

Blue SET Survey User Guide: Faculty

1. Accessing Blue:

Instructors may access the **Subject Management page** and tasks through the **link in the Blue invitation and reminder emails** (start directions at step 3).

OR

Use the url: set.american.edu to log into **Blue Home** and navigate to **My Tasks** on the home page.

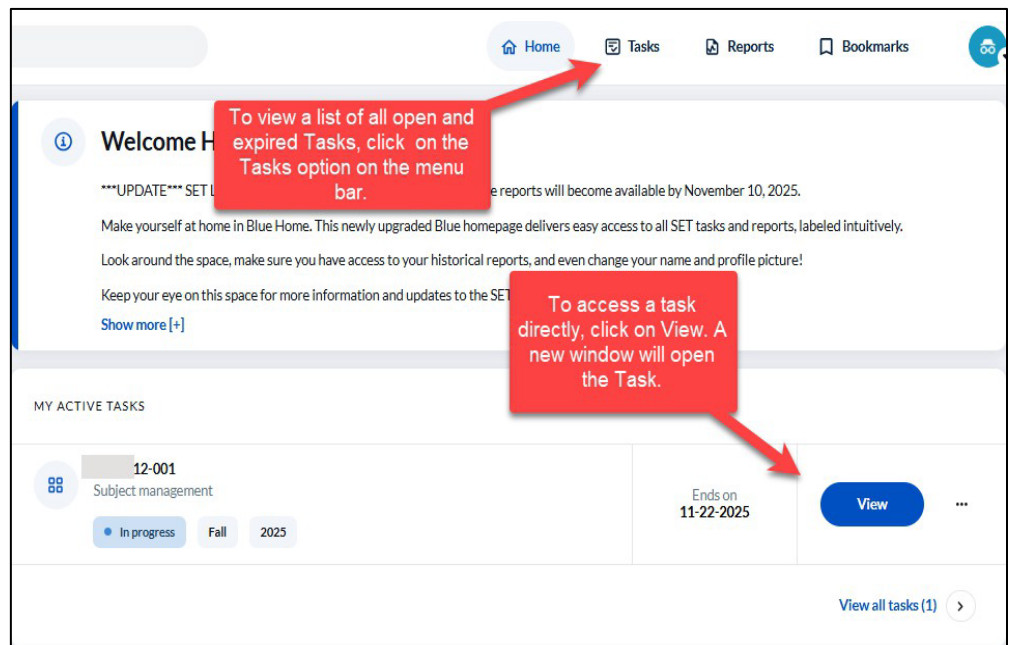
Regardless of access choice, instructors will be directed to the Subject Management page to complete SET activities.

IMPORTANT: Cross-listed courses are treated as individual course sections in Blue. Any updates made to one section must be completed for all other course sections for them to sync.

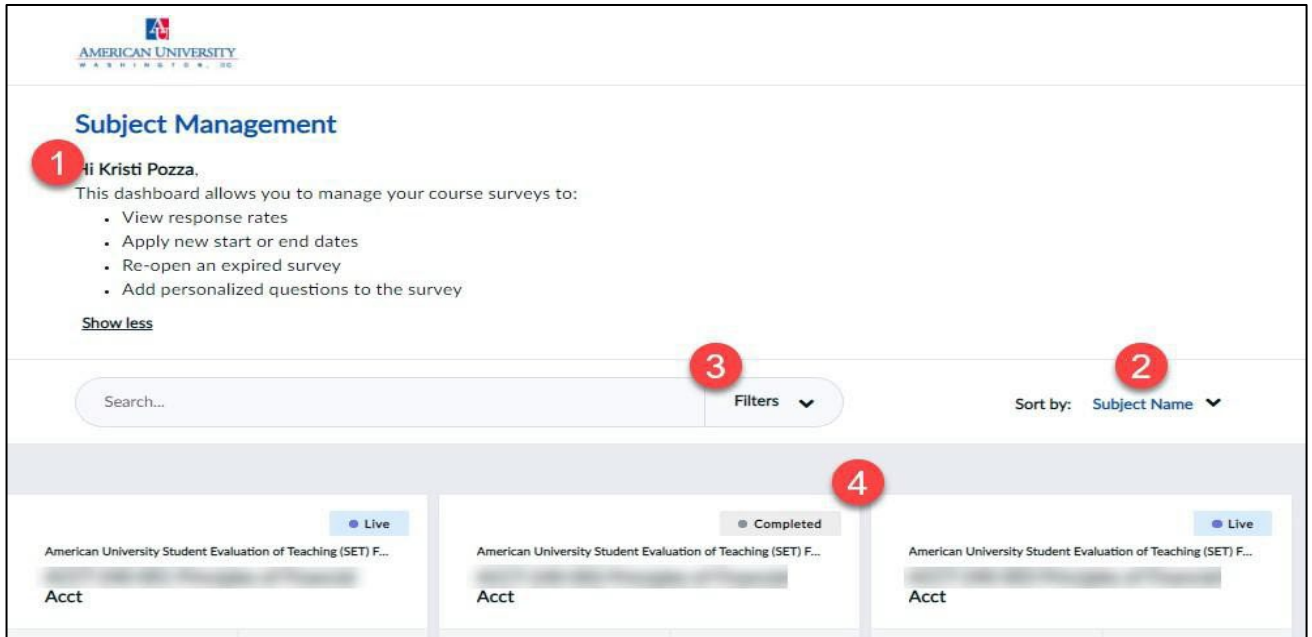
2. To access the **Subject Management Dashboard** directly from Blue Home, click on a task in the My Active Tasks widget on the home page (set.american.edu).

