

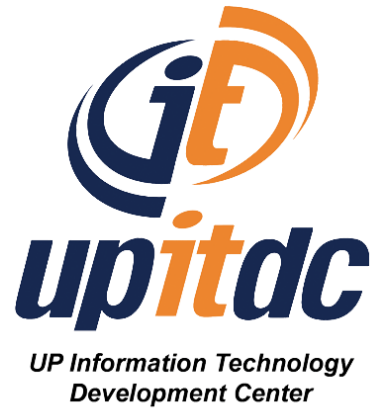


University of the Philippines



SAIS

Student Academic Information System



SAIS User Manual

Student Evaluation of Teaching

Author: Jed Louis Aquino
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Approvals:

Recommending Approval _____
Approved _____

1. **DOCUMENT CONTROL**

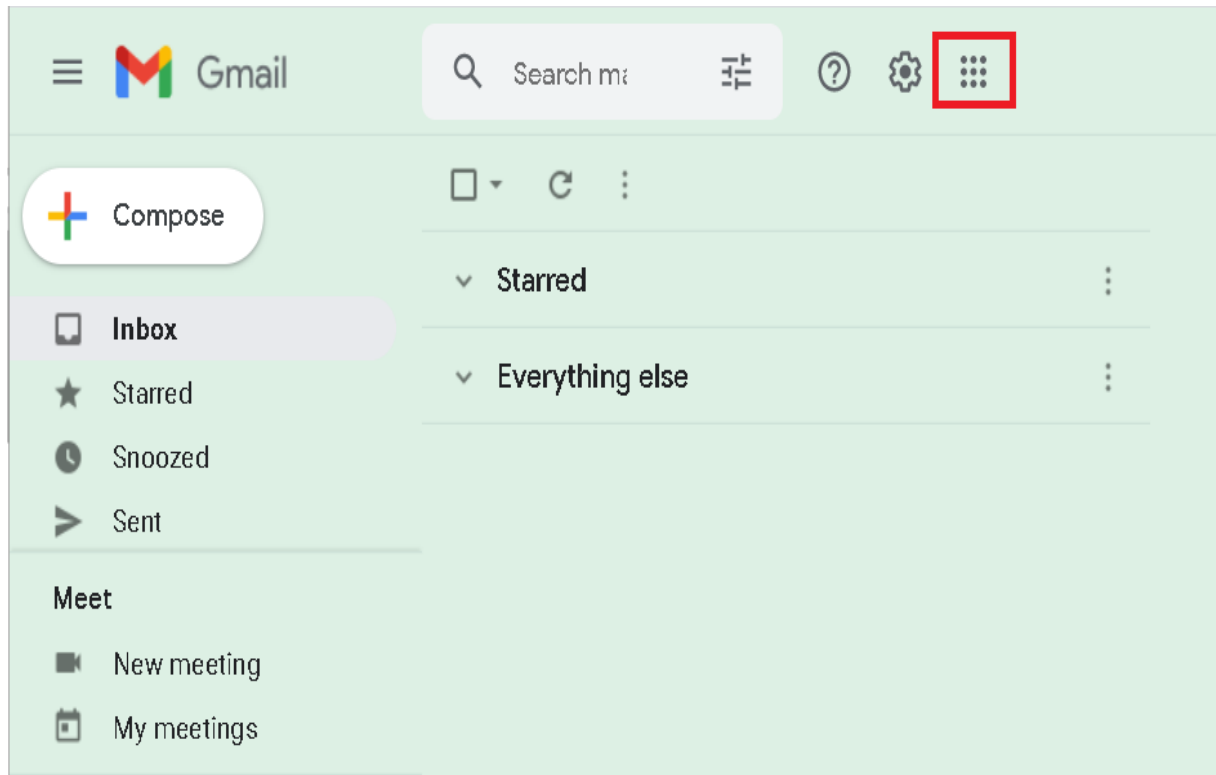
1.1 **Change Record**

<u>Date</u>	<u>Author</u>	<u>Version</u>	<u>Change Reference</u>
30-July-21	Jed Louis G. Aquino	1.0	Initial Release
03-August-21	Jed Louis G. Aquino	1.1	Updated the document based on the comments
05-August-21	Jed Louis G. Aquino	1.2	Adding the Contact details of each Constituent University.
05-August-21	Jed Louis G. Aquino	1.3	Updated the Contact details of each Constituent University.

