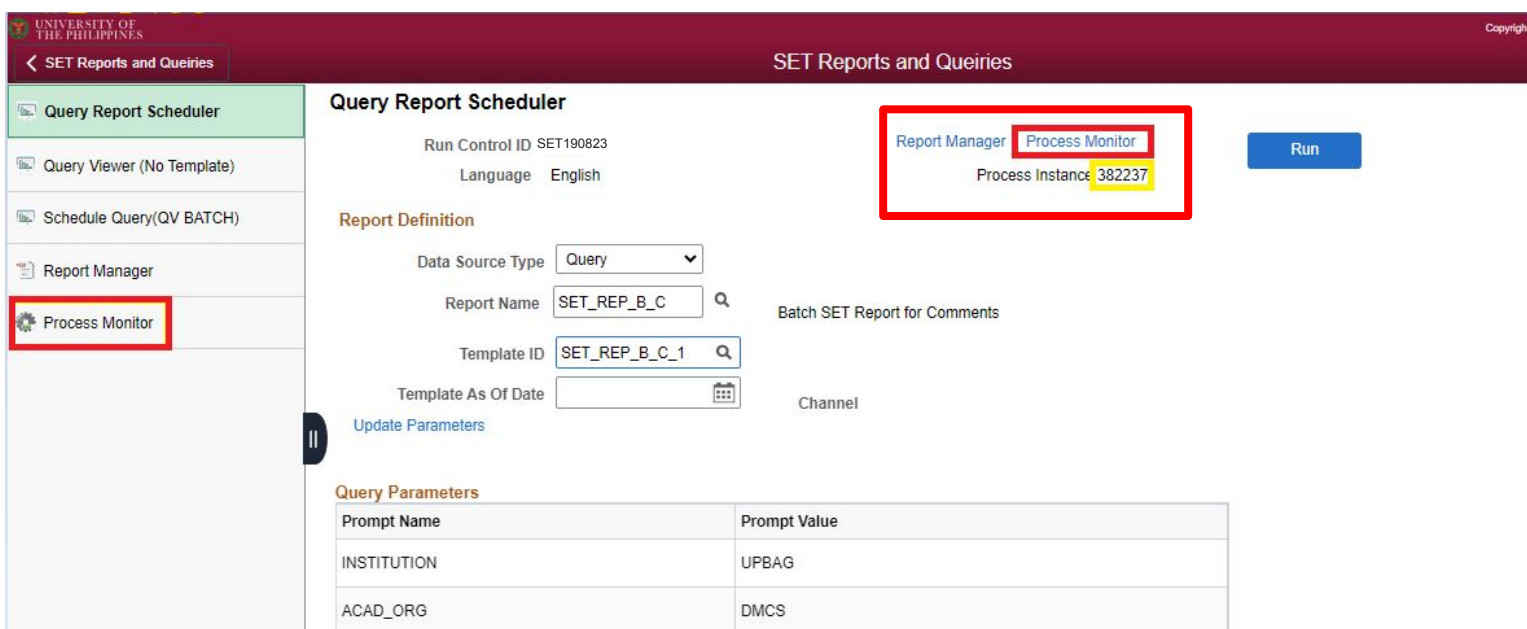
Generate SET Reports via Query Report Scheduler

Step 8.1: Click “OK.”



Step 9: Make sure to take note of and remember the process instance.

Then click “Process Monitor.”



Generate SET Reports via Query Report Scheduler

Note: Check the status of the created instance and wait until the status becomes "Success."

Step 9.1: Once status changes to "Success", click "Report Manager."

The screenshot shows the 'SET Reports and Queiries' interface. On the left sidebar, the 'Report Manager' tab is highlighted. The main area displays the 'View Process Request For' section with filters for User ID, Type, Last, Days, Server, Name, Instance From, Instance To, Run Status, and Distribution Status. A 'Report Manager' button is visible. Below this is the 'Process List' table.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	382237		BI Publisher	PSXPQRYRPT		09/18/2023 4:47:45PM PDT	Processing	N/A	Details	▼ Actions
<input type="checkbox"/>	382221		BI Publisher	PSXPQRYRPT		09/18/2023 3:39:29PM PDT	Processing	N/A	Details	▼ Actions
<input type="checkbox"/>	382210		BI Publisher	PSXPQRYRPT		09/18/2023 3:12:07PM PDT	Success	Posted	Details	▼ Actions
<input type="checkbox"/>	382209		BI Publisher	PSXPQRYRPT		09/18/2023 3:09:51PM PDT	Success	Posted	Details	▼ Actions

Step 10: Click the "Administration" tab.

