

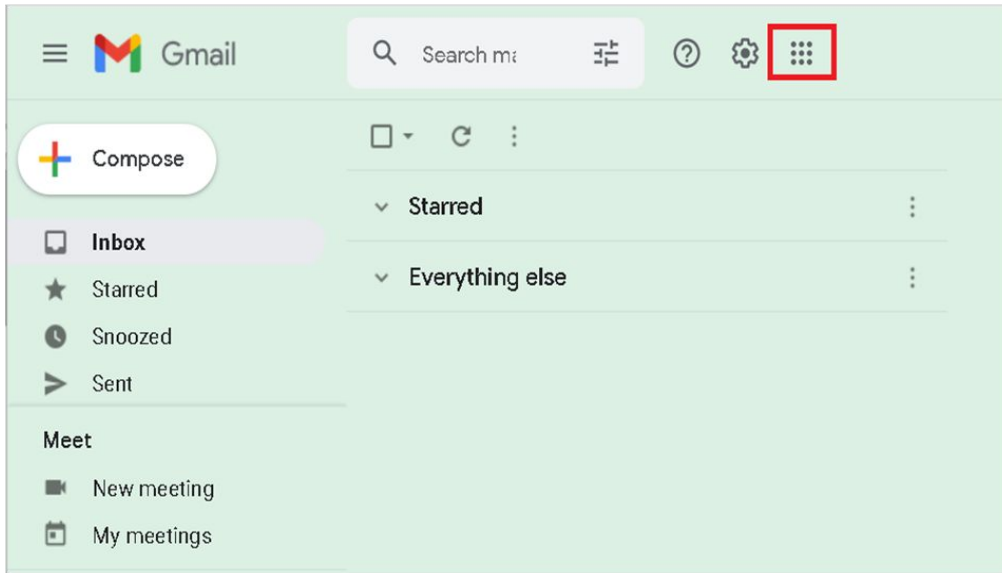


**SAIS:  
STUDENT  
EVALUATION OF  
TEACHING (SET)**

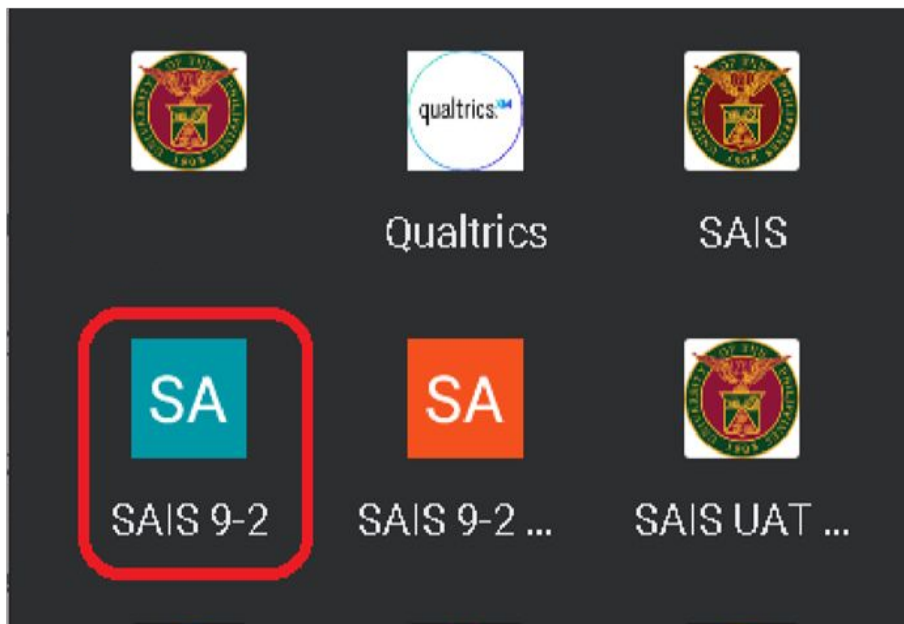
