

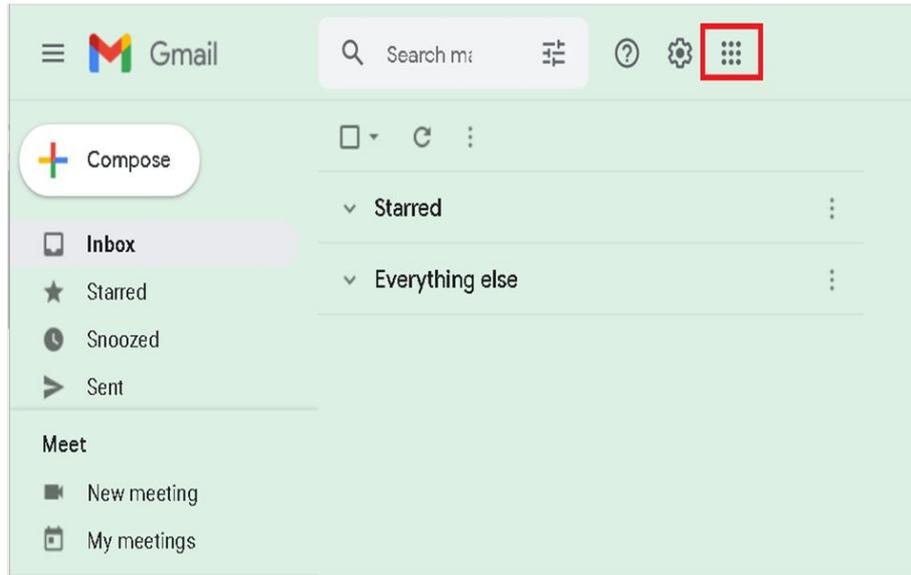


SAIS
SET Report
Generation

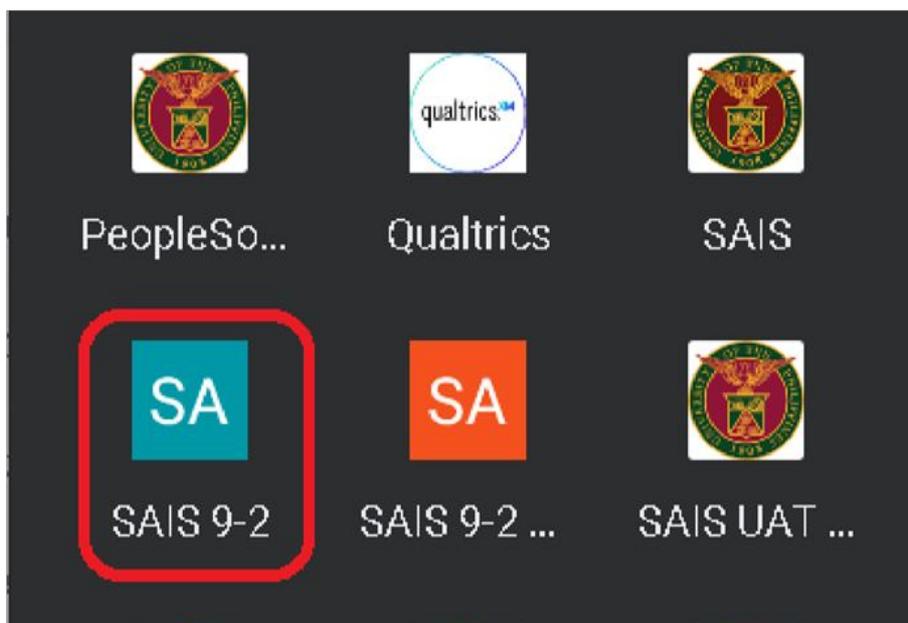
Quick Guide v1.0

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.

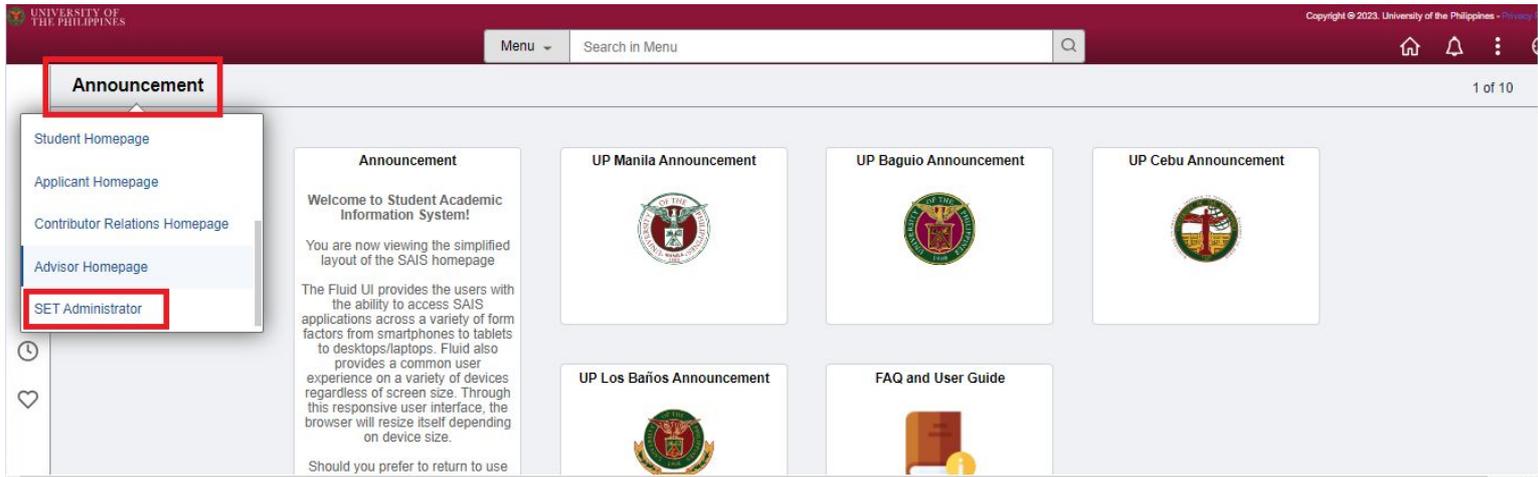
1. Via Query report scheduler
2. Via Query report viewer
3. Via Schedule query