The screenshot shows the 'SET Administrator' interface. On the left sidebar, the 'Administration' tab is highlighted. The main area displays the 'View Reports For' section with filters for Folder, Instance, Name, Created On, Last, and Days. Below this is the 'Reports' table.

	Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1	SET_REP_B_C - SET_REP_B_C.pdf	SET_REP_B_C - SET_REP_B_C.PDF	General	09/18/23 7:04PM	162593	382237
2	SET_REP_B_C - SET_REP_B_C.pdf	SET_REP_B_C - SET_REP_B_C.PDF	General	09/18/23 3:29PM	162581	382212
3	SET_REP_B_C - SET_REP_B_C.pdf	SET_REP_B_C - SET_REP_B_C.PDF	General	09/18/23 3:27PM	162580	382209
4	SET_REP_B_C - SET_REP_B_C.pdf	SET_REP_B_C - SET_REP_B_C.PDF	General	09/18/23 3:24PM	162579	382210

Generate SET Reports via Query Report Scheduler

Step 10.1: Find the instance, and then click the Description of that instance.

The screenshot shows the 'Report Manager' interface. At the top, there's a navigation bar with 'Process List' and 'Report Manager'. Below it, there are tabs for 'List', 'Explorer', 'Administration', and 'Archives'. The 'Administration' tab is selected. Under 'View Reports For', there are filters for 'User ID', 'Type', 'Last', 'Days', and 'Status'. A 'Refresh' button is also present. Below the filters, there's a 'Report List' table with columns: 'Select', 'Report ID', 'Prs Instance', 'Description', 'Request Date/Time', 'Format', 'Status', and 'Details'. The first row is highlighted with a red box around the 'Description' column, which contains the text 'SET_REP_B_C - SET_REP_B_C.pdf'. The other rows have similar descriptions but with different 'Prs Instance' values.

Select	Report ID	Prs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	162593	382237	SET_REP_B_C - SET_REP_B_C.pdf	09/18/2023 7:04:21PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	162581	382212	SET_REP_B_C - SET_REP_B_C.pdf	09/18/2023 3:29:17PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	162580	382209	SET_REP_B_C - SET_REP_B_C.pdf	09/18/2023 3:26:57PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	162579	382210	SET_REP_B_C - SET_REP_B_C.pdf	09/18/2023 3:24:36PM	Acrobat (*.pdf)	Posted	Details

Step 11: After clicking the description, a PDF will be displayed. Please see the image below for the sample PDF.

The screenshot shows the Adobe Acrobat online viewer interface. The top bar includes the Adobe logo, 'Tools', and a search bar. The main content area displays a PDF document titled 'SUMMARY OF TEACHING PERFORMANCE COMMENTS OF FACULTY GIVEN BY HIS/HER STUDENTS IN THE COURSES AND SEMESTER INDICATED'. The document is from the 'University of the Philippines Baguio'. It includes a section for 'STUDENT EVALUATION OF TEACHING (SET)' with fields for 'Employee ID', 'Employee Name', 'College', 'Department', 'Semester', 'Subject Handled', 'Number of Respondents', and 'Overall Rating'. Below this is a 'SUMMARY OF COMMENTS' section with a question: '1. In relation to your learning experience in this class, what does your teacher do that you find very helpful/effective?'. The answer provided is: 'Considering that Sir Rostum is new to teaching, I'm amazed at how exceptional he is. This isn't my first time taking Math 100—I dropped out of the initial classes because I simply wasn't feeling it (college life in general), and it left me disheartened. However, Sir Rostum's teaching style is a game-changer. It's fun, easy to grasp for non-math majors like myself, highly engaging, and strikes the perfect balance of challenge and support. His analogies are the best haha! I've heard similar praise from my classmates too. For a subject that's notoriously difficult, Sir Rostum makes it bearable and even exciting. He's truly a gem. He has to keep teaching at UPB, more students need a professor like him. Clarify small things He provides clear and concise explanations of mathematical concepts and techniques, breaking them down into understandable parts. He uses appropriate terminology and provide relevant examples to illustrate concepts. Time to explain the complex because in an easier way, is appreciate, and is easy on us since the subject is hard'.

