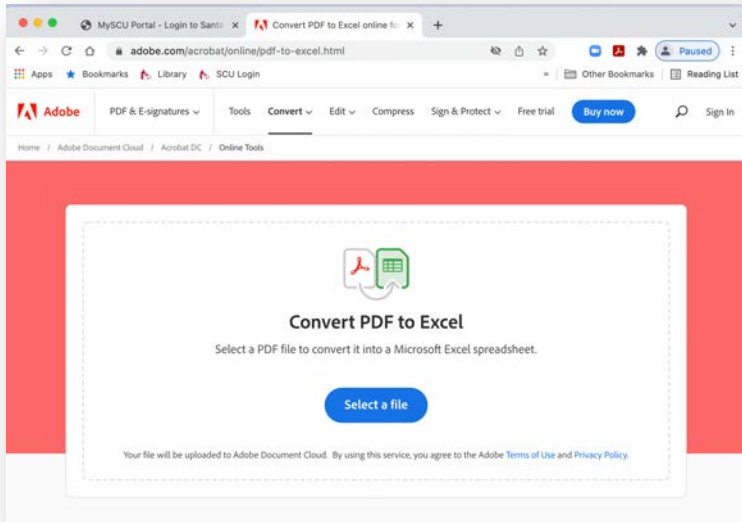


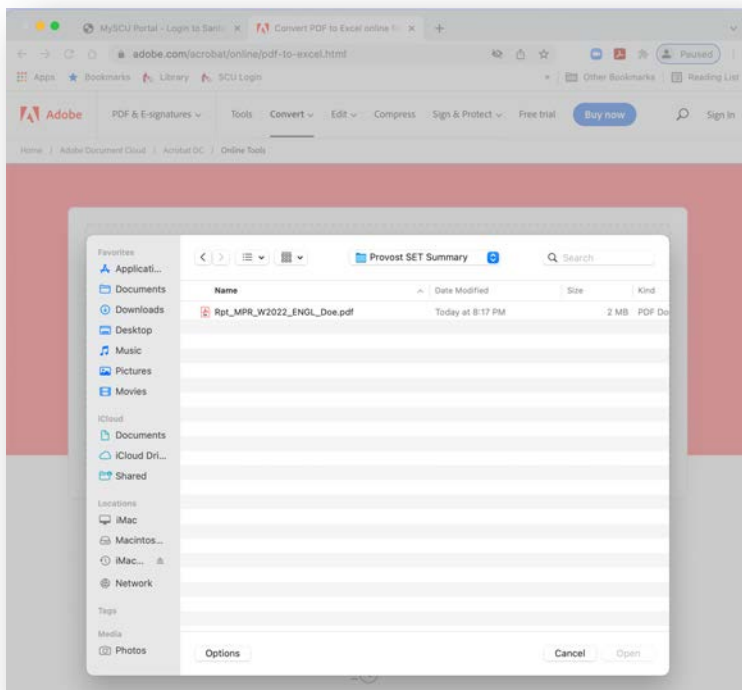
Converting the Provost's SET Summary Report from PDF to Excel

If you would like to present the SET results for Winter 2020 or Spring 2020 in a spreadsheet to supplement your tenure, promotion or reappointment petition, [this template](#) will help to get you started (requires MySCU login; then download the spreadsheet to your lap- or desktop).