GENERATE SET REPORTS VIA QUERY REPORT SCHEDULER

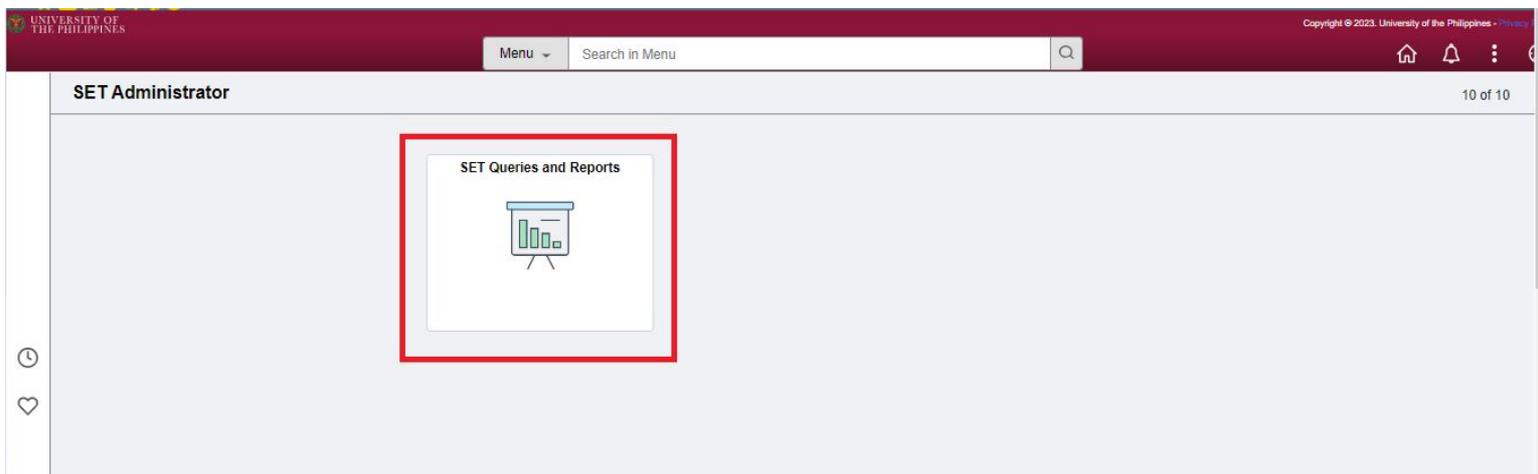
Generate SET Reports via Query Report Scheduler

Step 4: Click "Announcement."

Then click "SET Administrator".



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



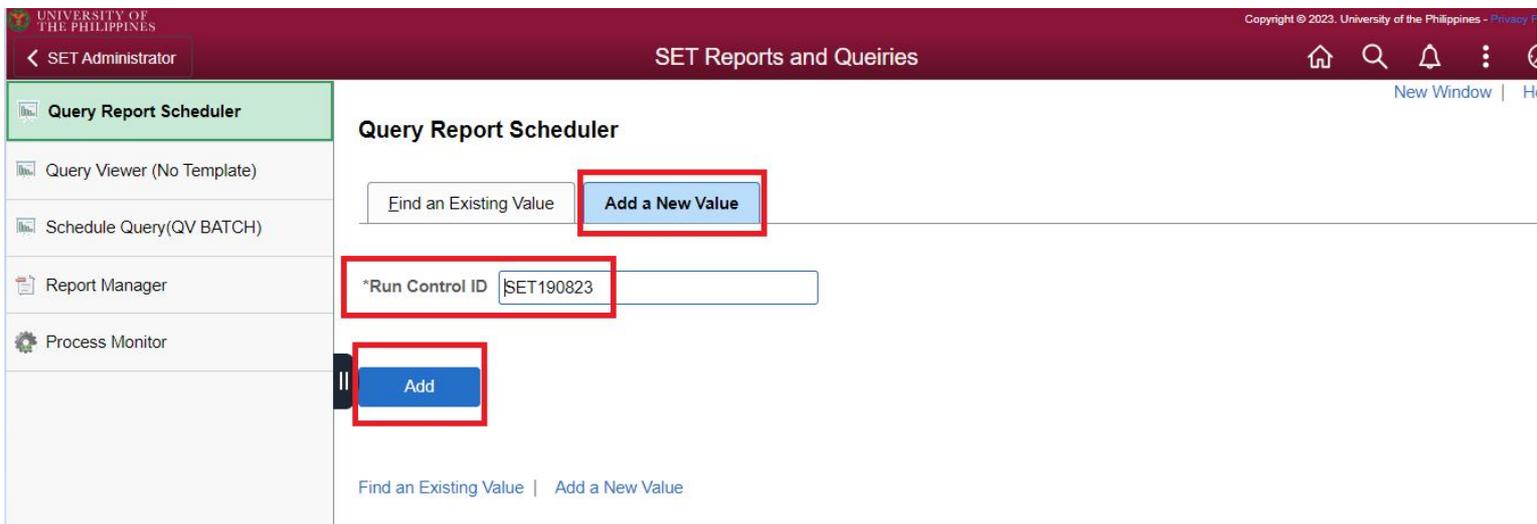
Generate SET Reports via Query Report Scheduler

You will be redirected to the Query Report Scheduler page.

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

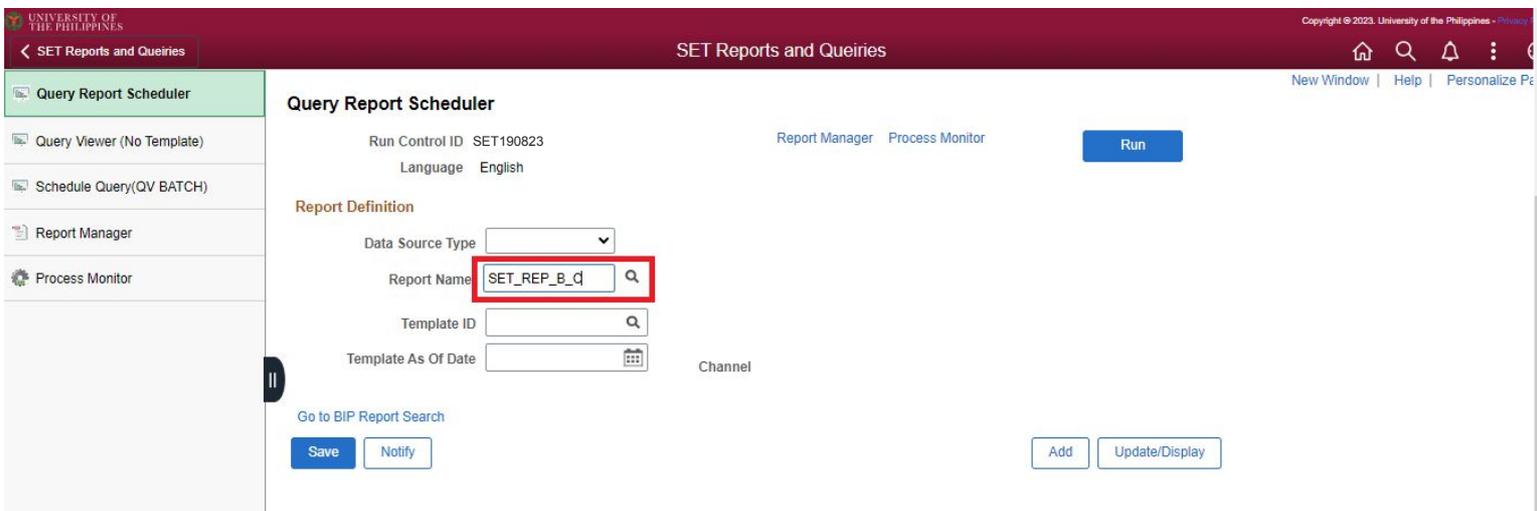
- Sample format: SETDDMMYY (e.g "SET190823").