Generate SET Reports via Query Report Scheduler

Note: If you encounter a pop up blocker, you should enable it. Kindly refer to the links below for the different web browsers:

for Google Chrome: <https://support.google.com/chrome/answer/95472>

for Safari: <https://support.apple.com/en-us/HT203987>

for EDGE:

To allow pop-ups in Microsoft Edge, click the three-dot menu icon in the top-right corner of the browser. Navigate to Settings > Cookies and Site Permissions > Pop-ups and Redirects. Then untoggle "Block." You can add exceptions for specific sites instead of allowing pop-ups everywhere by clicking "Add" in the "Allow" section.

for Firefox:

<https://support.mozilla.org/en-US/kb/pop-blocker-settings-exceptions-troubles-hooting>

GENERATE SET ON QUERY VIEWER



Generate SET on Query Viewer

STEP 1: Select “**Query Viewer (No Template).**” Then input the query name. (Please refer to the table on **Page 23** for the list of queries. Click [here](#) to go to Page 23.)

Next, click **Search**. The Search output will be shown at the bottom of the page. You can run the query via **HTML** or **Excel**.

You can also run the query by **scheduling** the runtime of said query. To do so, just click “Schedule” on your query.

SET Reports and Queiries

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By Query Name begins with SET_EVALNO_COUNT

Search

Advanced Search

Search Results

*Folder View -- All Folders --

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional Referer
SET_EVALNO_COUNT	# of Students who did not Eval	Public	SET	HTML	Excel	XML	Schedule	Lookup References
SET_EVALNO_COUNTV2	# of Students who did not Eval	Public	SET	HTML	Excel	XML	Schedule	Lookup References

Generate SET on Query Viewer

STEP 2: Select the **HTML** link. Then input the criteria sample as shown below.

After that, click **View Result**.

To download the data, click the **Excel Spreadsheet** link.

The screenshot shows a web browser window with the URL `saisv2.up.edu.ph/psc/ps_8/EMPLOYEE/SA/q/?ICAction=ICQryNameURL=PUBLIC.SET_EVALNO_COUNT`. The page title is **SET_EVALNO_COUNT - # of Students who did not Eval**. Below the title, there are search criteria fields: ***Institution** (UPBAG), ***Term** (1221), and ***Acad Group** (CAC). A **View Results** button is highlighted. Below the search criteria, there are download options: **Excel Spreadsheet** (highlighted), **CSV Text File**, and **XML File (205 kb)**. The table below shows the results of the query, with columns: **Row**, **Institution**, **Term**, **Acad Group**, **Assign Seq #**, **Instructor ID**, **Instructor Name**, **Student SAIS ID**, **Evaluated**, **Class Nbr**, **Section**, **Course ID**, **Subject**, **Catalog**, **Component**, **# of Students Evaluated**, and **Tot Enrl**. The table contains 20 rows of data, all with a value of 1 in the **# of Students Evaluated** column.

Row	Institution	Term	Acad Group	Assign Seq #	Instructor ID	Instructor Name	Student SAIS ID	Evaluated	Class Nbr	Section	Course ID	Subject	Catalog	Component	# of Students Evaluated	Tot Enrl
1	UPBAG	1221	CAC												1	
2	UPBAG	1221	CAC												1	
3	UPBAG	1221	CAC												1	
4	UPBAG	1221	CAC												1	
5	UPBAG	1221	CAC												1	
6	UPBAG	1221	CAC												1	
7	UPBAG	1221	CAC												1	
8	UPBAG	1221	CAC												1	
9	UPBAG	1221	CAC												1	
10	UPBAG	1221	CAC												1	
11	UPBAG	1221	CAC												1	
12	UPBAG	1221	CAC												1	
13	UPBAG	1221	CAC												1	
14	UPBAG	1221	CAC												1	
15	UPBAG	1221	CAC												1	
16	UPBAG	1221	CAC												1	
17	UPBAG	1221	CAC												1	
18	UPBAG	1221	CAC												1	
19	UPBAG	1221	CAC												1	
20	UPBAG	1221	CAC												1	

Generate SET on Query Viewer

STEP 2.1: Select the **Excel** link. Then enter your criteria, as shown in the sample below.