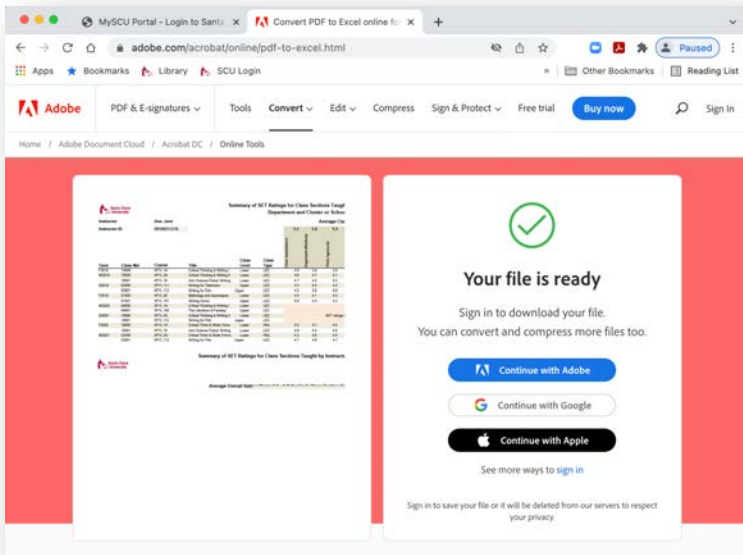
If you would prefer to integrate these two quarters in a snapshot of your SET results for all quarters in the period under review, you can convert the Provost's SET summary document from a PDF to an Excel spreadsheet and add your results for the missing quarters. Here is the process (using MacOS, but PC will be similar; if you subscribe to Adobe Acrobat Pro, skip the first seven steps and just open your PDF in the application).



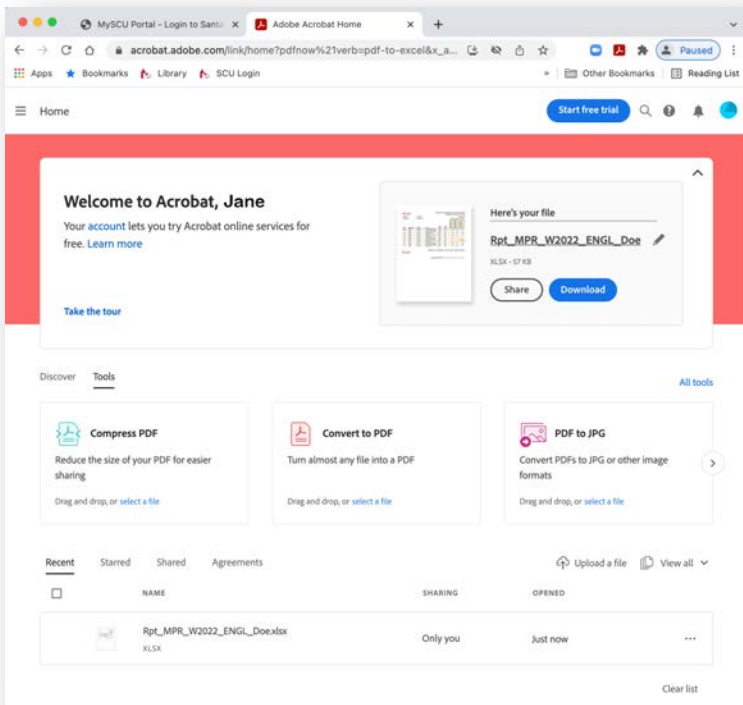
1. Download the SET Report emailed to you to your desk- or laptop.
2. Open the free online converter at <https://adobe.com/acrobat/online/pdf-to-excel.html>.
3. Click “select file.”



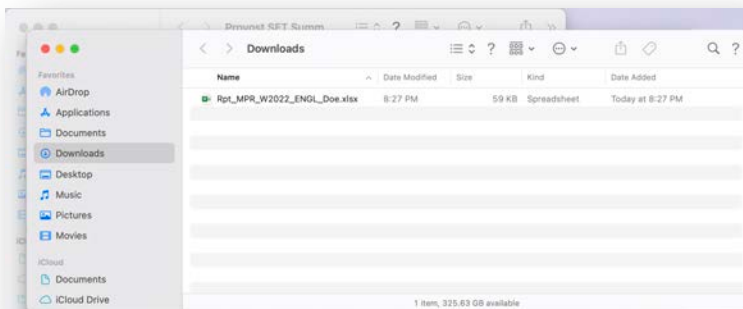
4. Choose the SET Report PDF on your desk- or laptop.