OR

Click on **My Tasks** located on the menu bar at the top of the window. A new **Tasks** window will open with all open SET **Tasks**.



3.



Dashboard interface:

1. Displays ready, live, paused, and completed course section activities in Subject Management within the available course cards.

Statuses:

Ready – the evaluation is ready to begin but is not live.

Live – the evaluation is open for student responses.

Paused – the ability to collect new responses is deactivated until the survey is un-paused by the instructor.

Completed – the survey has expired for students. No new responses will be recorded.

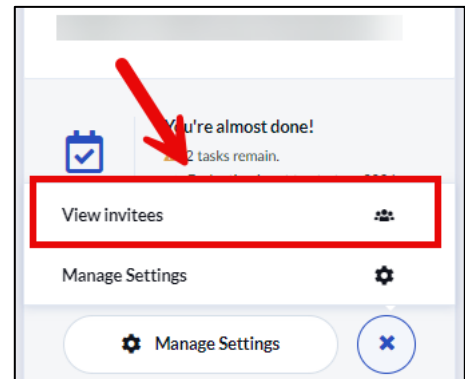
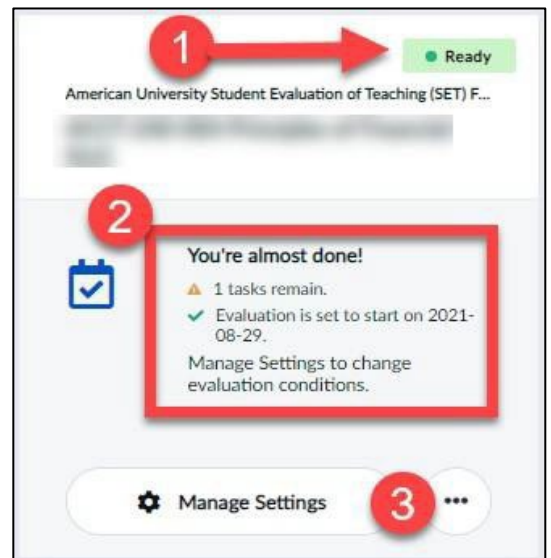
All other status indicators are not used by AU.

2. **Sort** by Due Date (task expiration date) or Subject Name.
3. Use **filters** to narrow cards by Ready (not live yet), Live, Paused, and Completed surveys.
4. There is one Course card for each section receiving a survey. *Cross-listed courses have course cards for each section of the course.*

4. **How to Read a Course Card**

1. **Course cards** have a **status indicator** in the top right. (See #3 in the figure above)
2. **Activity status list** reflects survey start date (or end date if live) and available SET activities remaining.
3. Click on **Manage Settings** to access fixed and modifiable survey elements. Clicking on Manage Settings provides access to:
 - View survey timing
 - Access the Question Personalization task
4. Click on the circle with three dots across from **Manage Settings** to **View invitees**. Invitees are enrolled students.

See screenshot below: At the end of the student list is an option to resend the invitation email to students who have not yet submitted survey responses. This function is available until the survey expires.



Send an additional reminder email to students who have not submitted their surveys to date. The communication sent to students is the same invitation email they received when the survey opened.