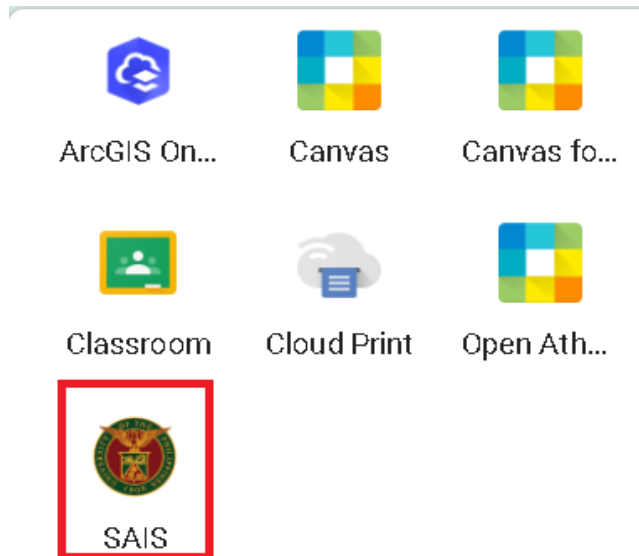
1.2 **Reviewers**

<u>Name</u>	<u>Project Role</u>
Sheherazade Ocampo	SAIS Team Lead
Jed Louis Aquino	Developer
Bladimir Hamor	Developer
Marvin Apostol	Systems Analyst

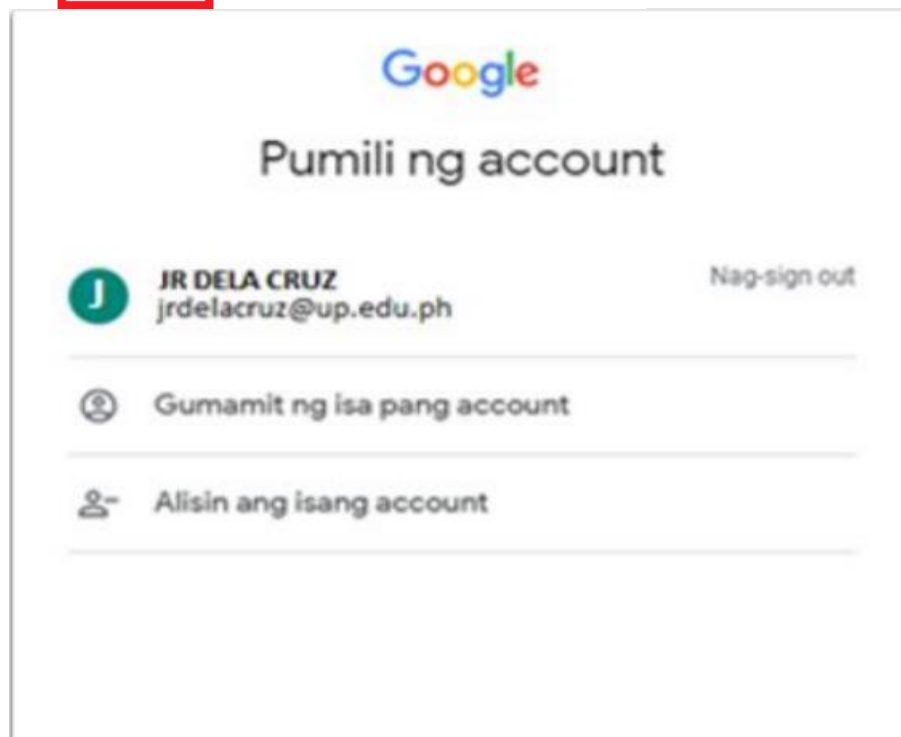
Student Evaluation Teaching Manual



Log in to your UP MAIL and click the highlighted logo to access the Google Workspace



Click the SAIS Icon.



And select your UPMAIL account.

Menu

Search:

»

- » My Favorites
- » **Self Service**
- » Worklist
- [User Defaults](#)
- [Change My Password](#)
- [My Personalizations](#)

Announcement

Change Password

 [Change My Password](#)
Create a new password.