Click the **View Result** button to download the data.

The Excel file will be automatically downloaded.

The screenshot shows a web browser window with the URL `saisv2.up.edu.ph/psc/ps_4/EMPLOYEE/SA/q/?ICAction=ICQryNameExcelURL=PUBLIC.SET_EVALNO_COUNT`. The page title is "SET_EVALNO_COUNT - # of Students who did not Eval". Below the title, there are search criteria: *Institution (UPBAG), *Term (1221), and *Acad Group (CAC). A "View Results" button is highlighted with a red box. On the right side, a download notification for "SET_EVALNO_COUNT_23155069.xlsx" (36.7 KB) is shown with a red box around the download icon.

STEP 3: Select the **Schedule**, and you will automatically be redirected to the Scheduled Query module.

The screenshot shows the "SET Reports and Queiries" page. On the left sidebar, the "Query Viewer (No Template)" option is highlighted with a red box. The main content area is titled "Scheduled Query" and contains a form with the following fields: *Query Name (SET_EVALNO_COUNT) and *Run Control ID (SET190823). Below the form is an "Add" button. At the bottom, there are links for "Find an Existing Value" and "Add a New Value".

GENERATE SET ON SCHEDULE QUERY (QV BATCH)



Generate SET on Schedule Query

Step 1: Click “**Schedule Query (QV BATCH).**” Then click “**Add a New Value.**”

Input the **Run Control ID.**

- sample format SETDDMMYY (e.g “**SET190823**”).

Then, click "**Add.**"

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SET Reports and Queiries

Query Report Scheduler

Query Viewer (No Template)

Schedule Query(QV BATCH)

Report Manager

Process Monitor

Schedule Query

Find an Existing Value Add a New Value

*Run Control ID SET190823

Add

Find an Existing Value Add a New Value

Step 2: Input the Query Name. Then click “**Search**”.

NOTE: For the Query Name, please refer to the table on **Page 23** for the list of queries. Click [here](#) to go to Page 23.)

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SET190823

SET Reports and Queiries

Query Report Scheduler

Query Viewer (No Template)

Schedule Query(QV BATCH)