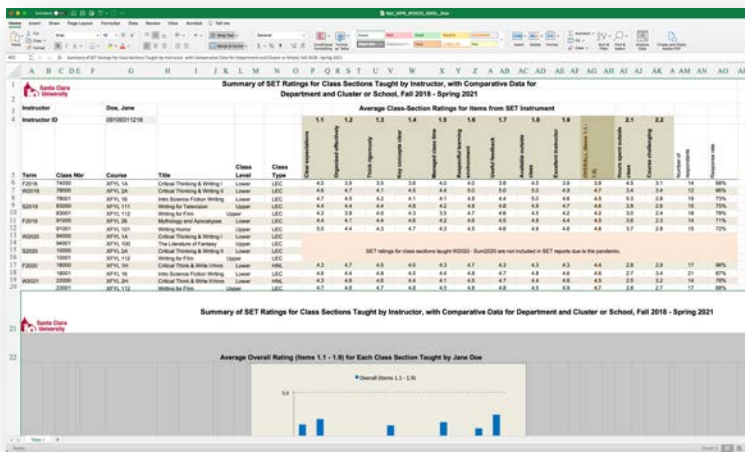
5. When your file is ready, you'll be prompted to sign in to your Adobe account, because converted files are stored by default in your online Adobe account. If you don't have an Adobe account, you can create one with a user name and id, using one of the methods listed on the right side of the browser window. They will prompt you to pay for upgraded versions, but the basic account is free.



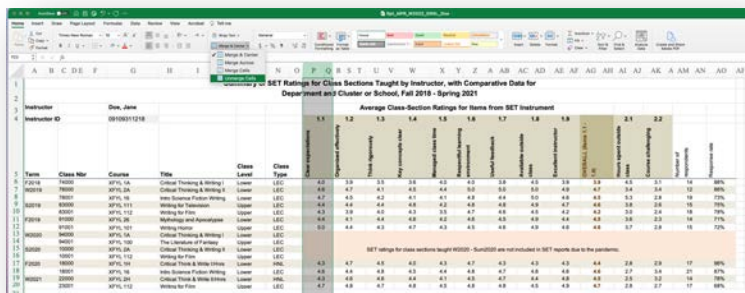
6. Once you've created your account, you can download the file to your desk- or laptop.



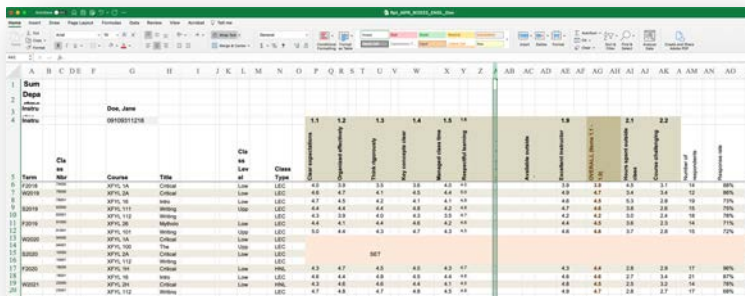
7. Navigate to your downloads folder and open the file.



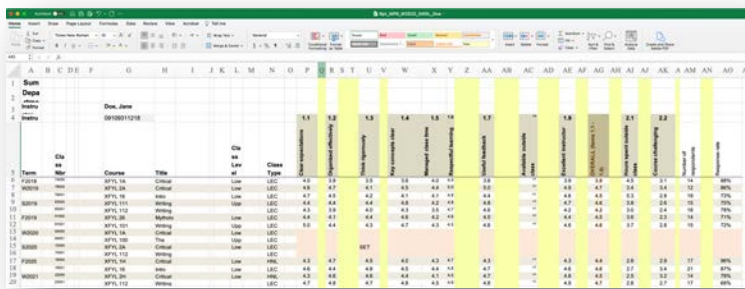
8. All of the pages and data will come in, but you'll need to clean up the file. Start by deleting all of the pictures and cell contents below the first page spreadsheet. You can also delete the Santa Clara University logo at the top left corner of the first page.