**Quick Guide v1.1**

# LOGIN TO SAIS ACCOUNT

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

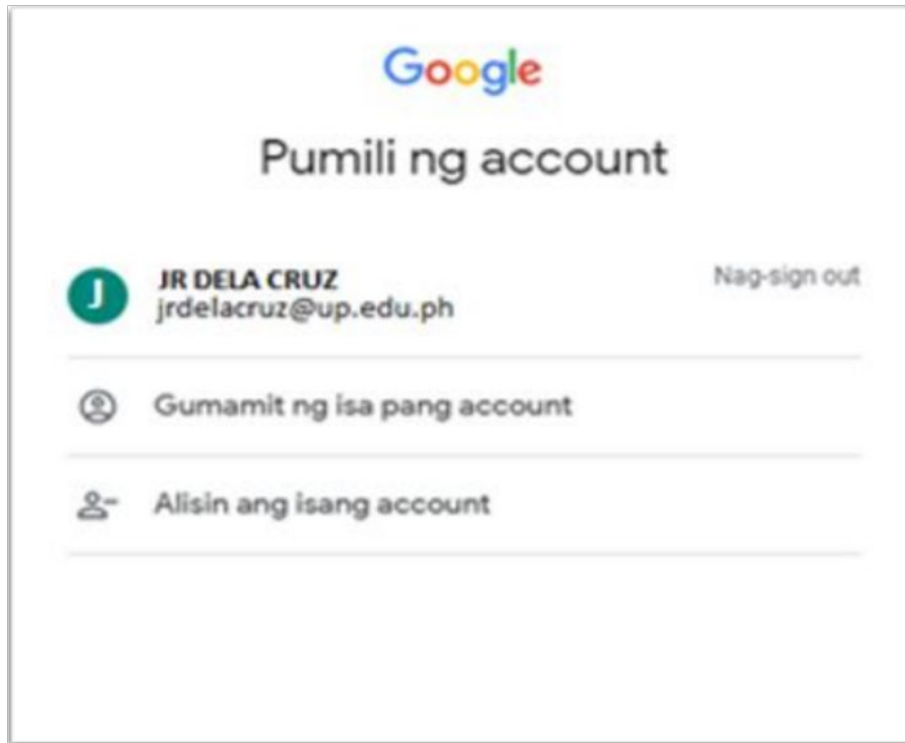


STEP 2: Click the SAIS Icon.