Report Manager

Process Monitor

Schedule Query

Run Control ID 0002

Report Manager Process Monitor Run

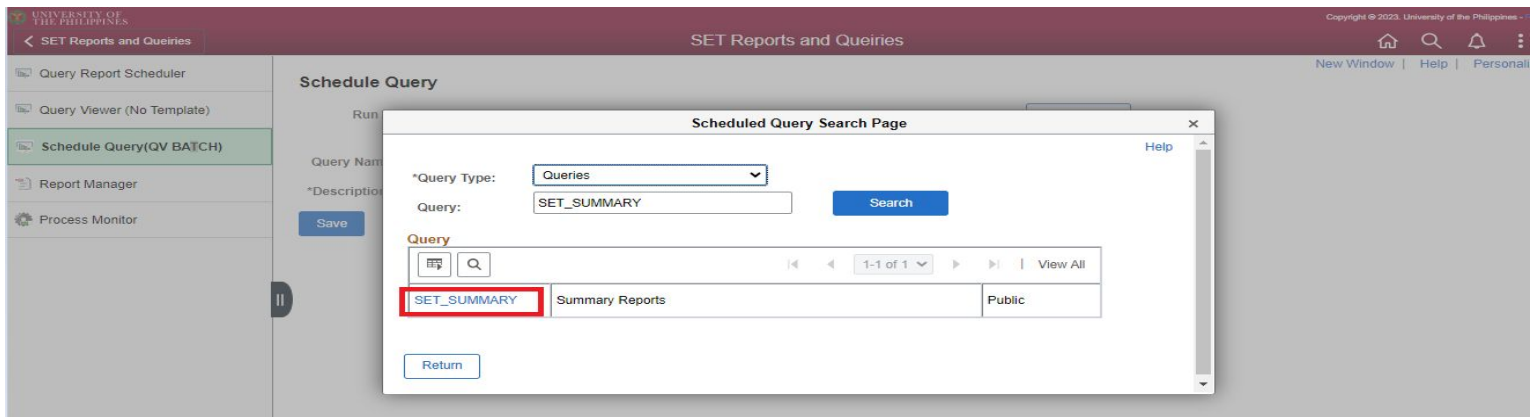
Query Name SET_SUMMARY Search

*Description

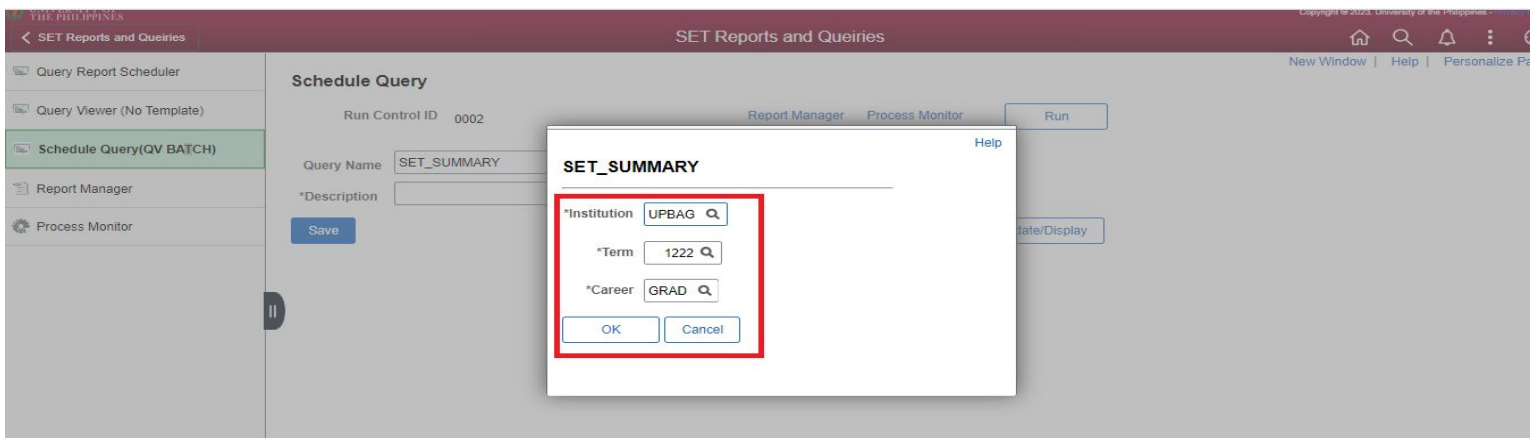
Save Add Update/Display

Generate SET on Schedule Query

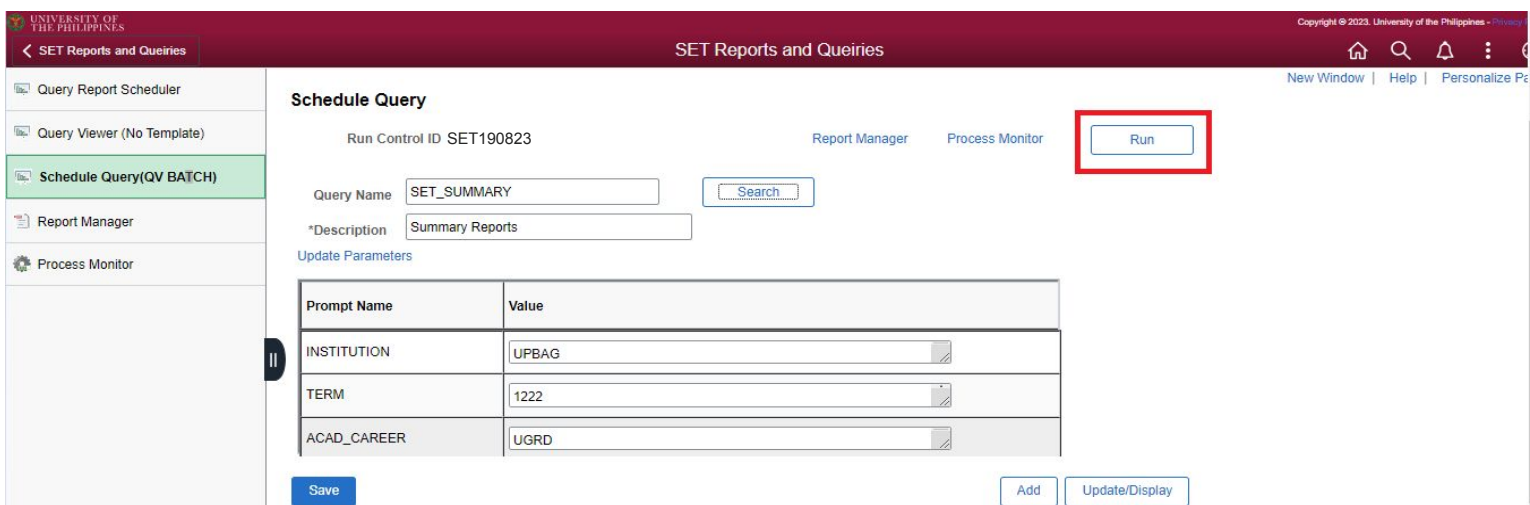
STEP 3: Click the Query Name



STEP 4: Input the criteria sample as shown below.



Step 5: Once all the data has been entered, click "Run."



Generate SET on Schedule Query

Step 6: Click the OK button.

The screenshot shows the 'Process Scheduler Request' dialog box. The 'OK' button is highlighted with a red rectangle. The dialog contains fields for User ID, Run Control ID (SET190823), Server Name, Run Date (09/19/2023), Recurrence, Run Time (10:36:25AM), and Time Zone. Below these fields is a 'Process List' table with columns: Select, Description, Process Name, Process Type, *Type, *Format, and Distribution. The table has one row for 'PSQUERY' with a checked 'Select' box. At the bottom are 'OK' and 'Cancel' buttons.

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PSQUERY	PSQUERY	Application Engine	Web	TXT	Distribution

Step 7: Make sure to remember the process instance.

Then, click “Process Monitor.”