9. On the first page spreadsheet, select columns P and Q and, from the **Merge & Center** button on the Home ribbon, select **Unmerge Cells**. At this point, you can delete the first two rows of your table with the original header, or, if you prefer, keep the portion that says "Summary of SET Ratings for Class Sections Taught by Instructor."



10. Widen any really narrow columns so you don't miss that they have SET question results in them.



11. Select all of the empty columns (here highlighted in yellow) and delete them.

Term	Class Nbr	Course	Title	Class Lev	Class Type	Clear expectations	Organized effectively	Think rigorously	Key concepts clear	Managed class time	Respectful learning environment	Useful feedback	Available outside class	Excellent instructor	OVERALL (Items 1-15)	Hours spent outside class	Course challenging	Number of respondents	Response rate
2018	74000	XFYL 1A	Critical	Low	LEC	4.0	3.9	3.5	3.6	4.0	4.0	3.8	4.5	3.9	3.9	4.5	3.1	14	88%

12. Now fix the columns with tiny text. You do this not by resetting the font size, but by widening the columns. And since the centering and width of all your result columns got a little skewed during the conversion and the unmerge of your heading, you can just reset all the column sizes at once. Select the SET result columns, hover over the right column line of any one of them until you see the column width icon (+), and click/drag to the right to a width of about 4.80 units (29 pixels).

13. If you didn't delete the initial empty columns at step 11, you can do that now.

14. Reset any column widths so that the full text is exposed. This may alter the alternating colors in the course title column, but we'll fix that at the next step.

15. Now fix the formatting in the Winter and Spring 2020 SET result rows, here highlighted in yellow. Select the colored cells and reset the font size and type to Arial 7pt. Next, delete text that appears in any row. Then, using the Format > Cells option on the upper menu bar or the paint bucket in the ribbon (🎨), remove all color. Next, using the same button, select the white portions of rows that should be tan, choose the paint bucket, select **More Colors**, click the eyedropper icon, and hover over some other portion of the tan row, capturing the color by clicking.

Class Nbr	Course	Title	Class Level	Class Type	Clear expectations	Engaged effectively	Think deeply	My concepts clear	Managed class time	Respectful learning environment	Useful feedback	Available outside class	Excellent instructor	OVERALL (Items 1.1-1.9)	Hours spent outside class	Course challenging	Number of respondents	Response rate
7018	XPYL 1A	Critical Thinking & Writing I	Lower	LEC	4.0	3.9	3.5	3.6	4.0	4.0	3.8	4.5	3.9	4.5	3.1	14	88%	
7019	XPYL 2A	Critical Thinking & Writing II	Lower	LEC	4.6	4.7	4.1	4.5	4.4	5.0	5.0	4.9	4.7	3.4	3.4	12	86%	
7801	XPYL 16	Intro Science Fiction Writing	Lower	LEC	4.7	4.5	4.2	4.1	4.1	4.8	4.4	5.0	4.6	4.5	5.3	28	73%	
8301	XPYL 111	Writing for Television	Upper	LEC	4.4	4.4	4.4	4.8	4.2	4.8	4.8	4.9	4.7	4.6	3.8	26	75%	
8301	XPYL 112	Writing for Film	Upper	LEC	4.3	3.9	4.0	4.3	3.5	4.7	4.6	4.5	4.2	4.2	3.0	24	78%	
9101	XPYL 26	Mythology and Apocalyptic	Lower	LEC	4.4	4.1	4.4	4.6	4.2	4.6	4.5	4.9	4.4	4.5	3.6	23	71%	
9101	XPYL 101	Writing Honor	Upper	LEC	5.0	4.4	4.3	4.7	4.3	4.5	4.6	4.9	4.6	4.6	3.7	28	72%	
9400	XPYL 1A	Critical Thinking & Writing I	Lower	LEC														
9401	XPYL 100	The Literature of Fantasy	Upper	LEC														
1000	XPYL 2A	Critical Thinking & Writing II	Lower	LEC														
1001	XPYL 112	Writing for Film	Upper	LEC														
1600	XPYL 1H	Critical Think & Write 1Hrs	Lower	HNL	4.3	4.7	4.5	4.0	4.3	4.7	4.3	4.3	4.3	4.4	2.8	2.9	17	96%
1801	XPYL 16	Intro Science Fiction Writing	Lower	LEC	4.6	4.4	4.8	4.5	4.4	4.8	4.7	4.8	4.6	4.8	2.7	3.4	21	87%
2200	XPYL 2H	Critical Think & Write 2Hrs	Lower	HNL	4.3	4.6	4.6	4.4	4.1	4.5	4.7	4.4	4.8	4.5	2.5	3.2	14	78%
2301	XPYL 112	Writing for Film	Upper	LEC	4.7	4.8	4.7	4.8	4.5	4.8	4.8	4.5	4.9	4.7	2.8	2.7	17	68%

