# 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.
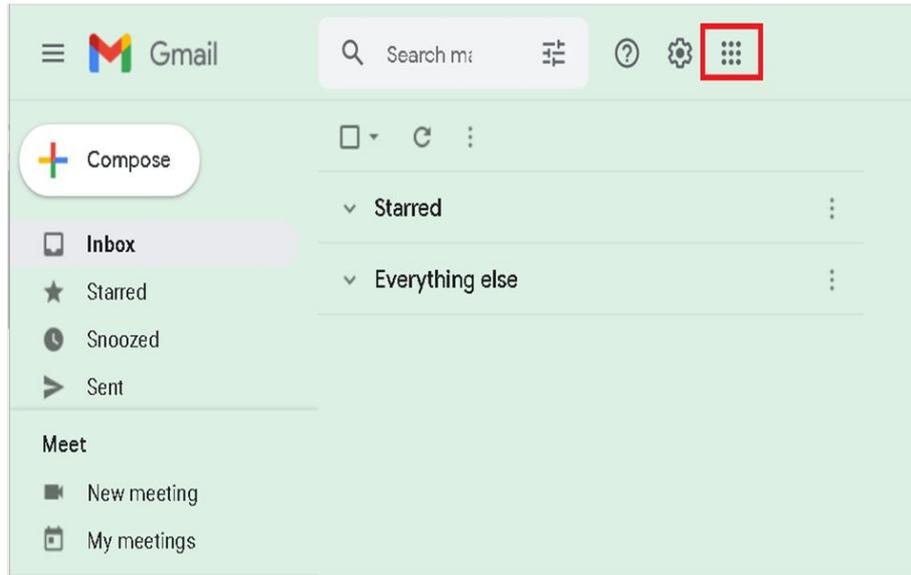

 STEP 2: Click the SAIS Icon.
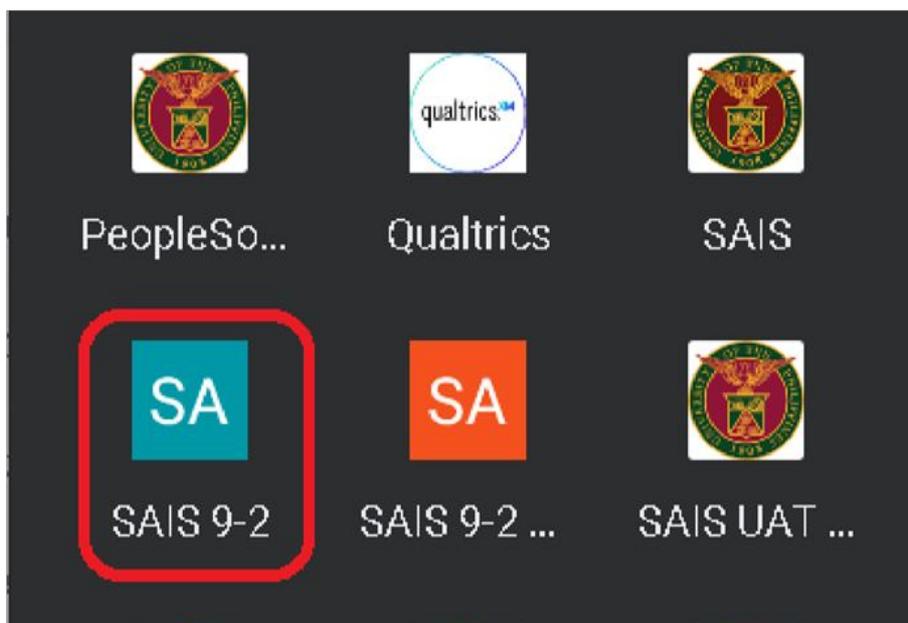
LOGIN SAIS ACCOUNT