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



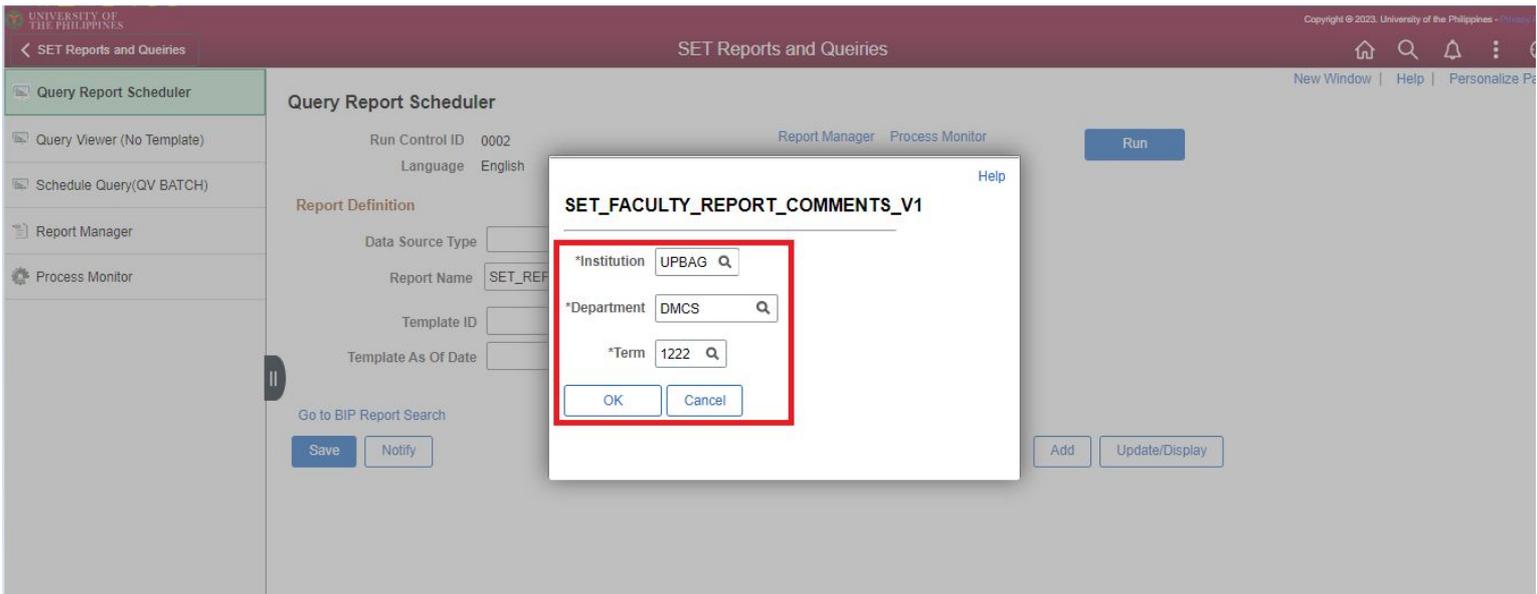
Step 7: Input the report name. Then, click "OK."

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.