The screenshot shows the 'Schedule Query' window. The 'Process Monitor' button is highlighted with a red rectangle. The 'Process Instance' value is 382255, which is also highlighted with a yellow rectangle. The window displays the 'Run Control ID' (SET190823), 'Query Name' (SET_SUMMARY), and 'Description' (Summary Reports). Below these fields is a table with columns 'Prompt Name' and 'Value'.

Prompt Name	Value
INSTITUTION	UPBAG
TERM	1222
ACAD_CAREER	UGRD

Generate SET on Schedule Query

Note: Check the status of the created instance and wait until the status becomes "Success."

Step 8: Once status changes to "Success," click "Report Manager."

The screenshot shows the 'SET Reports and Queiries' interface. The 'Process List' tab is active. The 'Run Status' column for instance 382255 is highlighted in red, showing 'Success'. The 'Report Manager' button is also highlighted in red.

Select	Instance	Seq.	Process Type	Process Name	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	382255		Application Engine	PSQUERY	09/19/2023 10:36:25AM PDT	Success	Posted	Details	▼ Actions
<input type="checkbox"/>	382254		Application Engine	PSQUERY	09/19/2023 10:12:13AM PDT	Success	Posted	Details	▼ Actions
<input type="checkbox"/>	382237		BI Publisher	PSXPORYRPT	09/18/2023 4:47:45PM PDT	Success	Posted	Details	▼ Actions