16. Select the question cells and center the text horizontally (☰). You may want to check whether the question numbers or result cells need to be centered too.

17. Now you'll add the averaging formula into the empty cells of the **OVERALL (Items 1.1-1.9)** column. Click in the Overall result cell for your first empty row and type **=AVERAGE(**. Then click the result cell for SET question 1.1 for that first empty row and drag over to the result cell for question 1.9. Then type a closing parentheses **)** and hit the return key to enter the formula.

Term	Nbr	Course	Title	Class Level	Class Type	Clear expectations	Organized effectively	Think rigorously	Key concepts clear	Managed class time	Respectful learning environment	Useful feedback	Available outside class	Excellent instructor	OVERALL (Items 1.1-1.9)	Hours spent outside class	Courses challenging	Number of responses	Response rate
F2019	74000	XFYL 1A	Critical Thinking & Writing I	Lower	LEC	4.0	3.9	3.5	3.8	4.0	4.0	3.8	4.5	3.9	3.9	4.5	3.1	14	88%
W2019	78000	XFYL 2A	Critical Thinking & Writing II	Lower	LEC	4.6	4.7	4.1	4.5	4.4	5.0	5.0	4.9	4.7	3.4	3.4	12	86%	
78001	XFYL 16	Intro Science Fiction Writing	Lower	LEC	4.7	4.5	4.2	4.1	4.1	4.8	4.4	5.0	4.6	4.8	5.3	2.8	19	73%	
83019	83000	XFYL 111	Writing for Television	Upper	LEC	4.4	4.4	4.4	4.8	4.2	4.8	4.8	4.9	4.7	4.6	3.8	2.6	15	75%
83001	XFYL 112	Writing for Film	Upper	LEC	4.3	3.9	4.0	4.3	3.5	4.7	4.6	4.5	4.2	4.2	3.0	2.4	18	78%	
F2019	91000	XFYL 26	Mythology and Apocalypse	Lower	LEC	4.4	4.1	4.4	4.6	4.2	4.6	4.5	4.9	4.4	4.6	3.6	2.3	14	71%
91001	XFYL 101	Writing Honor	Upper	LEC	5.0	4.4	4.3	4.7	4.3	4.5	4.6	4.9	4.6	4.8	3.7	2.6	15	72%	
W2020	94000	XFYL 1A	Critical Thinking & Writing I	Lower	LEC														
94001	XFYL 100	The Literature of Fantasy	Upper	LEC															
S2020	10000	XFYL 2A	Critical Thinking & Writing II	Lower	LEC														
10001	XFYL 112	Writing for Film	Upper	LEC															
F2020	18000	XFYL 1H	Critical Think & Write II Hrs	Lower	HNL	4.3	4.7	4.5	4.0	4.3	4.7	4.3	4.3	4.3	4.4	2.8	2.9	17	96%
18001	XFYL 16	Intro Science Fiction Writing	Lower	LEC	4.6	4.4	4.8	4.5	4.4	4.8	4.7	4.8	4.6	4.6	2.7	3.4	21	87%	
W2021	22000	XFYL 2H	Critical Think & Write II Hrs	Lower	HNL	4.3	4.6	4.6	4.4	4.1	4.5	4.7	4.4	4.8	4.5	2.5	3.2	14	78%
22001	XFYL 112	Writing for Film	Upper	LEC	4.7	4.8	4.7	4.8	4.5	4.8	4.8	4.5	4.9	4.7	2.8	2.7	17	68%	