Accessing Set Module

1. Navigate to Self Service

Menu

Search:

- ▶ My Favorites
- ▼ Self Service
 - ▶ Class Search / Browse Catalog
 - ▶ Enrollment
 - ▶ Campus Finances
 - ▶ Campus Personal Information
 - ▶ Academic Records
 - ▶ Degree Progress/Graduation
 - ▶ Approval Workflow
 - ▶ Student Evaluation of Teaching**
 - Student Center
- ▶ Worklist
- User Defaults
- Change My Password
- My Personalizations

Announcement

Change Password

 **Change My Password**
Create a new password.

2. Navigate to Student Evaluation of Teaching.

Favorites | Main Menu > Self Service > Student Evaluation of Teaching

(After navigating to Student Evaluation of Teaching this message will prompt if it is not yet SET period.)

You can access this page within the SET Period.

(You will see the list of subjects to be evaluated during SET period.)

Needed subjects to be evaluate

3. Click to Evaluate button to evaluate the desired class.

	Evaluate	Class Nbr	Course ID	Class Section	Subject	Description	Instructor	Schedule
1	Evaluate							
2	Evaluate							

SET Questionnaire Page

Academic Institution:
Course ID:

Instructor:
Class Section:

STUDENT EVALUATION FOR TEACHING EFFECTIVENESS

The Student Evaluation for Teaching Effectiveness (SET) is a useful source of information for assisting faculty in improving how they teach their courses. Help your teachers become better by carefully filling out this SET!

1 = Almost never | 2 = Rarely | 3 = Sometimes | 4 = Frequently | 5 = Almost always

INSTRUCTIONS FOR THE STUDENT: Please read the following items thoughtfully and "choose" the number that best describes how this class is taught. Please use the following response scale:

In this class, the teacher:	1	2	3	4	5	N/A
Explains the objectives, expectations & requirements of the course	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Encourages students to think critically and/or creatively	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Speaks/Communicates clearly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Answers students' questions clearly & adequately	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is able to help students understand complex ideas related to the subject matter	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Uses engaging and useful learning exercises/activities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Relates the subject matter to issues and developments in the discipline and/or real-life concerns	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Encourages students to participate in class discussions/activities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Makes himself/herself available for consultation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Encourages students to express their ideas & viewpoints	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communicates/interacts with students in a positive way	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Shows respect for student diversity & individual differences	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Makes full use of the required hours for learning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

4. You will prompt to the Set Questionnaire Page, The page will display 15 questions to be rate from 1–5 or N/A and 2 another Questions to be answered based on the questions.

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!

Message

Your response will be final, and you can no longer cancel or go back to the previous steps. (0,0)

Note: Under the Two Questions below, it requires to be answer truthfully. Please don't use gibberish words.

5. After Clicking the Submit button the Message box will prompt and click YES if youre answers is Final

Needed subjects to be evaluate

	Evaluate	Class Nbr	Course ID	Class Section	Subject	Description	Instructor	Schedule
1	Evaluate							
2	Evaluate							

6. After clicking the YES in prompt message you will redirect in list of subjects to be evaluated and the evaluated button subject that you have done answering will be disabled, and you can continue evaluate the rest of the subjects.

Contact details

If you have questions, concerns or issues, listed below are the contact details of your Constituent University.

For UP Los Banos

our.uplb@up.edu.ph - OUR Email

sais.uplosbanos@up.edu.ph - For SAIS concerns

For UP Manila

our@post.upm.edu.ph / upm-our@up.edu.ph - OUR Email

saisadmin@post.upm.edu.ph - For SAIS general concerns

For UP Cebu

itc.upcebu@up.edu.ph

For UP Baguio

our.upbaguio@up.edu.ph

Contact details

Listed below are the possible contact numbers of your Constituent University.

For UP Los Banos

(049) 536-2553 / (049) 536-2426

For UP Manila

(02) 526-2265 - IMS Office

(02) 524-0534 / (02) 523-9608 - OUR

For UP Cebu

(032) 232 8187 local 120

For UP Baguio

(74) 442-5592

For your other concerns, you may also contact ICT Support through: <https://ictsupport.up.edu.ph>