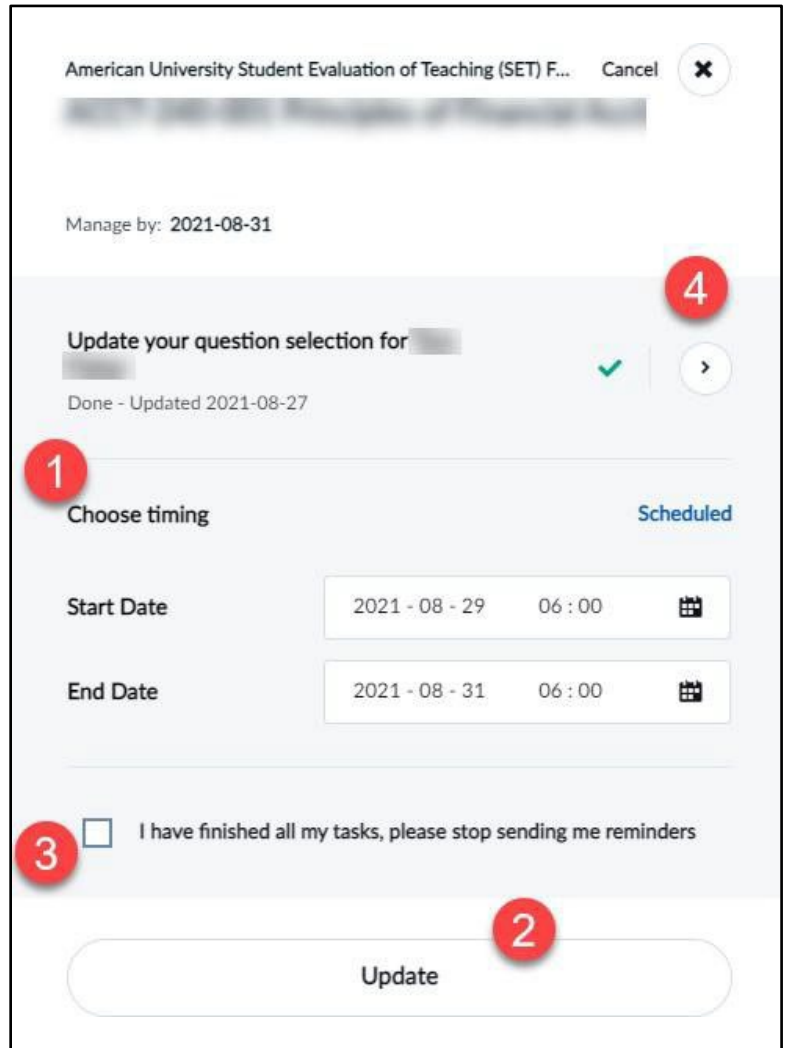
Subject Management Task

- 5.
1. Use the **Start and End date calendars** to adjust the timing of the course survey window.
 2. After adjusting any windows, click **Update** to save. By default, the calendar is set to the survey window calculated based on the length and end date of the course.
 3. Check this box if you've completed your survey tasks and you no longer need to receive reminder emails. IF CHECKED, THE SM DASHBOARD IS STILL ACCESSIBLE TO MAKE ANY CHANGES TO THE SURVEY AS NECESSARY, INCLUDING REOPENING AN EXPIRED SURVEY FOR STUDENTS.

Navigate to set.american.edu anytime to access the dashboard and tasks.

4. Click on the arrow right to access the **Question Personalization** workspace.

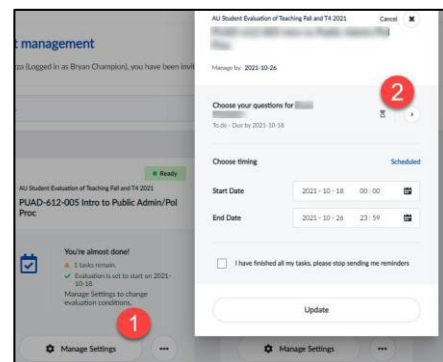
You have access to the Subject Management activity until seven days after the default survey end date.



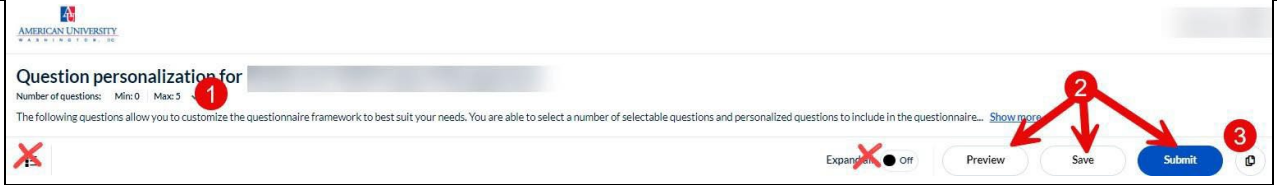
Question Personalization Activity

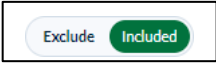

6. **NOTE: The Question Personalization activity expires two days prior to the default survey start date.**

1. Click on **Manage Settings** on the front of the Course card to access the QP task.
2. In the window that opens, click on the right arrow above the survey calendar to open the Question Personalization task.