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".
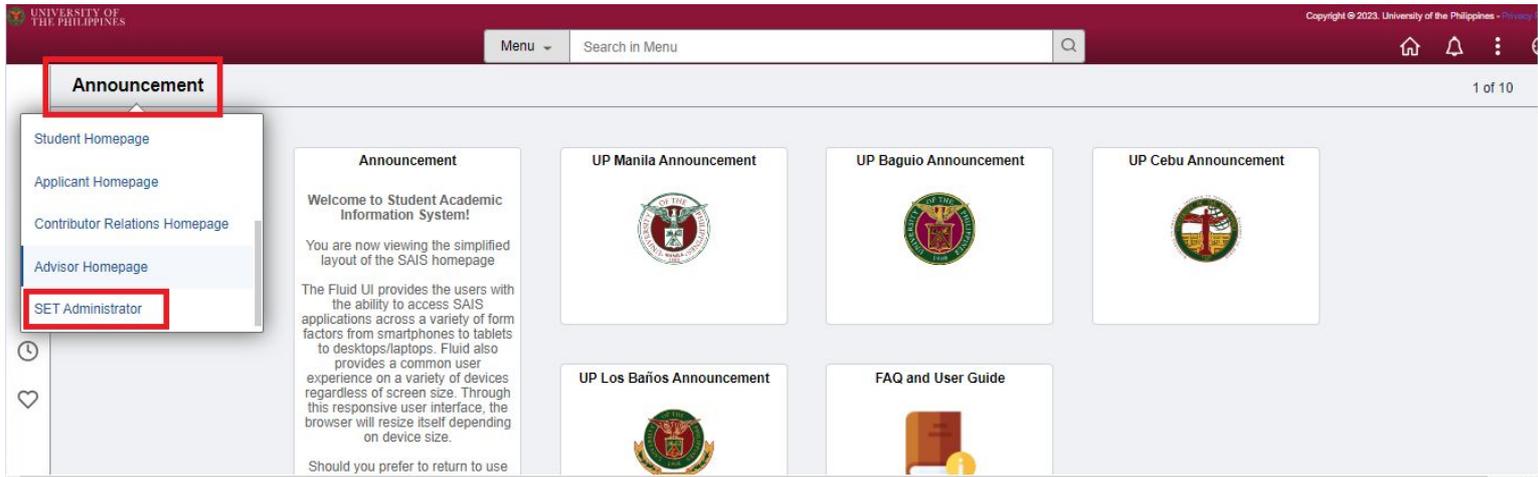
Step 5: Click the "SET Queries and Reports" tile.
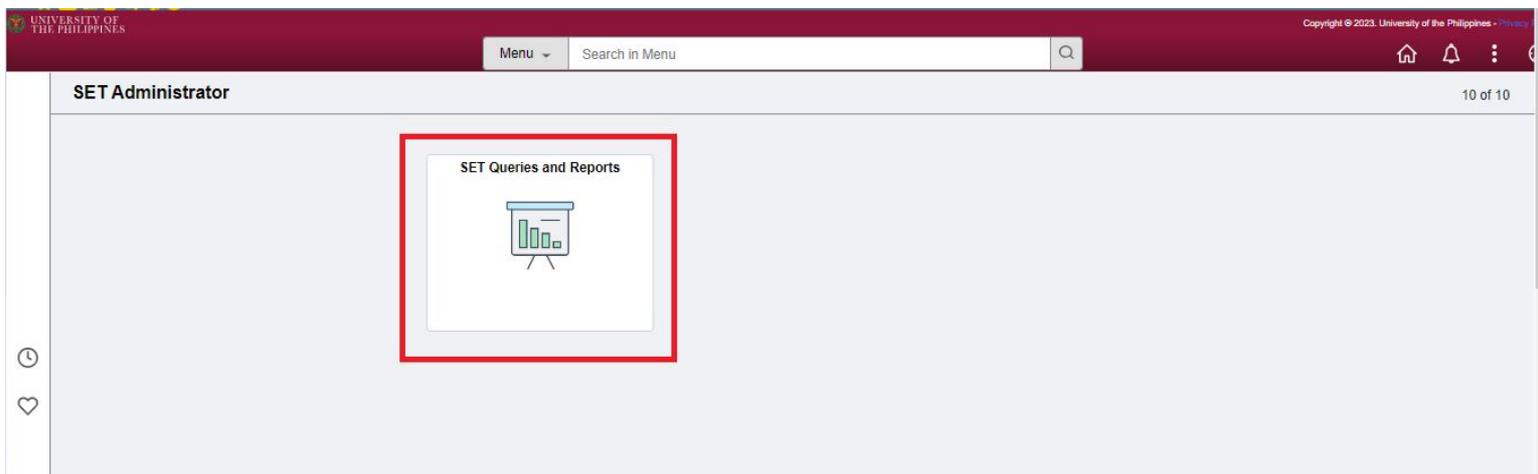
Generate SET Reports via Query Report Scheduler

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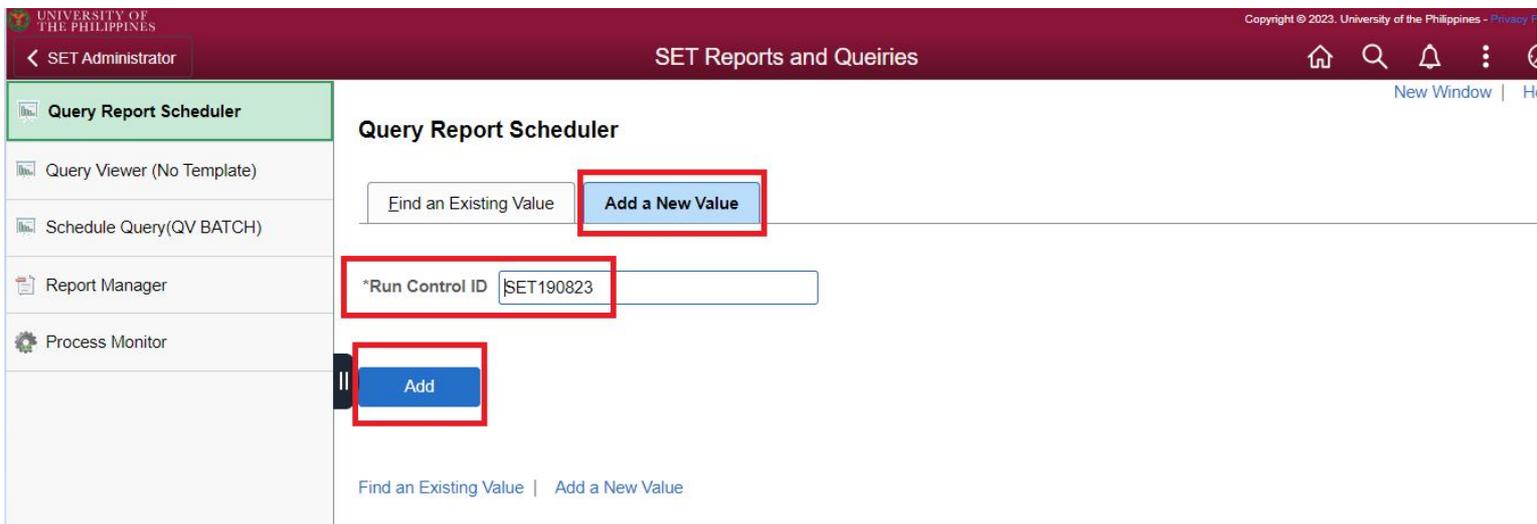
Step 7: Input the report name. Then, click "OK."