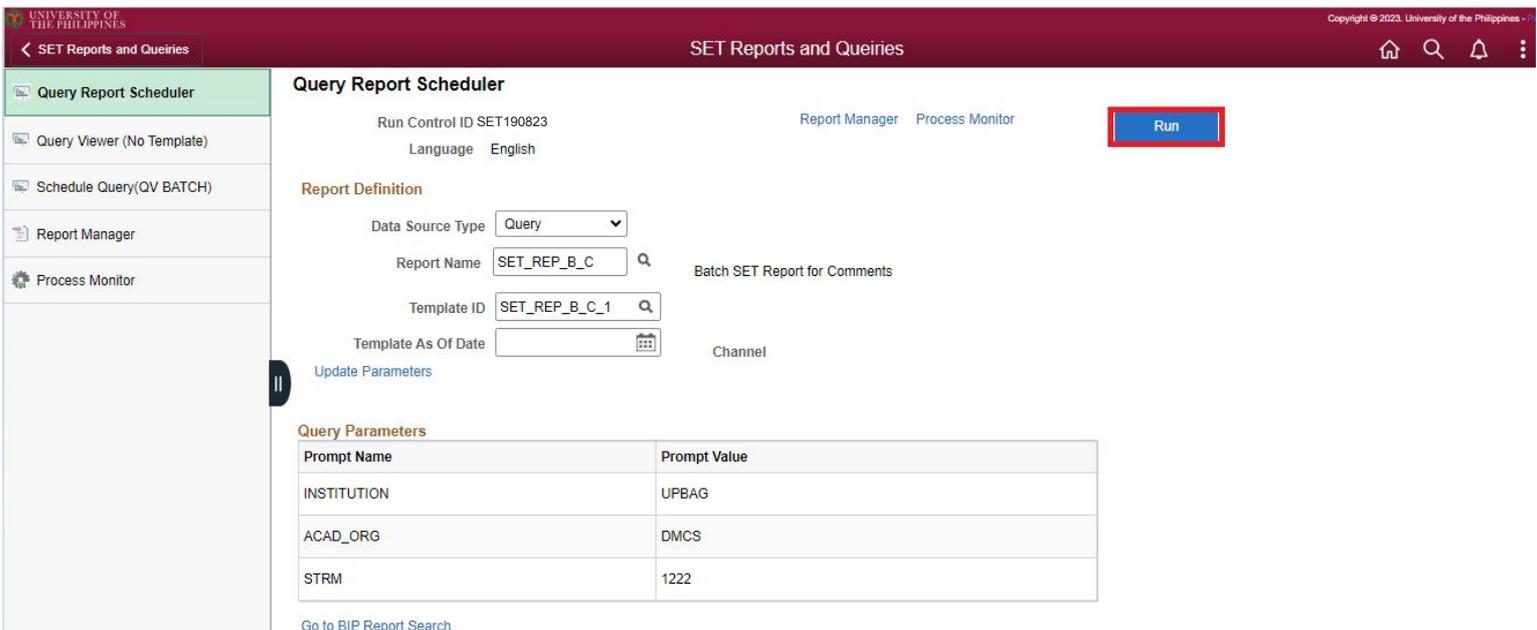


Generate SET Reports via Query Report Scheduler

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

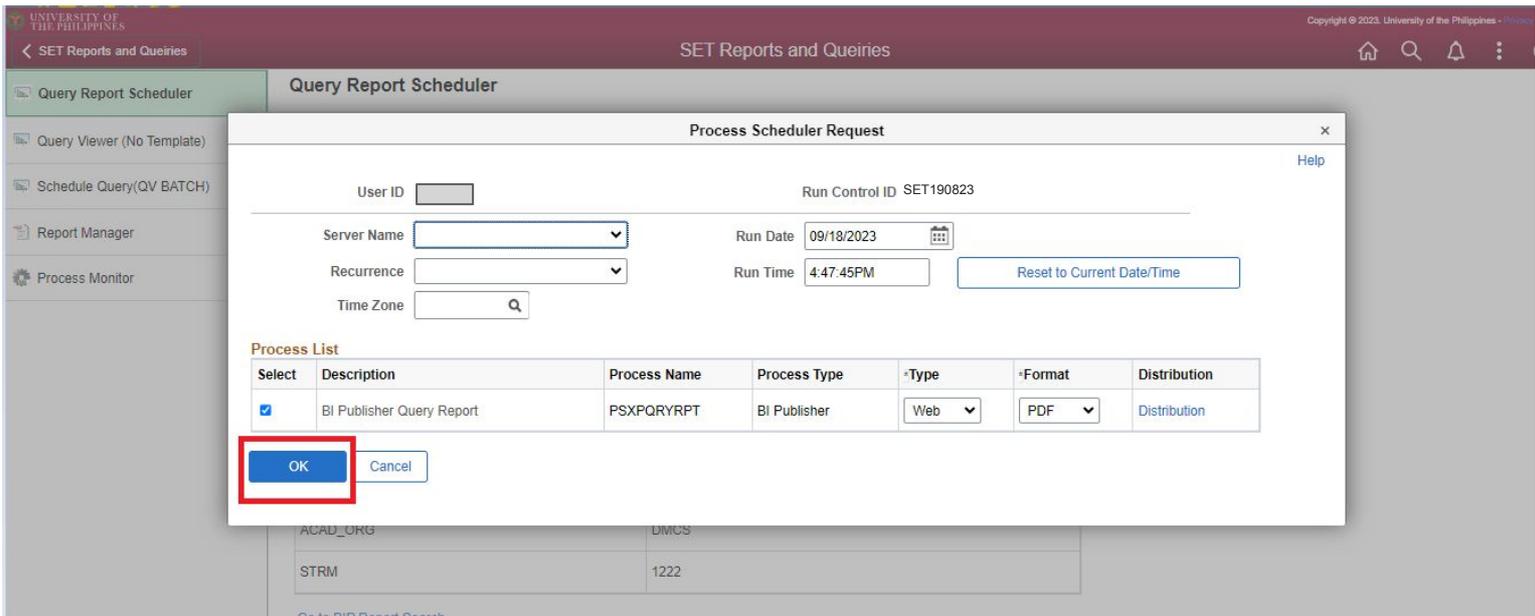


Step 8: Once all the data is entered, click the "Run" button.



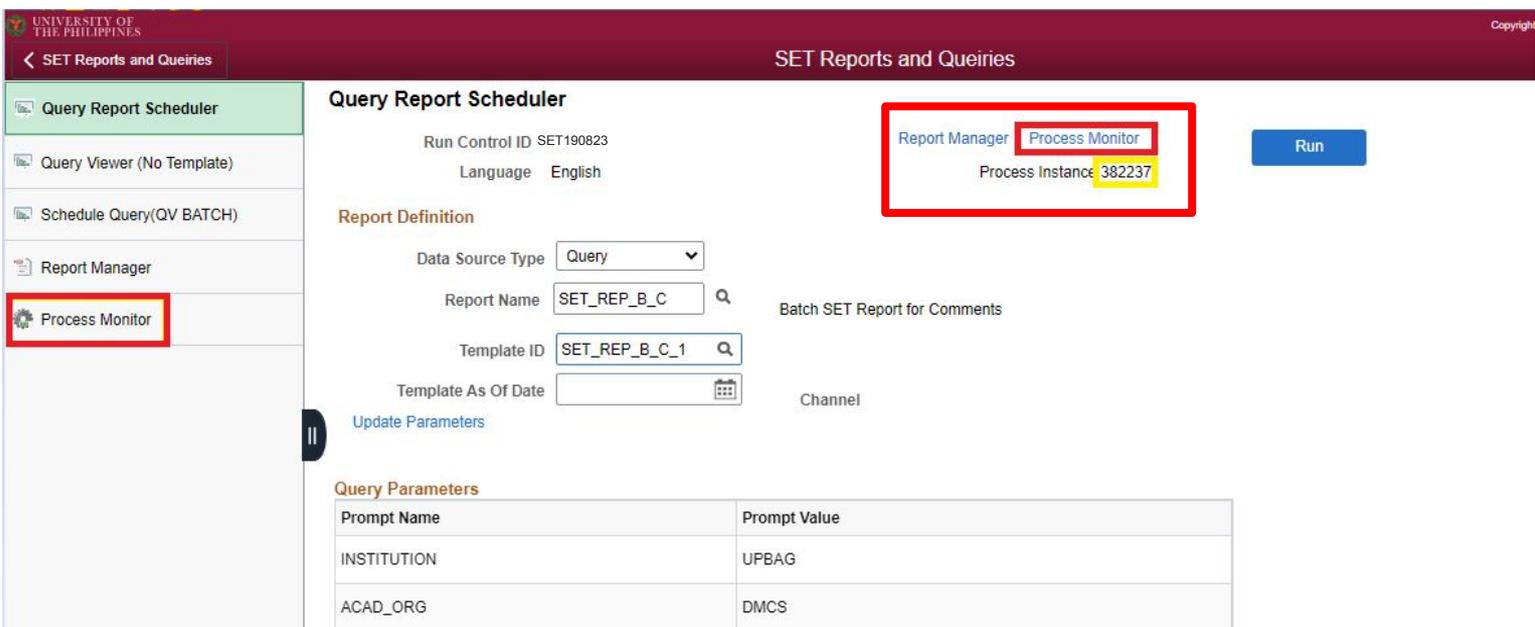
Generate SET Reports via Query Report Scheduler