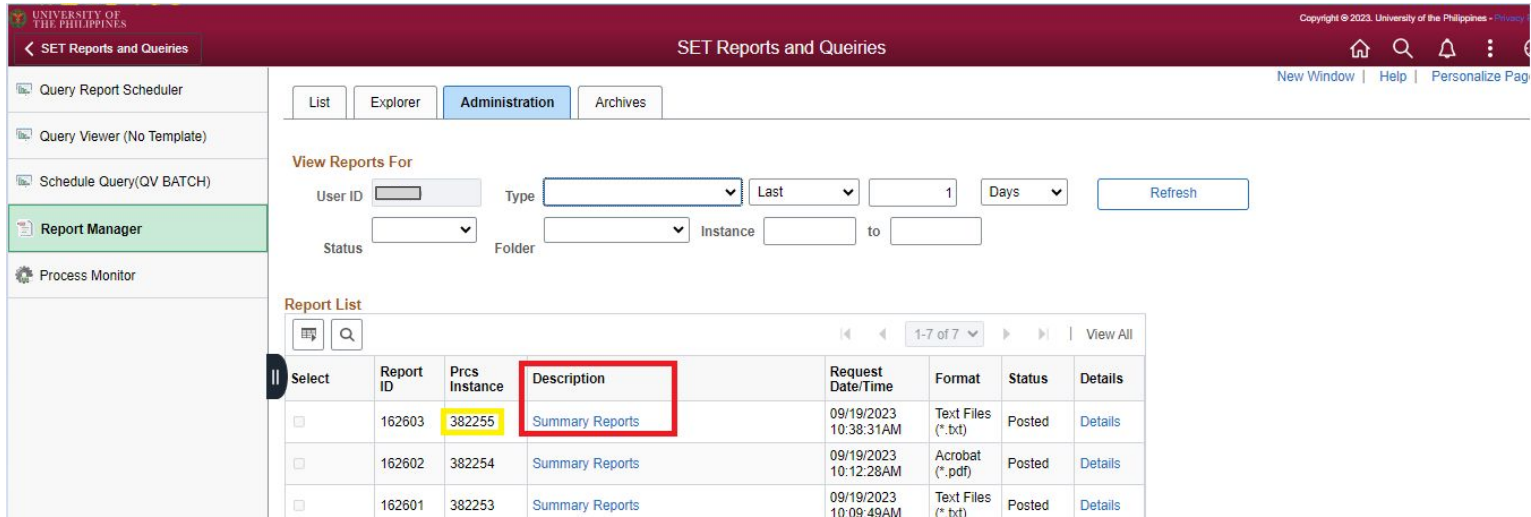
Step 9: Click the "Administration" tab.

The screenshot shows the 'SET Reports and Queiries' interface. The 'Administration' tab is highlighted in red. The 'Reports' table shows a list of reports, including 'Summary Reports' and 'SET_REP_B_C - SET_REP_B_C.pdf'.

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 Summary Reports	SUMMARY REPORTS	General	09/19/23 10:39AM	162603	382255
2 Summary Reports	SUMMARY REPORTS	General	09/19/23 10:13AM	162602	382254
3 Summary Reports	SUMMARY REPORTS	General	09/19/23 10:10AM	162601	382253
4 SET_REP_B_C - SET_REP_B_C.pdf	SET_REP_B_C - SET_REP_B_C.PDF	General	09/18/23 7:04PM	162593	382237

Generate SET on Schedule Query

Step 9.1: Find the instance, and then click the Description for that instance.