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.
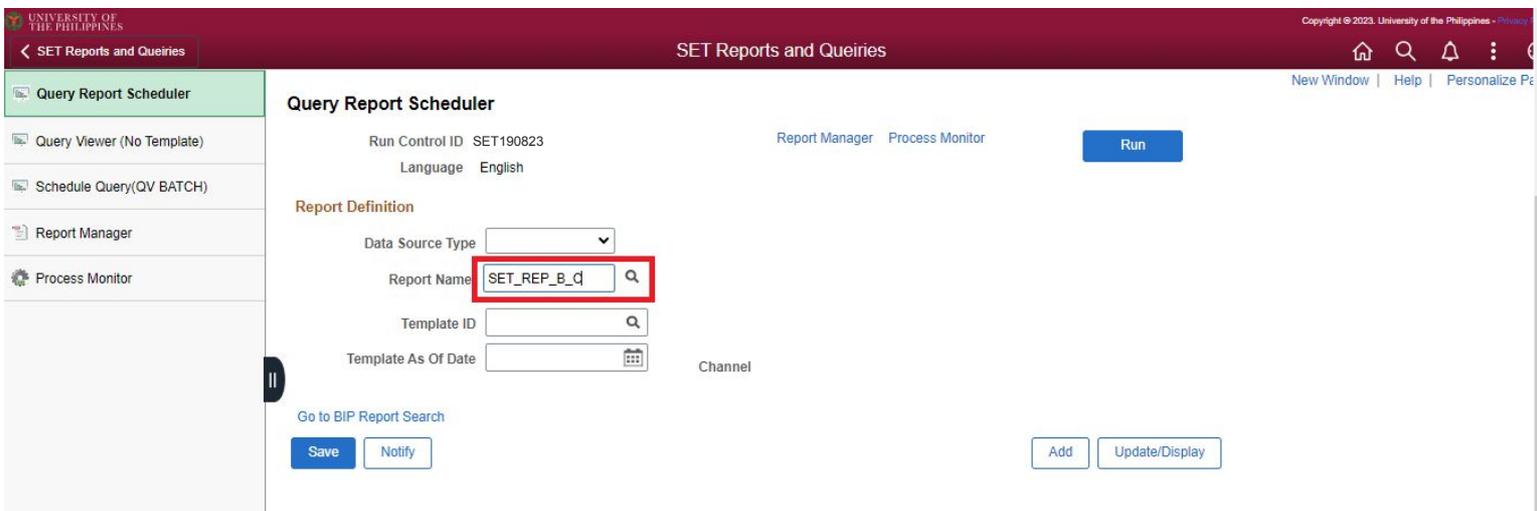
Generate SET Reports via Query Report Scheduler