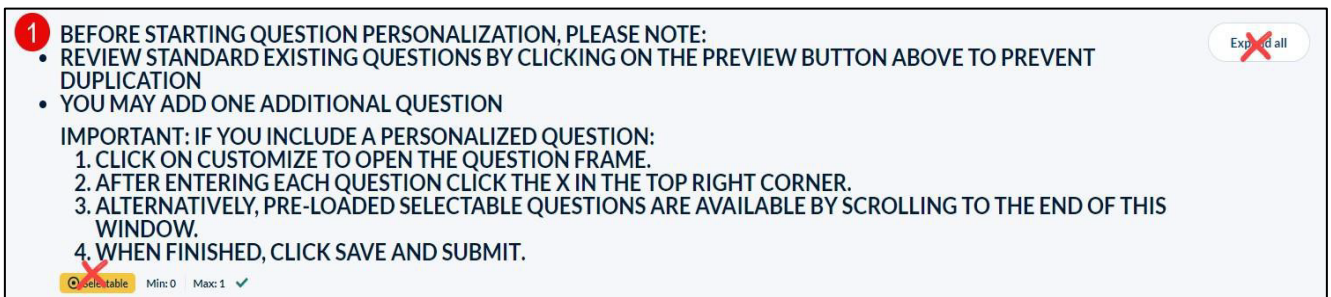



7.



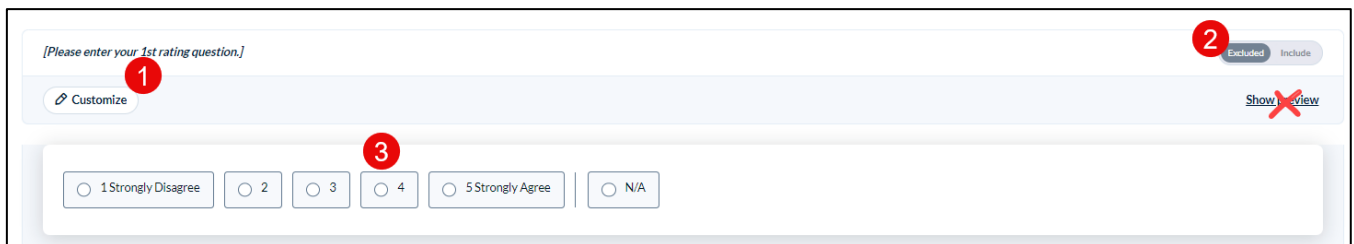
1. Displays the maximum number of personalized questions available. A maximum of one personalized question may be added and must conform to the standard SET survey response scale of 1-5.
2. The **Preview** button allows you to examine the *entire survey* your students will see, as they will see it. The **Save** button saves any changes to the QP activity. If you need to return to the activity before finishing, this will save your work. The **Submit** button is used when your work is complete in the activity, after clicking the **Save** button.
3. Forthcoming: The **Copy** icon in the lower right corner allows you to choose another section to copy personalized questions to populate this sections' QP activity **OR** copy the current questions to another courses' QP task.
4. **NEW**scroll down the window to see a new bank of optional Personalized Questions for your use. To activate one, toggle the**  **button to add it to your survey.**
4. Elements with an  are non-functioning.

8.



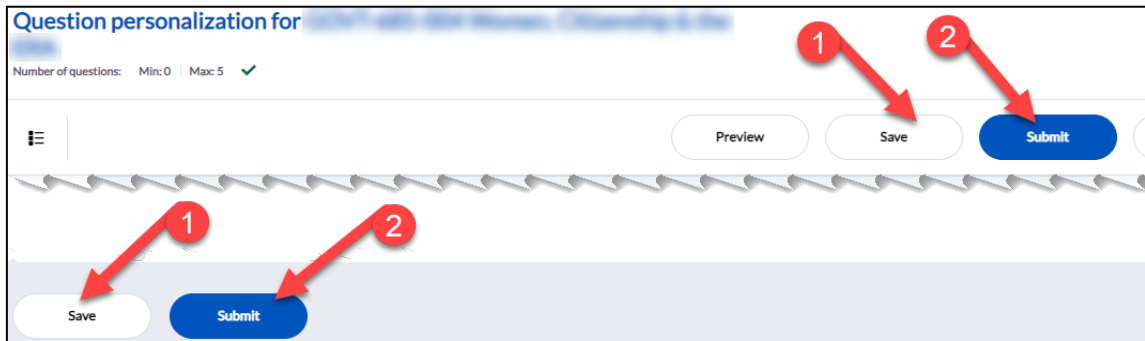
1. Reminders and instructions for the QP activity.
2. Elements with an  are non-functioning.

9.



1. Click **Customize** to input or edit the text of a personalized question.
2. Once the personalized question is created the **Excluded/Include** toggle button is activated, defaulting to **Include**. If that question is no longer relevant to this course, the question may be useful later – toggle to **Excluded**.
3. The rating scale for QP questions is displayed and is not customizable.

10.



A completed personalized question will only appear on the survey for this course by clicking on **Save** and **Submit** located at the top and bottom of the page.

When the QP activity is complete, close the window to return to the landing page.

Please contact the SET office at Faculty_SET@american.edu with any questions or concerns.