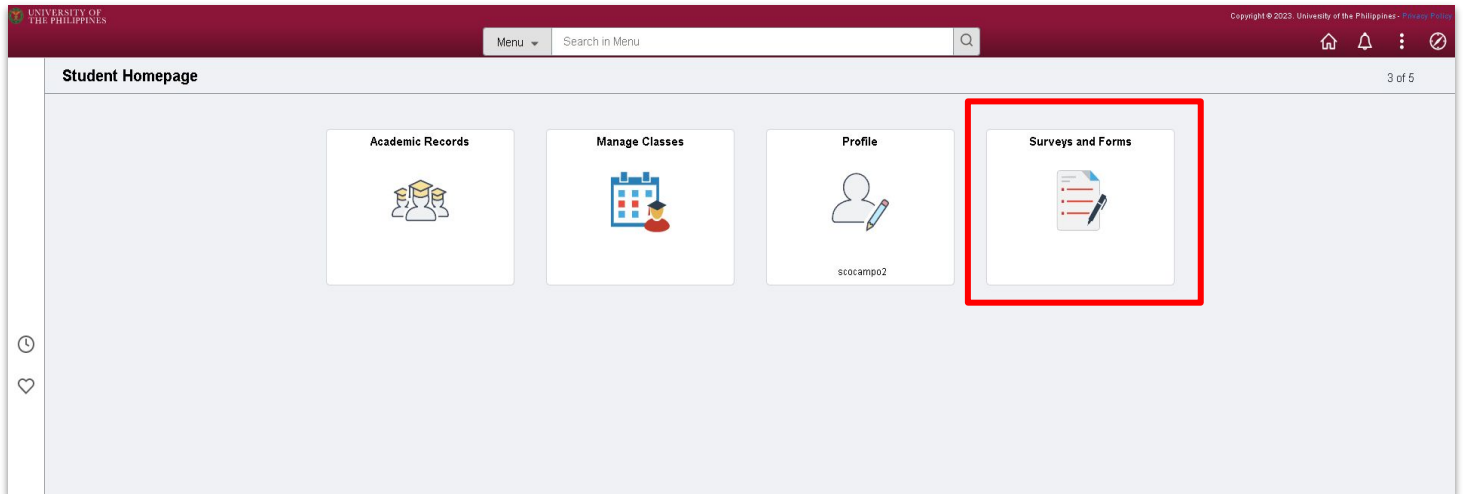
# LOGIN TO SAIS ACCOUNT

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

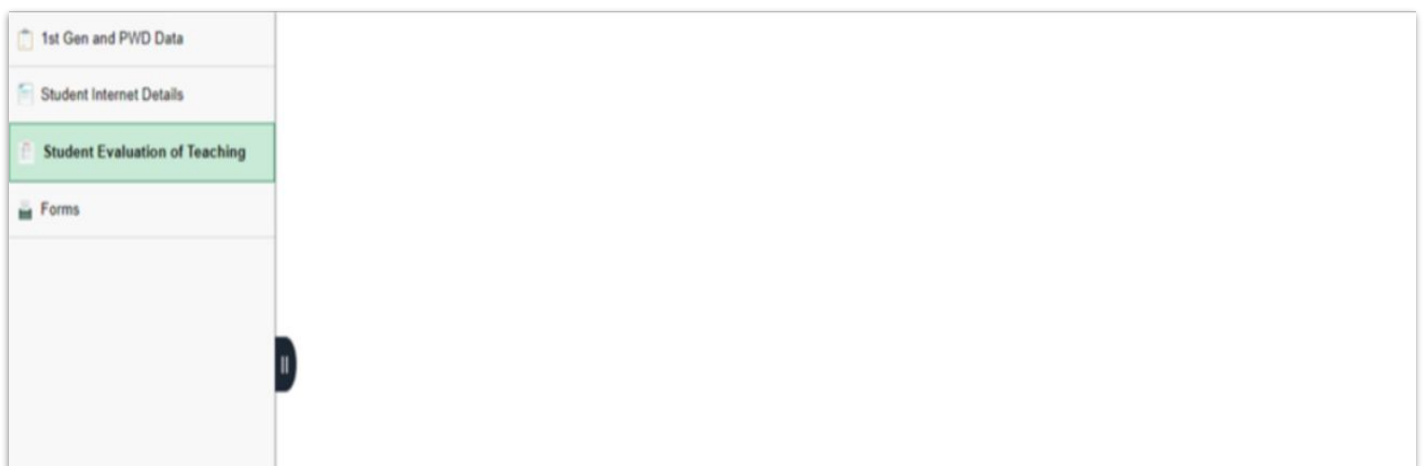


# STUDENT HOMEPAGE

STEP 4: In the Student Homepage, click the "SURVEY AND FORMS" Tile.



STEP 5: In the "SURVEY AND FORMS" Tile, click "STUDENT EVALUATION OF TEACHING." Give some time for the page to load.