18. Now extend that formula to the rows below. Select your formula cell, click on the small green square on the lower right corner, and drag down the selection to your last empty cell. This will pull both the formula and the formatting into the cells below, so you'll want to use the directions in step 15 to remove the fill color from the white rows.

Term	Nbr	Course	Title	Class Level	Class Type	Clear expectations	Organized effectively	Think rigorously	Key concepts clear	Managed class time	Respectful learning environment	Useful feedback	Available outside class	Excellent instructor	OVERALL (Items 1.1-1.9)	Hours spent outside class	Courses challenging	Number of responses	Response rate
F2019	74000	XFYL 1A	Critical Thinking & Writing I	Lower	LEC	4.0	3.9	3.5	3.8	4.0	4.0	3.8	4.5	3.9	3.9	4.5	3.1	14	88%
W2019	78000	XFYL 2A	Critical Thinking & Writing II	Lower	LEC	4.6	4.7	4.1	4.5	4.4	5.0	5.0	4.9	4.7	3.4	3.4	12	86%	
78001	XFYL 16	Intro Science Fiction Writing	Lower	LEC	4.7	4.5	4.2	4.1	4.1	4.8	4.4	5.0	4.6	4.8	5.3	2.8	19	73%	
83019	83000	XFYL 111	Writing for Television	Upper	LEC	4.4	4.4	4.4	4.8	4.2	4.8	4.8	4.9	4.7	4.6	3.8	2.6	15	75%
83001	XFYL 112	Writing for Film	Upper	LEC	4.3	3.9	4.0	4.3	3.5	4.7	4.6	4.5	4.2	4.2	3.0	2.4	18	78%	
F2019	91000	XFYL 26	Mythology and Apocalypse	Lower	LEC	4.4	4.1	4.4	4.6	4.2	4.6	4.5	4.9	4.4	4.6	3.6	2.3	14	71%
91001	XFYL 101	Writing Honor	Upper	LEC	5.0	4.4	4.3	4.7	4.3	4.5	4.6	4.9	4.6	4.8	3.7	2.6	15	72%	
W2020	94000	XFYL 1A	Critical Thinking & Writing I	Lower	LEC														
94001	XFYL 100	The Literature of Fantasy	Upper	LEC															
S2020	10000	XFYL 2A	Critical Thinking & Writing II	Lower	LEC														
10001	XFYL 112	Writing for Film	Upper	LEC															
F2020	18000	XFYL 1H	Critical Think & Write II Hrs	Lower	HNL	4.3	4.7	4.5	4.0	4.3	4.7	4.3	4.3	4.3	4.4	2.8	2.9	17	96%
18001	XFYL 16	Intro Science Fiction Writing	Lower	LEC	4.6	4.4	4.8	4.5	4.4	4.8	4.7	4.8	4.6	4.6	2.7	3.4	21	87%	
W2021	22000	XFYL 2H	Critical Think & Write II Hrs	Lower	HNL	4.3	4.6	4.6	4.4	4.1	4.5	4.7	4.4	4.8	4.5	2.5	3.2	14	78%
22001	XFYL 112	Writing for Film	Upper	LEC	4.7	4.8	4.7	4.8	4.5	4.8	4.8	4.5	4.9	4.7	2.8	2.7	17	68%	

19. Now clean up the header information in the upper left corner, highlighted here in yellow. You might have deleted the table title in step 9, or reduced it to read “Summary of SET Ratings for Class Sections Taught by Instructor.” For any of the cells that you see highlighted in yellow here, select them and use the Wrap Text button in the ribbon to toggle the wrapping off. This makes all of the text visible.