Step 7.1: Input the sample criteria as shown below. Then click OK.
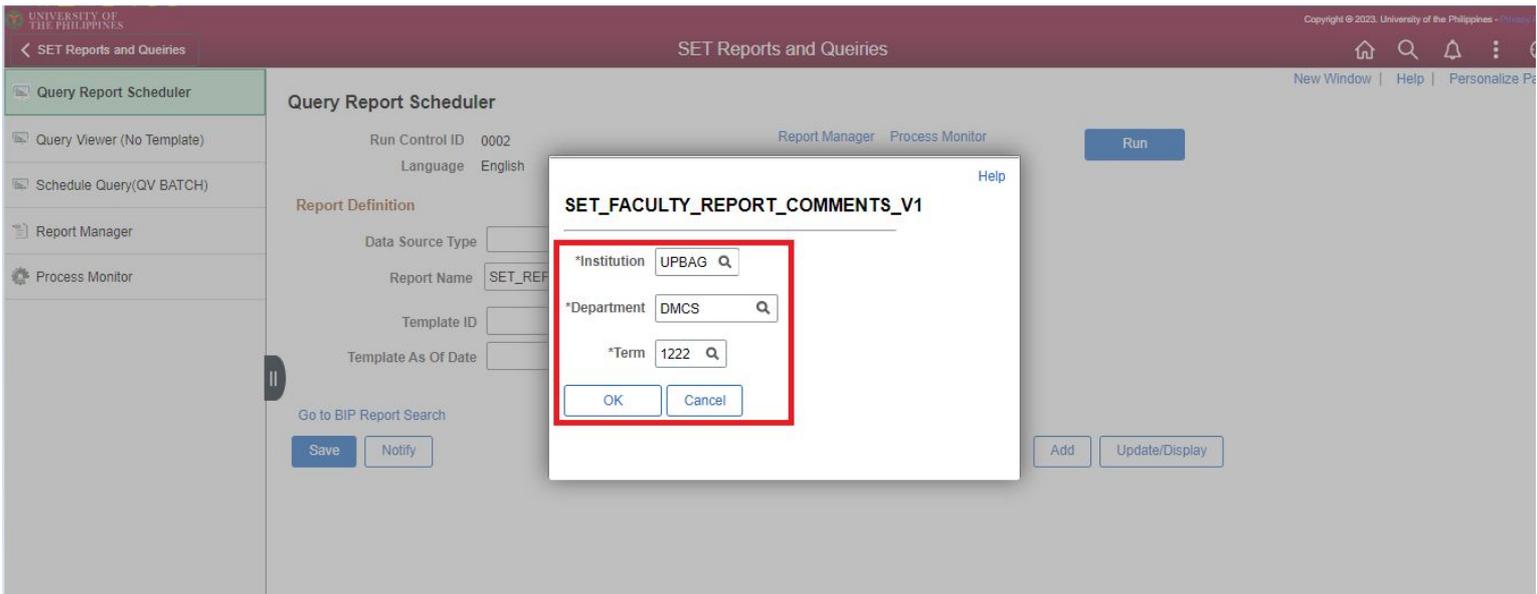
Step 8: Once all the data is entered, click the "Run" button.
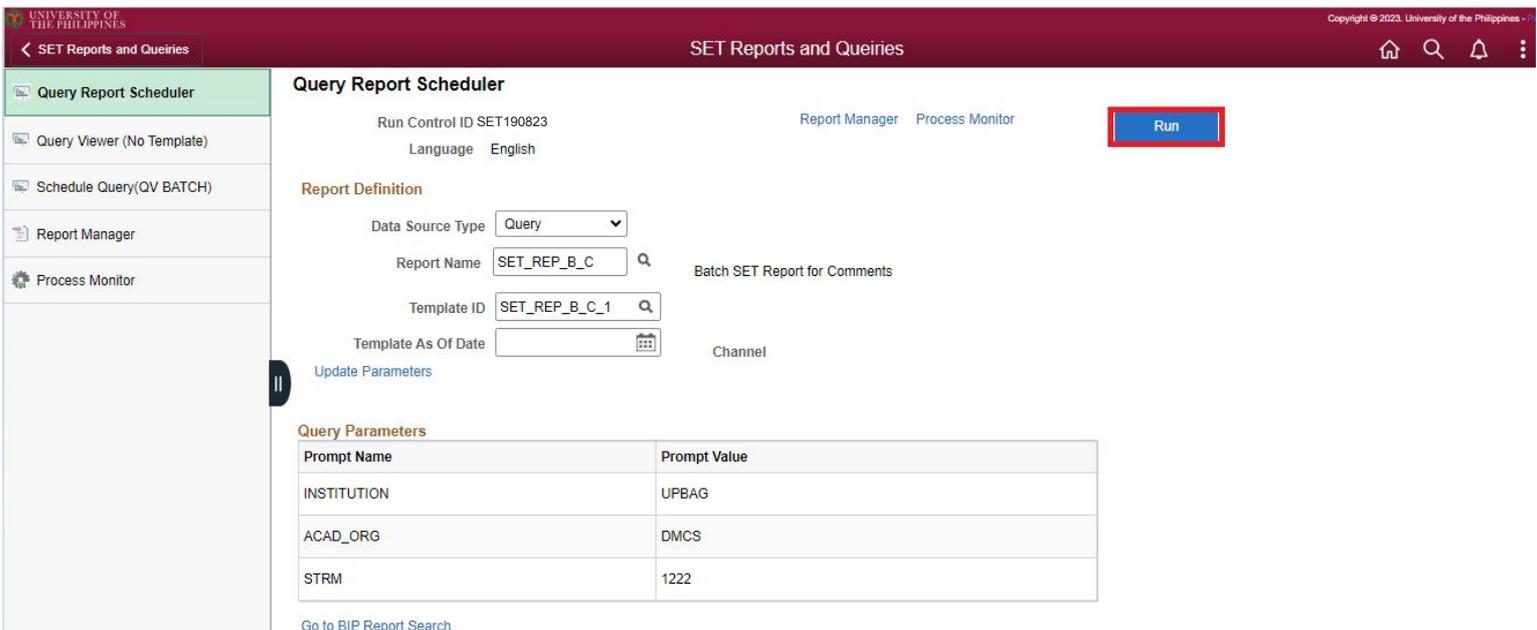
Generate SET Reports via Query Report Scheduler

Step 8.1: Click "OK."
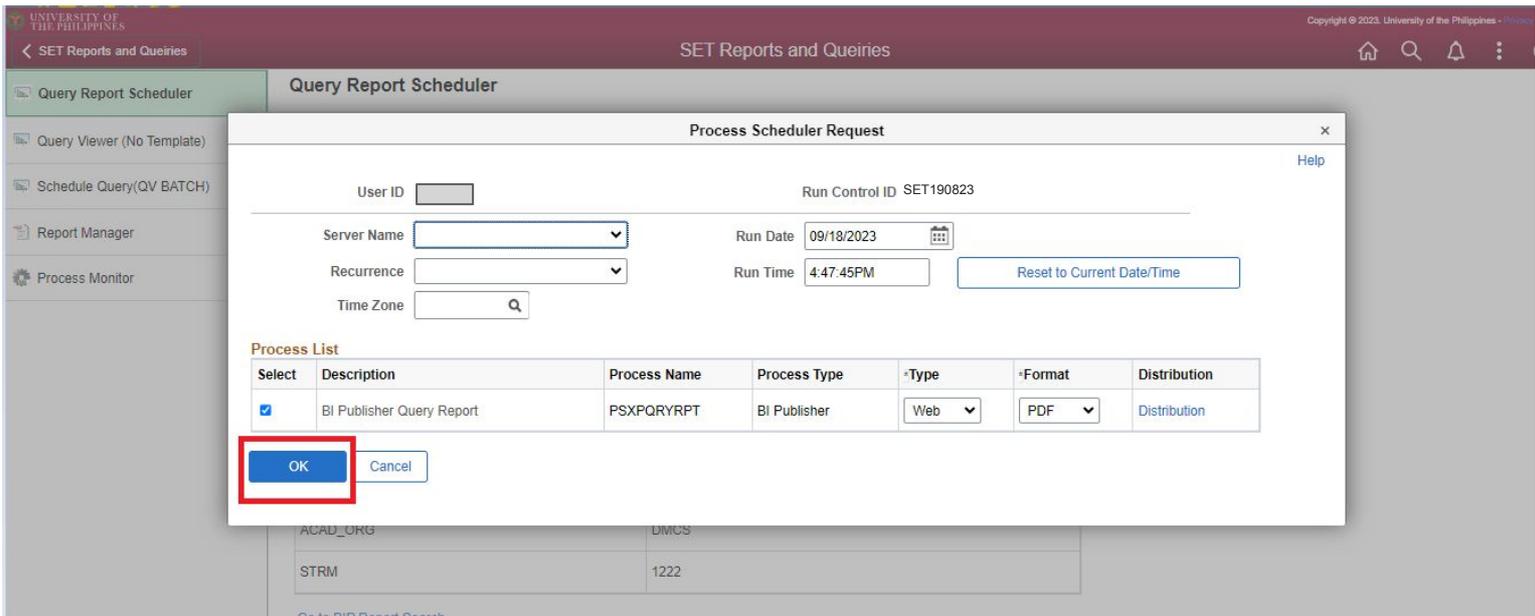
Step 9: Make sure to take note of and remember the process instance.