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 'Query Report Scheduler' interface. On the left sidebar, the 'Report Manager' tab is highlighted with a red box. The main area displays a 'Process List' table with the following data:

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

The 'Run Status' column is highlighted with a red box, and a 'Report Manager' button is also highlighted with a red box in the top right area of the interface.

Step 10: Click the "Administration" tab.

The screenshot shows the 'Report Manager' interface with the 'Administration' tab highlighted with a red box. The main area displays a 'Reports' table with the following data:

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

At the bottom left, there is a 'Go back to Process Monitor' link and a 'Save' button.

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 are navigation tabs: 'List', 'Explorer', 'Administration' (selected), and 'Archives'. Below the tabs, there are search and filter options for 'View Reports For', including 'User ID', 'Type', 'Last', 'Days', 'Status', and 'Folder'. A 'Refresh' button is also present. The main area is titled 'Report List' and contains a table with the following data:

Select	Report ID	Prce 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

At the bottom of the table, there are 'Select All' and 'Deselect All' checkboxes.

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

The screenshot shows a PDF viewer interface. The document title is 'SUMMARY OF TEACHING PERFORMANCE COMMENTS OF FACULTY GIVEN BY HIS/HER STUDENTS IN THE COURSES AND SEMESTER INDICATED'. The document content includes:

University of the Philippines Baguio
SUMMARY OF TEACHING PERFORMANCE COMMENTS OF FACULTY GIVEN BY HIS/HER STUDENTS IN THE COURSES AND SEMESTER INDICATED

STUDENT EVALUATION OF TEACHING (SET)

Employee ID: _____ Semester: _____
Employee Name: _____ Subject Handled: _____
College: _____ Number of Respondents: _____
Department: _____ Overall Rating: _____

SUMMARY OF COMMENTS

1. In relation to your learning experience in this class, what does your teacher do that you find very helpful/effective?

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 lessons in an easier way, in appropriate, and in easy-to-understand 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>

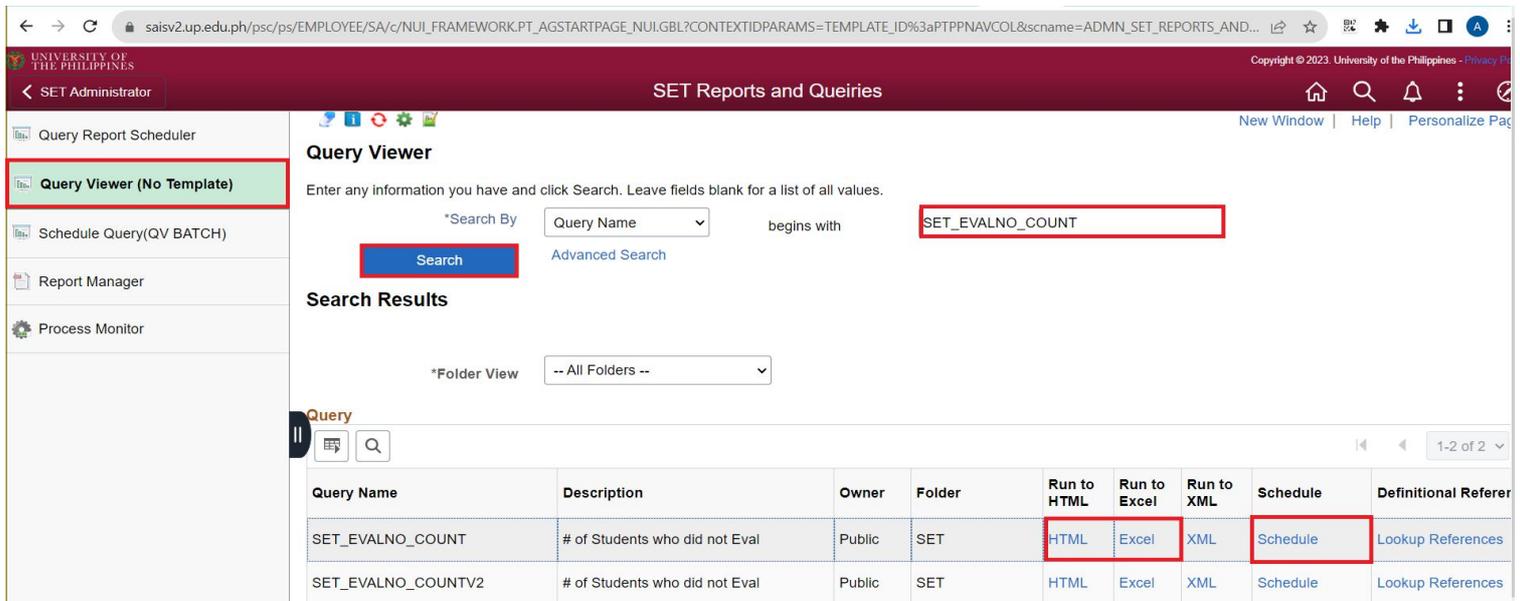
GENERATE SET ON QUERY VIEWER

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.



The screenshot shows the 'SET Reports and Queiries' web application. The left sidebar has 'Query Viewer (No Template)' selected. The main area shows a search interface with 'Query Name' selected as the search criteria and 'SET_EVALNO_COUNT' entered in the search field. The 'Search' button is highlighted. Below the search field, the 'Search Results' section shows a dropdown for 'Folder View' set to '-- All Folders --'. The 'Query' section displays a table with the following data:

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.

Browser address bar: saiv2.up.edu.ph/psc/ps_8/EMPLOYEE/SA/q/?ICAction=ICQryNameURL=PUBLIC.SET_EVALNO_COUNT

Page Title: SET_EVALNO_COUNT - # of Students who did not Eval

*Institution: UPBAG

*Term: 1221

*Acad Group: CAC

View Results

Download results in: Excel Spreadsheet, CSV Text File, XML File (205 kb)

View All

First 1-100 of 491 Last

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". There are search filters for *Institution (UPBAG), *Term (1221), and *Acad Group (CAC). A "View Results" button is highlighted. A download notification in the top right corner shows a file named "SET_EVALNO_COUNT_23155069.xlsx" (36.7 KB) has been downloaded.