Term	Nbr	Course	Title	Class Level	Class Type	Clear expectations	Organized effectively	Think rigorously	Key concepts clear	Managed class time	Respectful learning environment	Useful feedback	Available outside class	Excellent instructor	OVERALL (Items 1.1-1.9)	Hours spent outside class	Courses challenging	Number of responses	Response rate
F2019	74000	XFYL 1A	Critical Thinking & Writing I	Lower	LEC	4.0	3.9	3.5	3.8	4.0	4.0	3.8	4.5	3.9	3.9	4.5	3.1	14	88%
W2019	78000	XFYL 2A	Critical Thinking & Writing II	Lower	LEC	4.6	4.7	4.1	4.5	4.4	5.0	5.0	4.9	4.7	3.4	3.4	12	86%	
78001	XFYL 16	Intro Science Fiction Writing	Lower	LEC	4.7	4.5	4.2	4.1	4.1	4.8	4.4	5.0	4.6	4.8	5.3	2.8	19	73%	
83019	83000	XFYL 111	Writing for Television	Upper	LEC	4.4	4.4	4.4	4.8	4.2	4.8	4.8	4.9	4.7	4.6	3.8	2.6	15	75%
83001	XFYL 112	Writing for Film	Upper	LEC	4.3	3.9	4.0	4.3	3.5	4.7	4.6	4.5	4.2	4.2	3.0	2.4	18	78%	
F2019	91000	XFYL 26	Mythology and Apocalypse	Lower	LEC	4.4	4.1	4.4	4.6	4.2	4.6	4.5	4.9	4.4	4.6	3.6	2.3	14	71%
91001	XFYL 101	Writing Honor	Upper	LEC	5.0	4.4	4.3	4.7	4.3	4.5	4.6	4.9	4.6	4.8	3.7	2.6	15	72%	
W2020	94000	XFYL 1A	Critical Thinking & Writing I	Lower	LEC														
94001	XFYL 100	The Literature of Fantasy	Upper	LEC															
S2020	10000	XFYL 2A	Critical Thinking & Writing II	Lower	LEC														
10001	XFYL 112	Writing for Film	Upper	LEC															
F2020	18000	XFYL 1H	Critical Think & Write II Hrs	Lower	HNL	4.3	4.7	4.5	4.0	4.3	4.7	4.3	4.3	4.3	4.4	2.8	2.9	17	96%
18001	XFYL 16	Intro Science Fiction Writing	Lower	LEC	4.6	4.4	4.8	4.5	4.4	4.8	4.7	4.8	4.6	4.6	2.7	3.4	21	87%	
W2021	22000	XFYL 2H	Critical Think & Write II Hrs	Lower	HNL	4.3	4.6	4.6	4.4	4.1	4.5	4.7	4.4	4.8	4.5	2.5	3.2	14	78%
22001	XFYL 112	Writing for Film	Upper	LEC	4.7	4.8	4.7	4.8	4.5	4.8	4.8	4.5	4.9	4.7	2.8	2.7	17	68%	

20. Finally, do any remaining clean-up you like and then type in your numbers for Winter and Spring 2020. If the “upper,” “lower,” or “grad” class level was lost, you can add those back in. When you add your SET results, the OVERALL column should automatically calculate the mean score. Double-check the pre-populated SET result cells against the original PDF to make sure the numbers are accurate.