Then click "Process Monitor."
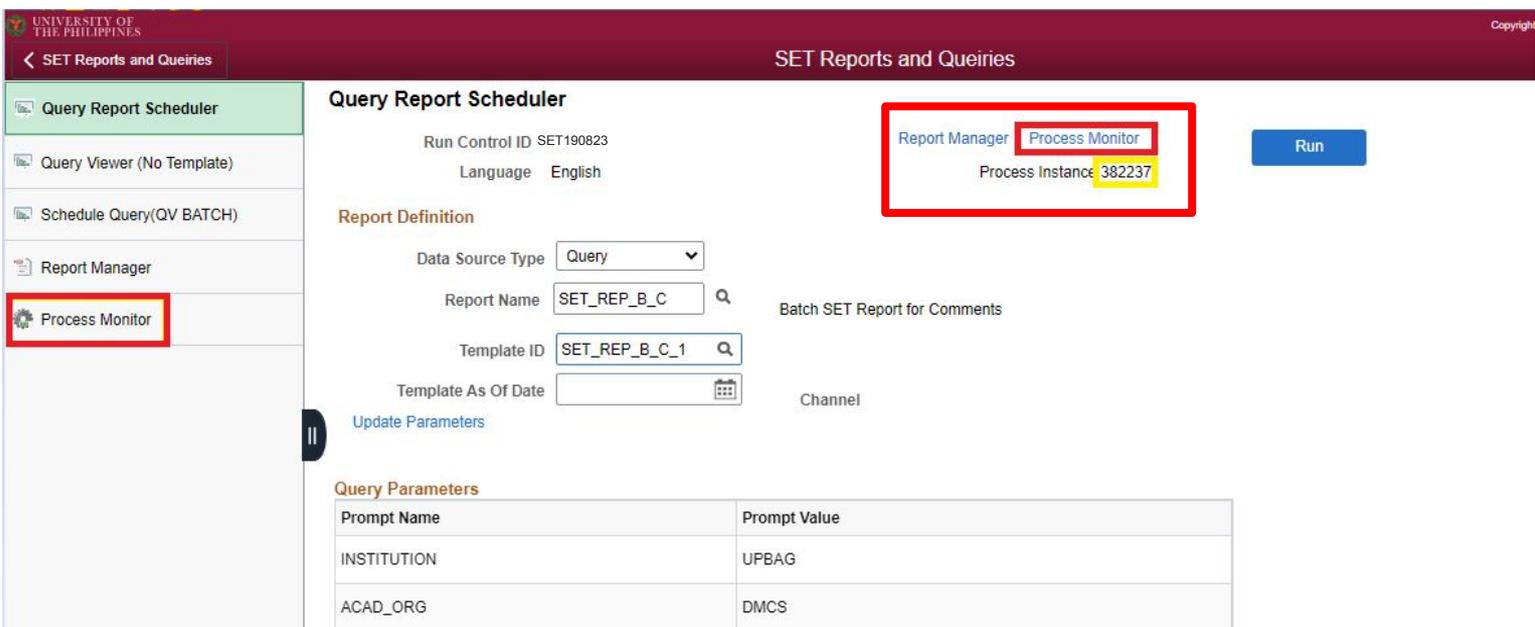
Generate SET Reports via Query Report Scheduler

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."

Step 10: Click the "Administration" tab.

Generate SET Reports via Query Report Scheduler

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

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

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-troubleshooting

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.

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.

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.