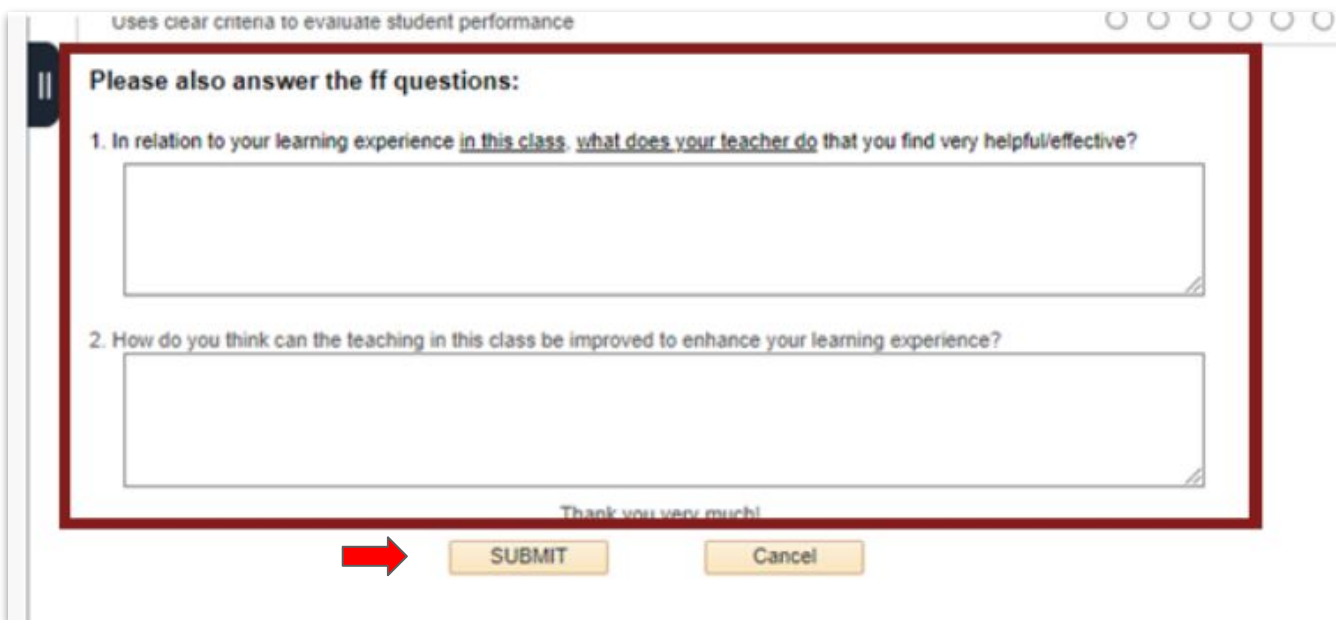




# SURVEY AND FORMS

STEP 7.1: The answer to qualitative questions must be over 10 characters. Once done, click the Submit button and confirm your submission.

Note: ONCE SUBMITTED, THE FORM CAN NO LONGER BE EDITED.




Uses clear criteria to evaluate student performance

Please also answer the ff questions:

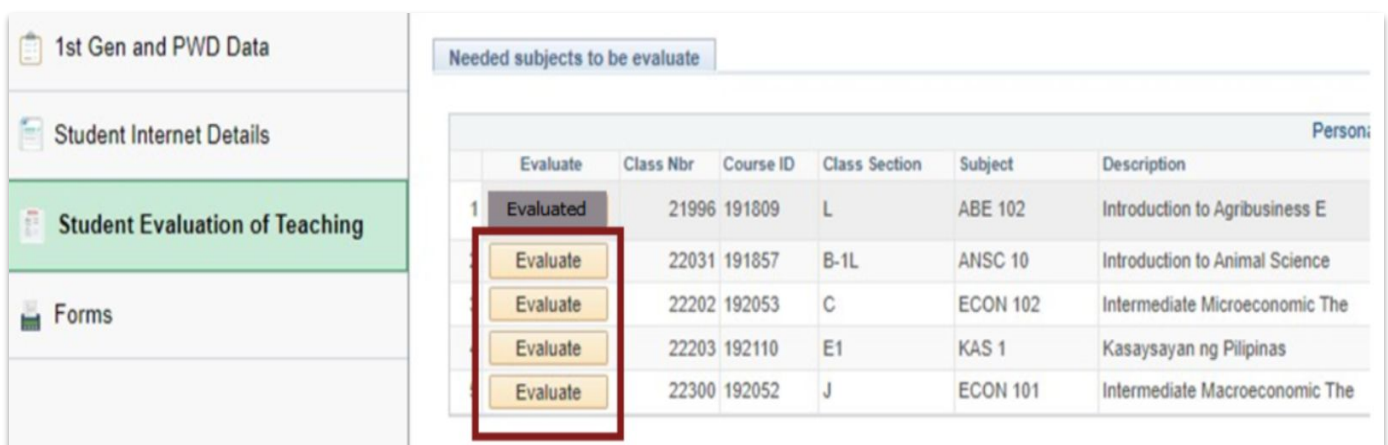
1. In relation to your learning experience in this class, what does your teacher do that you find very helpful/effective?