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

The screenshot shows the "Scheduled Query" module in the "SET Reports and Queries" interface. The left sidebar has "Query Viewer (No Template)" selected. The main area shows a form with fields for *Query Name (SET_EVALNO_COUNT) and *Run Control ID (SET190823). An "Add" button is highlighted. The interface includes a navigation menu, search bar, and user information.

GENERATE SET ON SCHEDULE QUERY (QV BATCH)

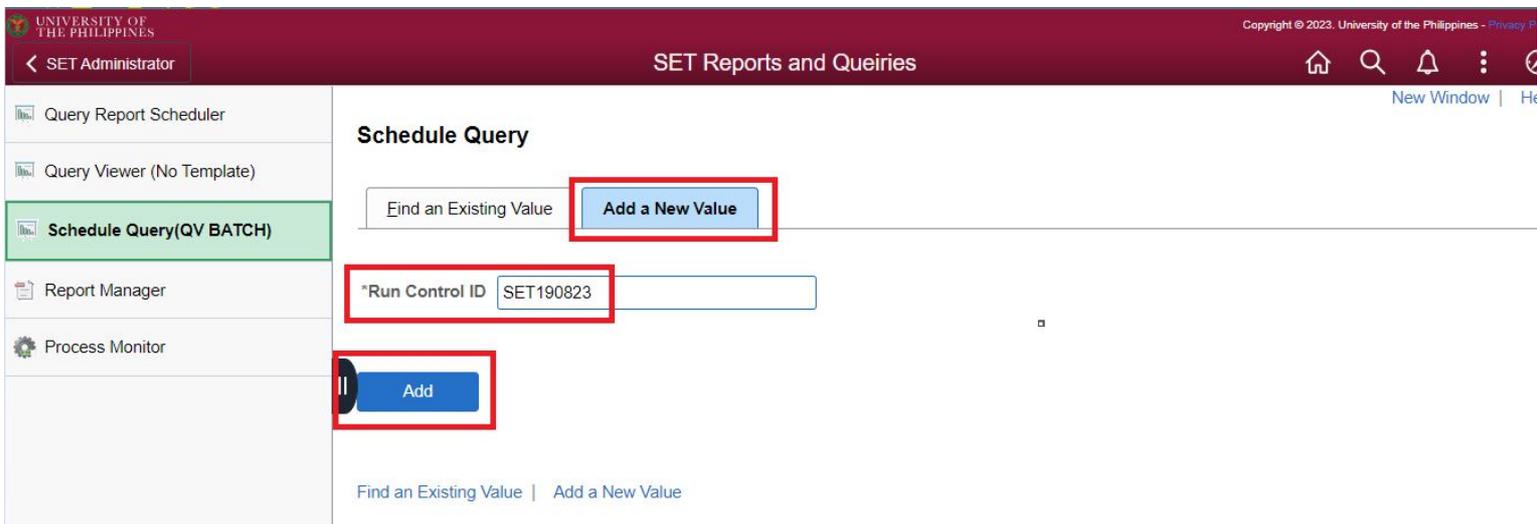
Generate SET on Schedule Query

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

Input the **Run Control ID.**

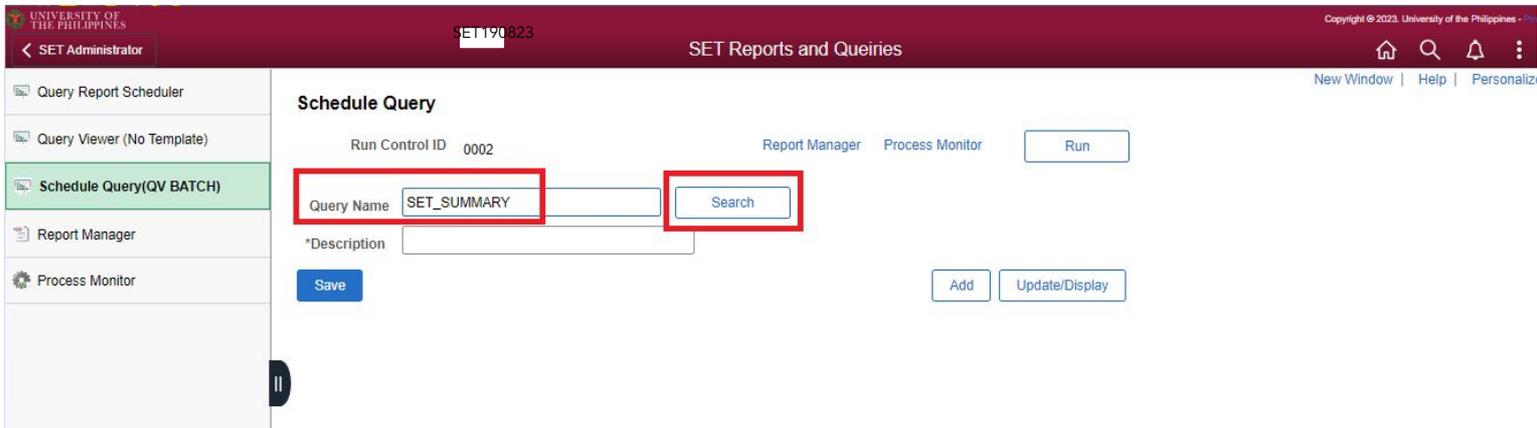
- sample format SETDDMMYY (e.g “**SET190823**”).