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

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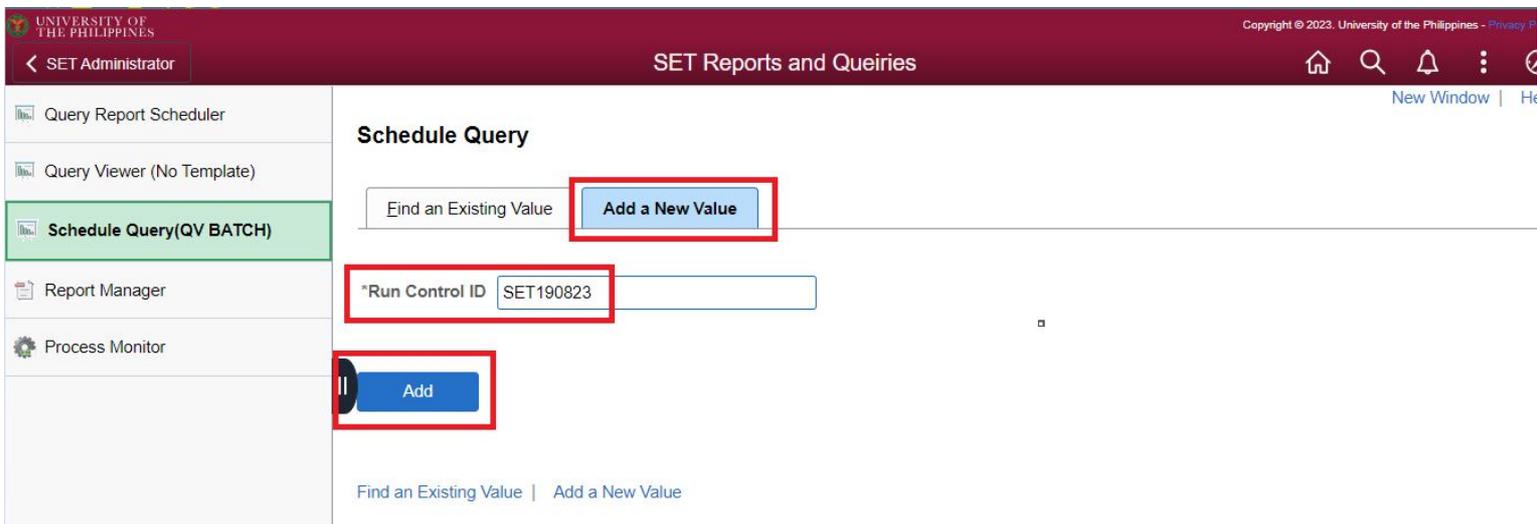
Step 2: Input the Query Name. Then click "**Search**".

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.)
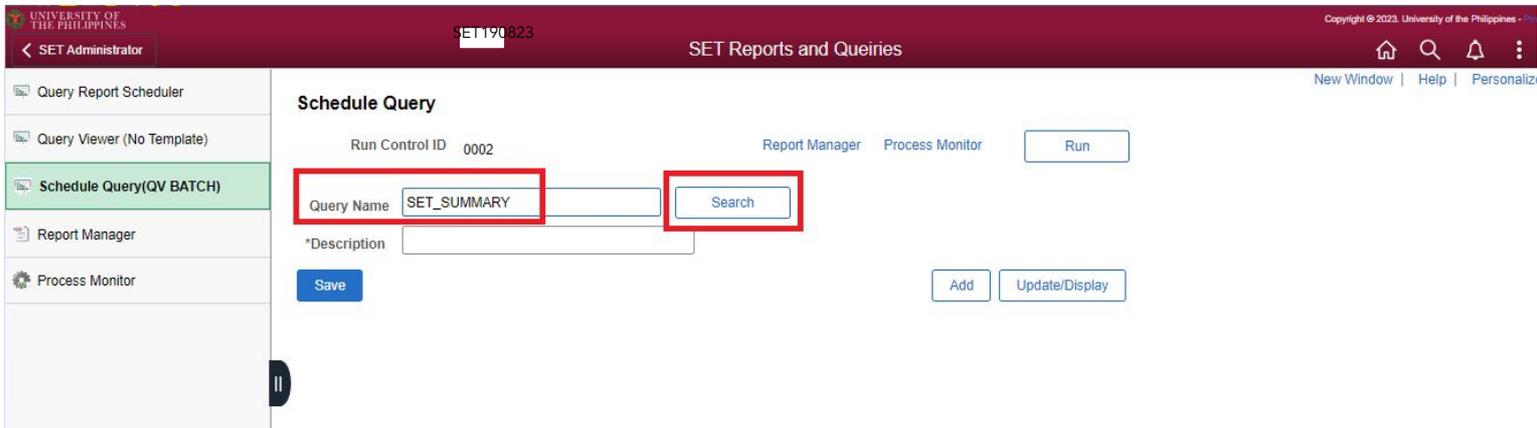
Generate SET on Schedule Query