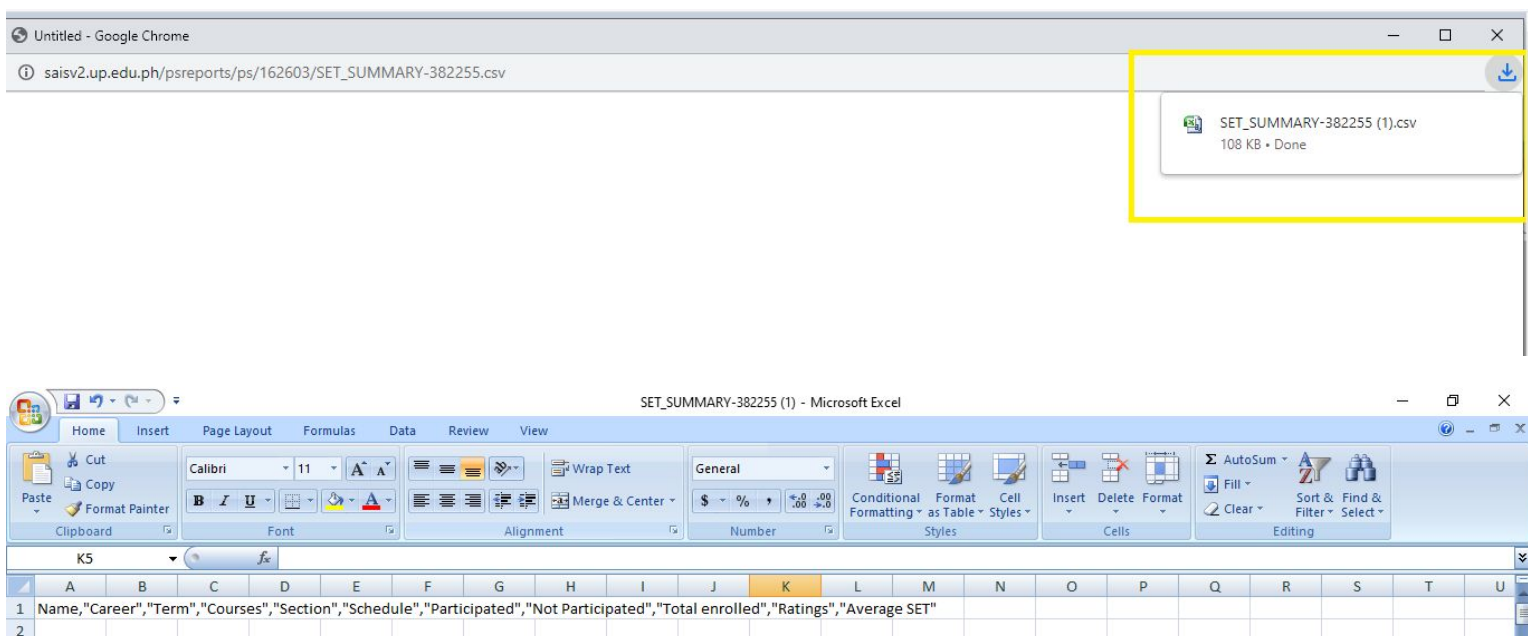


The screenshot shows the 'SET Reports and Queiries' interface. On the left is a sidebar with 'Report Manager' selected. The main area has tabs for 'List', 'Explorer', 'Administration', and 'Archives'. Below these are filters for 'View Reports For' (User ID, Type, Last, 1, Days) and a 'Refresh' button. The 'Report List' table is displayed with columns: Select, Report ID, Prcs Instance, Description, Request Date/Time, Format, Status, and Details. The row for Report ID 162603 and Prcs Instance 382255 is highlighted, and the 'Description' column for this row is enclosed in a red box.

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	162603	382255	Summary Reports	09/19/2023 10:38:31AM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	162602	382254	Summary Reports	09/19/2023 10:12:28AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	162601	382253	Summary Reports	09/19/2023 10:09:49AM	Text Files (*.txt)	Posted	Details

Step 10: After clicking the description, the Excel file will be downloaded.

Then click the downloaded file (please see the image below for the sample of the Excel file.).



The top part of the screenshot shows a Google Chrome browser window with the address bar displaying 'saisv2.up.edu.ph/psreports/ps/162603/SET_SUMMARY-382255.csv'. A download notification for 'SET_SUMMARY-382255 (1).csv' (108 KB) is visible. The bottom part shows a Microsoft Excel spreadsheet titled 'SET_SUMMARY-382255 (1)'. The spreadsheet has columns A through U and rows 1 and 2. Row 1 contains the following text: 'Name,"Career","Term","Courses","Section","Schedule","Participated","Not Participated","Total enrolled","Ratings","Average SET'.

List of Queries and Reports for SET

Below are the list of queries and reports that can be used for SET.

REPORT	REPORT DESCRIPTION	STATUS/COMMENT
SET_REP_B_C	Batch SET Report for Comments	via Query Report Scheduler
SET_REP_B_RC	Batch SET Ratings and Comments	via Query Report Scheduler
SET_REP_R_V2	Batch SET Report Ratings	via Query Report Scheduler
SET_SEQ	Batch SET Sequential Report	via Query Report Scheduler
SET_REP_IND	SET Ratings and Comments Indiv	via Query Report Viewer
UPBAG_SET_SUMMARY_REPORT	OVPAAs Requested SET Report	via Query Report Scheduler
UPLB_SET_SUMMARY_REPORT		via Query Report Scheduler
UPCEB_SET_SUMMARY_REPORT		via Query Report Scheduler
UPMNL_SET_SUMMARY_REPORT		via Query Report Scheduler
QUERY	QUERY DESCRIPTION	STATUS/COMMENT
SET_EVALNO_COUNT	# of Students who did not Eval	Schedule Query or Query Viewer
SET_SUMMARY	Summary Reports	Schedule Query
SET_EVALYES_COUNT	# of Students who did Eval	Schedule Query or Query Viewer
SET_PER_CLASS_STATUS	Per Class with List of student	Schedule Query
SET_RAW_DATA	SET Raw Data	Schedule Query

CU IT OFFICE CONTACT INFORMATION FOR TECHNICAL SUPPORT

For technical support, please contact us at the
UP System ICT Support at:

<https://ictsupport.up.edu.ph/>



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