2. How do you think can the teaching in this class be improved to enhance your learning experience?

Thank you very much!



STEP 8: You can repeat for the subjects that need to be evaluated.



1st Gen and PWD Data

Student Internet Details

**Student Evaluation of Teaching**

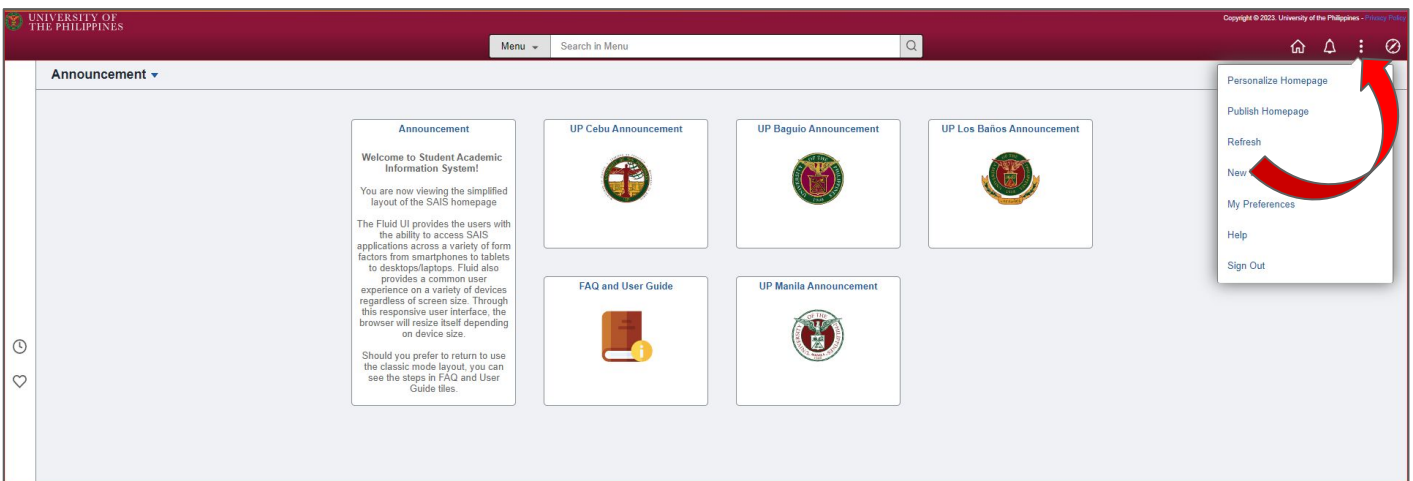
Forms

Needed subjects to be evaluate

	Evaluate	Class Nbr	Course ID	Class Section	Subject	Description	Person:
1	Evaluated	21996	191809	L	ABE 102	Introduction to Agribusiness E	
	<input type="button" value="Evaluate"/>	22031	191857	B-1L	ANSC 10	Introduction to Animal Science	
	<input type="button" value="Evaluate"/>	22202	192053	C	ECON 102	Intermediate Microeconomic The	
	<input type="button" value="Evaluate"/>	22203	192110	E1	KAS 1	Kasaysayan ng Pilipinas	
	<input type="button" value="Evaluate"/>	22300	192052	J	ECON 101	Intermediate Macroeconomic The	

# LOGGING OUT OF SAIS

When you log out of SAIS, you are automatically logged out from all open tabs of SAIS. The Google login page will be displayed. Click the three dots on the upper right part of your homepage. Then, select Sign Out.



# TECHNICAL SUPPORT

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

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



This document was prepared by the Office of the Vice President for  
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