STEP 3: Click the Query Name
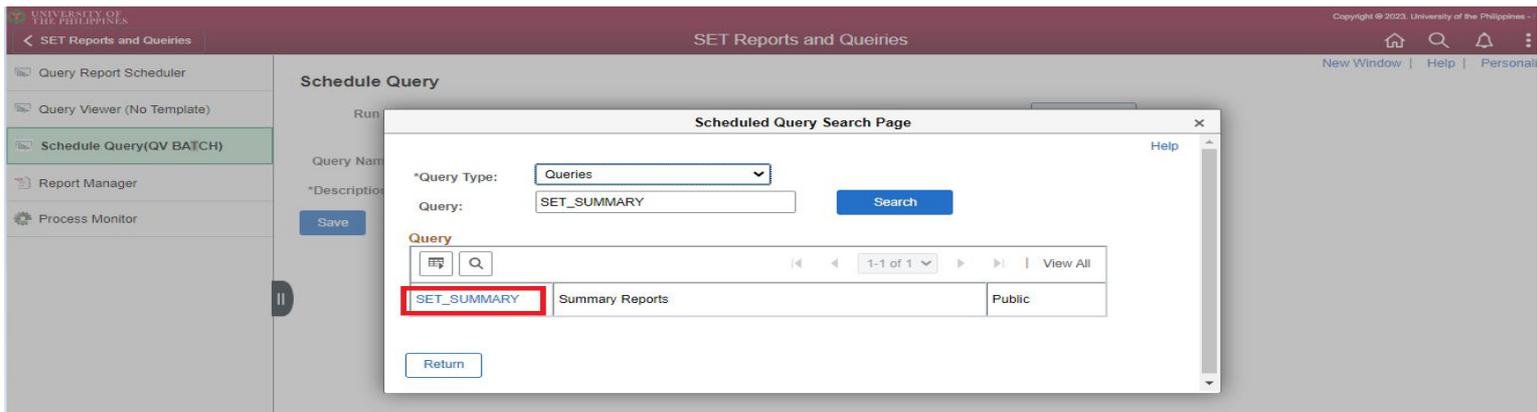
STEP 4: Input the criteria sample as shown below.
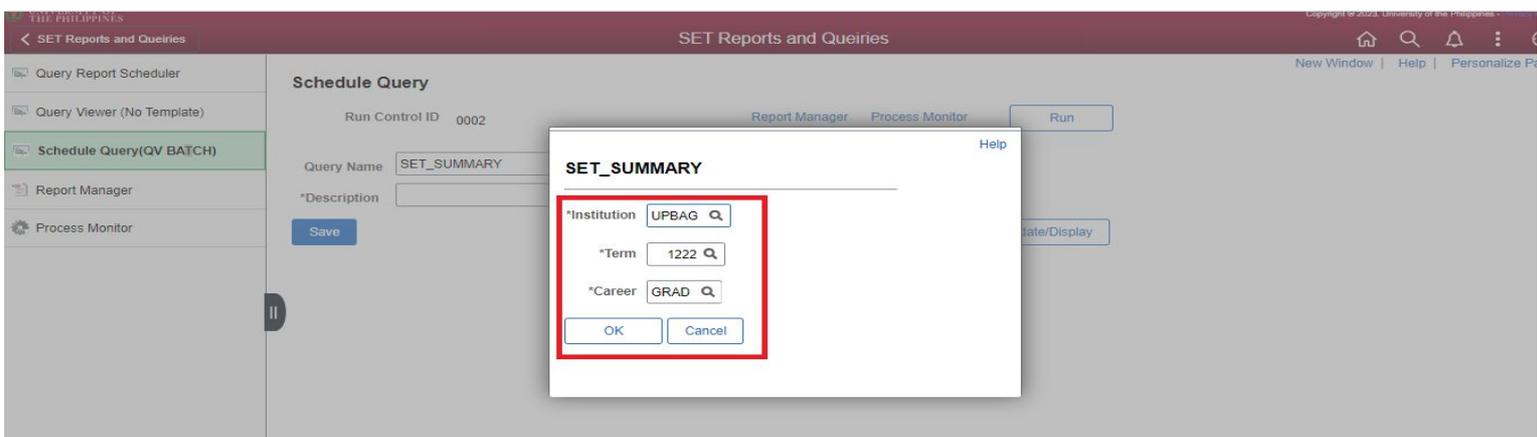
Step 5: Once all the data has been entered, click "Run."
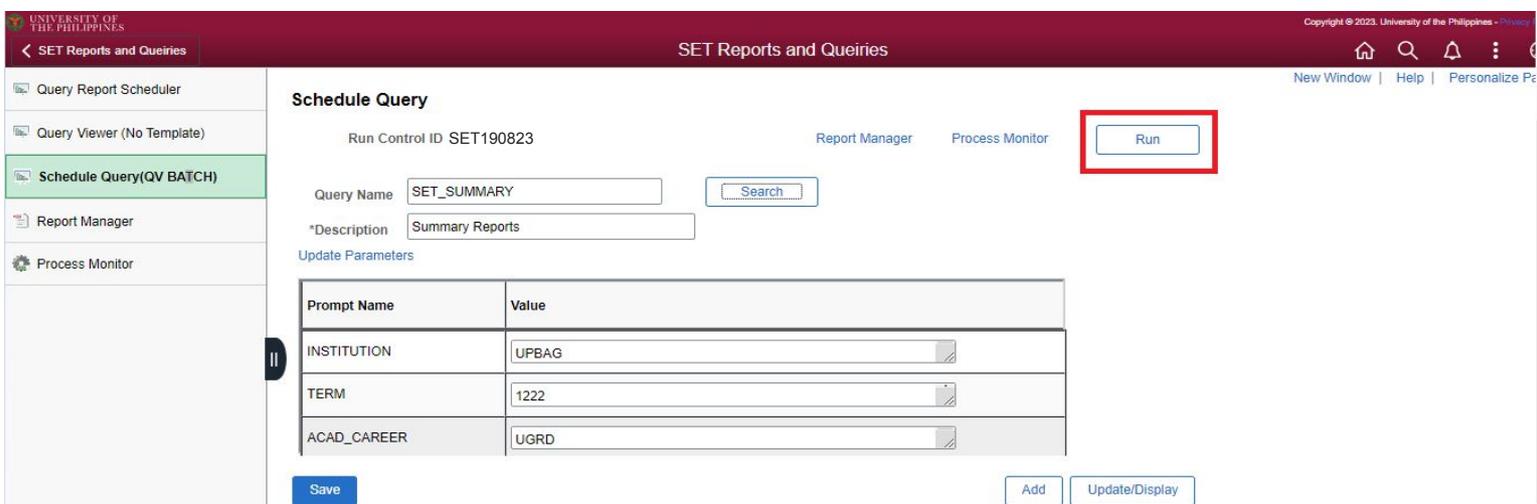
Generate SET on Schedule Query