Then, click “**Add.**”



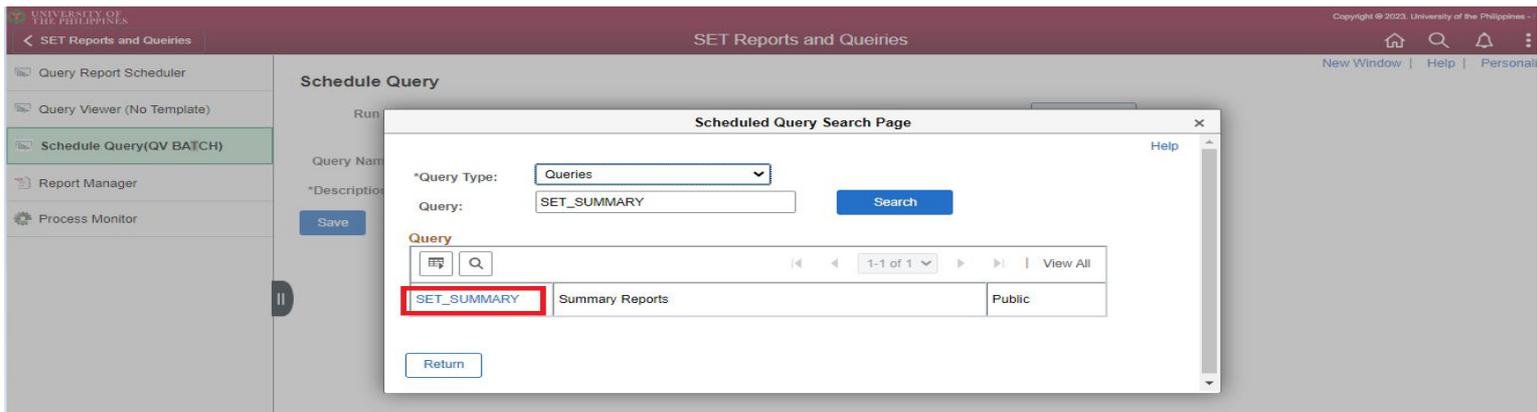
Step 2: Input the Query Name. Then click “**Search**”.

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.)

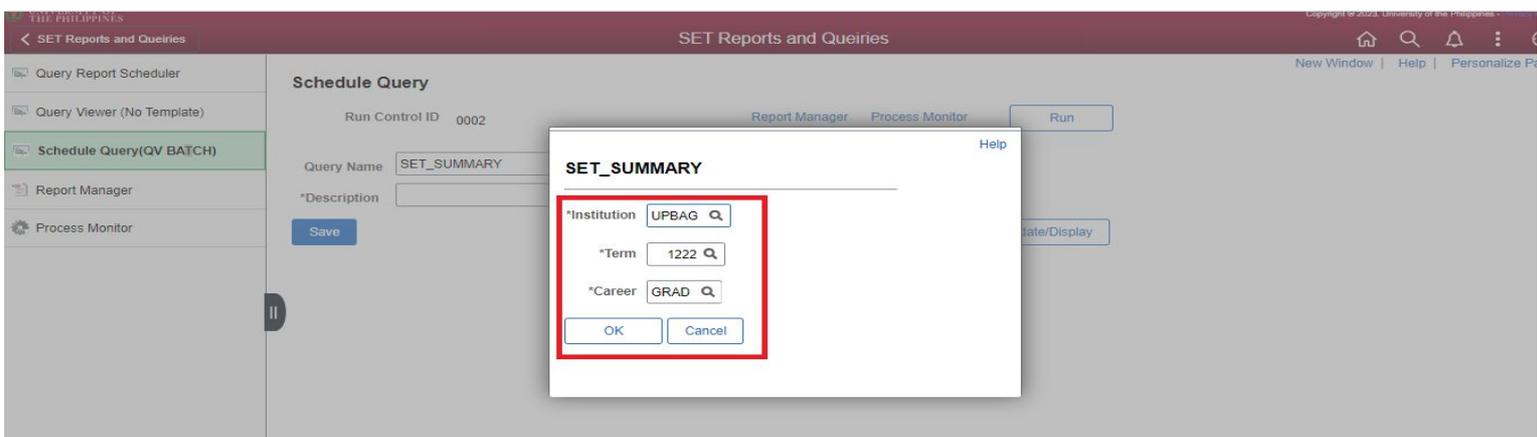


Generate SET on Schedule Query

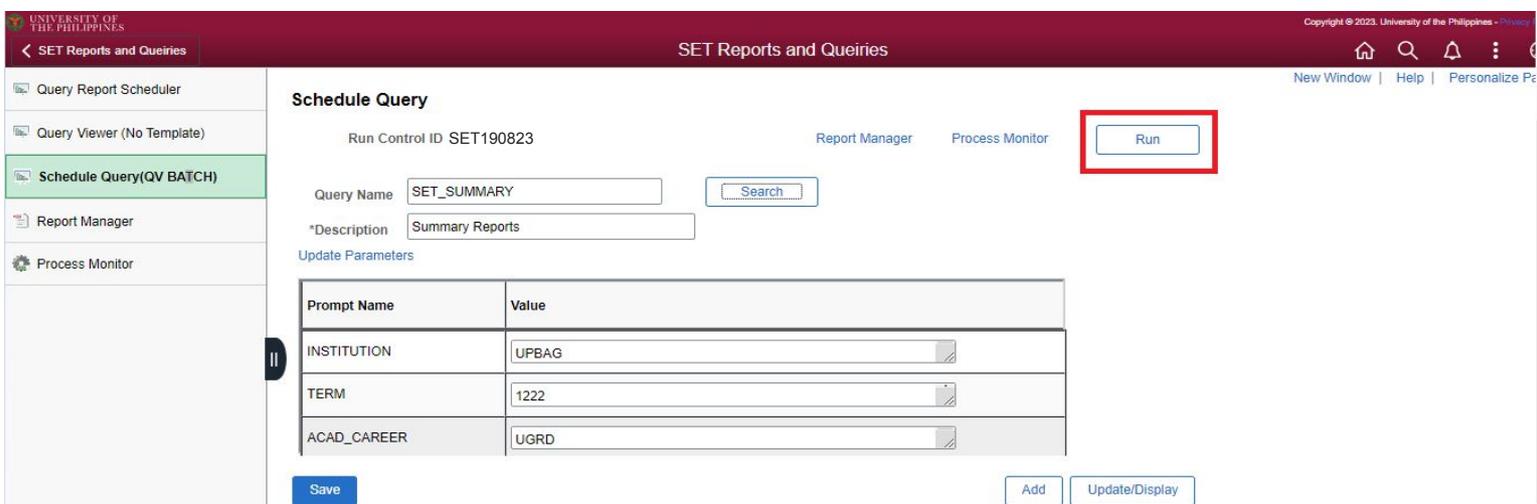
STEP 3: Click the Query Name



STEP 4: Input the criteria sample as shown below.