Step 6: Click the OK button.
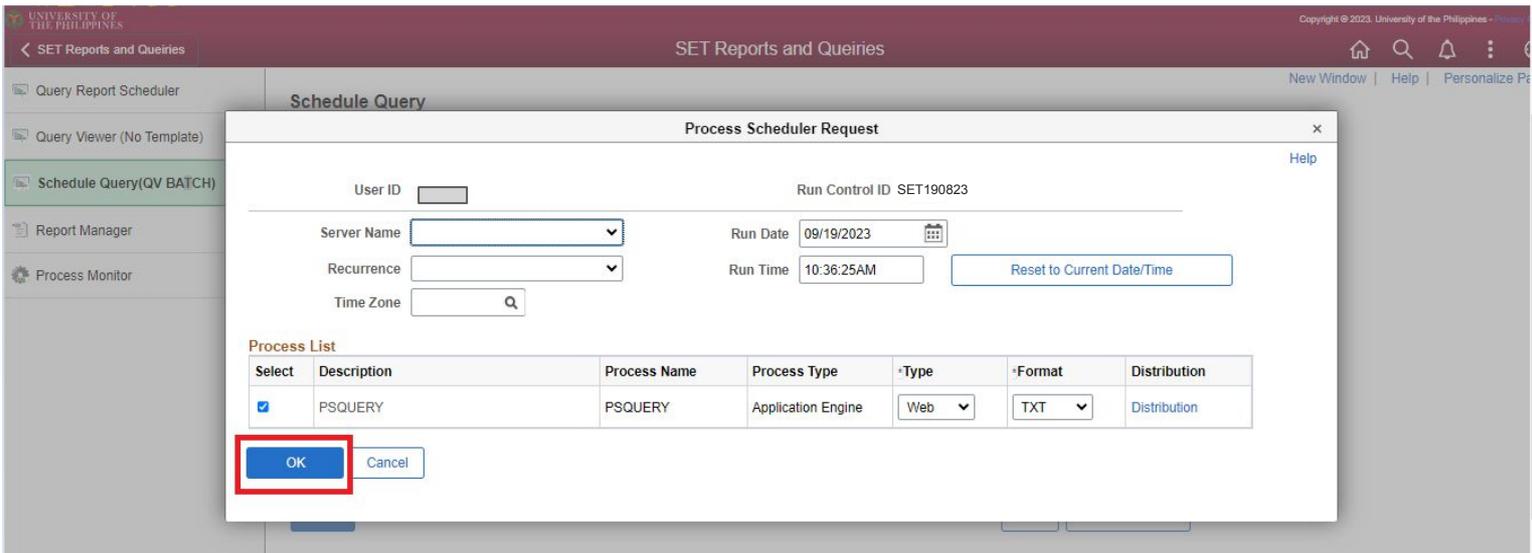
Step 7: Make sure to remember the process instance.

Then, click "Process Monitor."
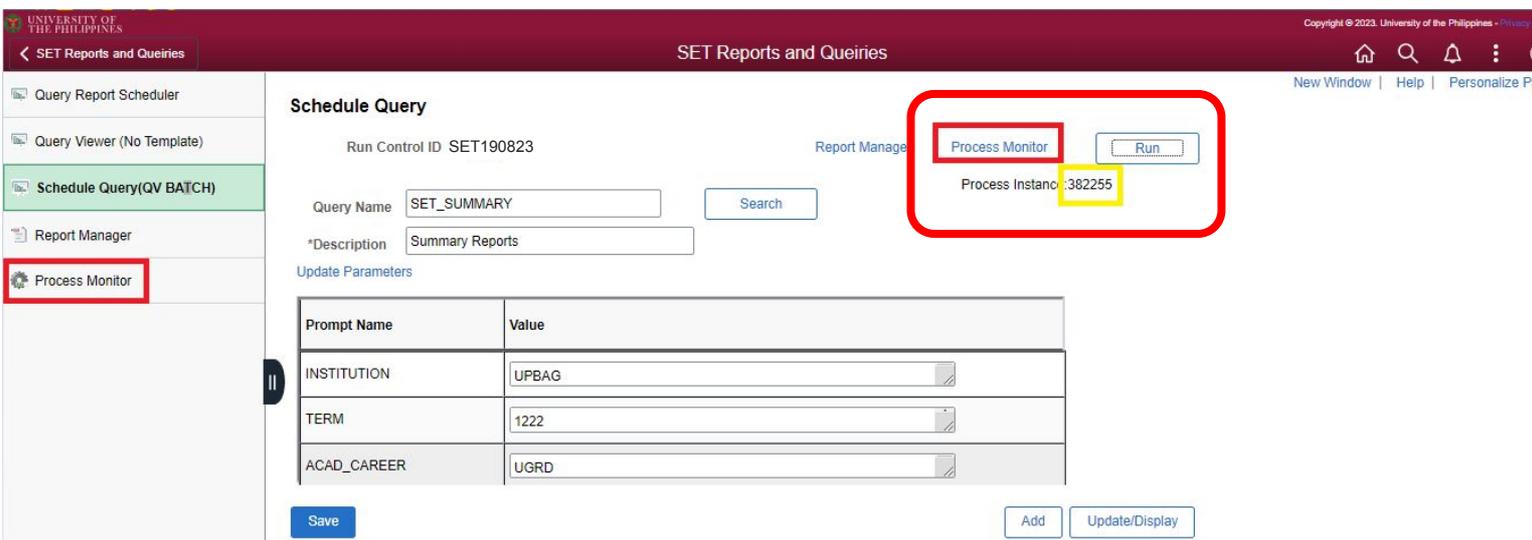
Generate SET on Schedule Query

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."

Step 9: Click the "Administration" tab.

Generate SET on Schedule Query

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

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.).

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		via Query Report Scheduler
UPLB_SET_SUMMARY_REPORT	OVPAA Requested SET 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/

upitdc
UP Information Technology Development Center

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