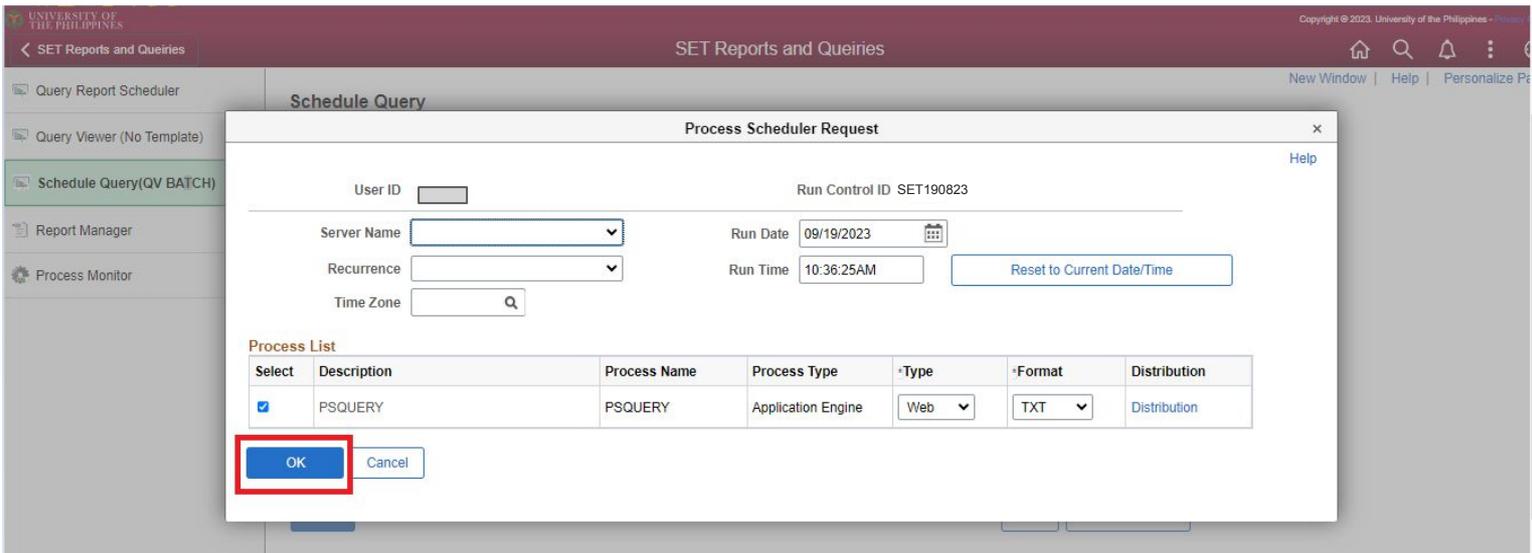


Step 5: Once all the data has been entered, click "Run."



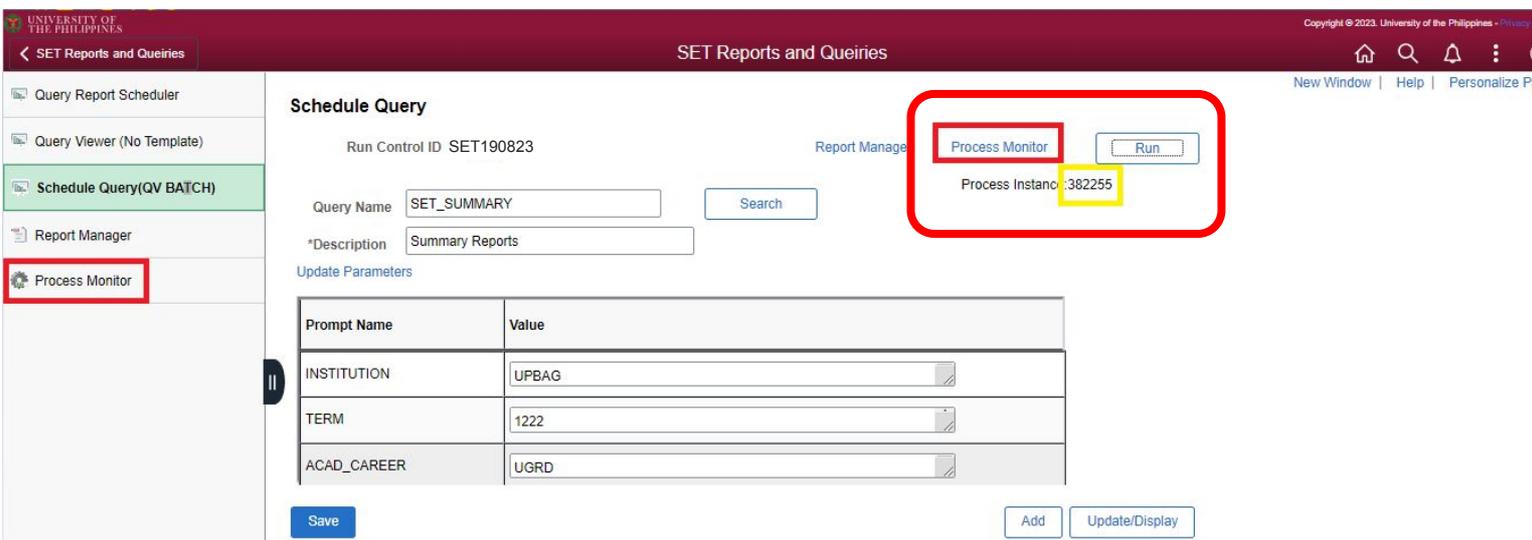
Generate SET on Schedule Query

Step 6: Click the OK button.



Step 7: Make sure to remember the process instance.

Then, click “Process Monitor.”



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 'Report Manager' tab is selected in the left sidebar. The main area displays the 'Process List' table with the following data:

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	PSXPQRYRPT	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 with the 'Administration' tab selected. The main area displays the 'Reports' table with the following data:

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.

UNIVERSITY OF THE PHILIPPINES
SET Reports and Queiries

Query Report Scheduler
Query Viewer (No Template)
Schedule Query(QV BATCH)
Report Manager
Process Monitor

List Explorer **Administration** Archives

View Reports For
User ID: [] Type: [] Last: [] 1 Days: [] Refresh
Status: [] Folder: [] Instance: [] to: []

Report List
1-7 of 7 | View All

Select	Report ID	Prce 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.).

Untitled - Google Chrome
saisv2.up.edu.ph/psreports/ps/162603/SET_SUMMARY-382255.csv

SET_SUMMARY-382255 (1).csv
108 KB • Done

SET_SUMMARY-382255 (1) - Microsoft Excel

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	Name,"	Career",	"Term",	"Courses",	"Section",	"Schedule",	"Participated",	"Not Participated",	"Total enrolled",	"Ratings",	"Average SET"										
2																					

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	OVPAA 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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