

Blue SET Survey User Guide: Faculty

1. Accessing Explorance Blue:

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

OR

Log into the **Blue legacy landing page** (set.american.edu) and navigate to the **Subject Management page** (start directions at step 2).

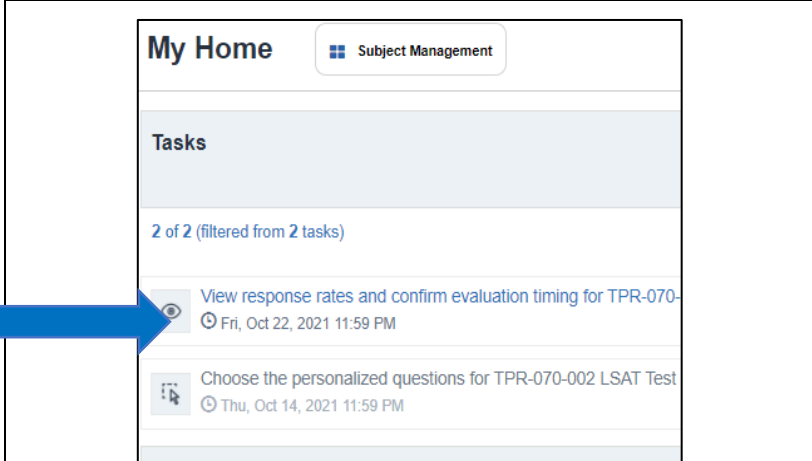
Regardless of access choice, instructors will be directed to the Subject Management page to complete tasks.

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

2. To access the **Subject Management Dashboard** directly from the Blue legacy Dashboard (@ set.american.edu), click on the **Subject Management** icon in the top left corner.

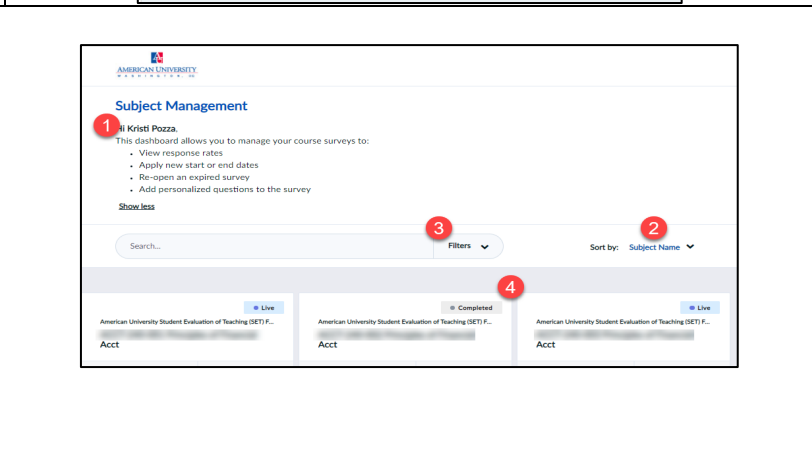
OR

Click on any task in the **Tasks** area of the legacy Dashboard.

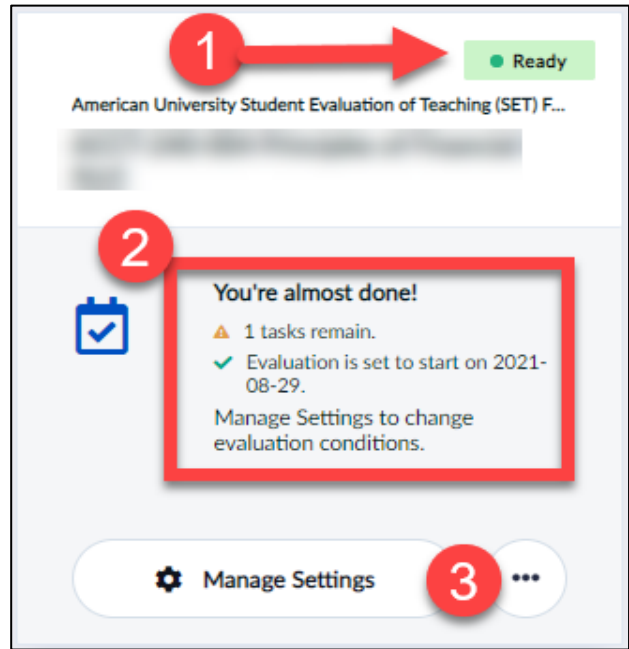


3. Dashboard interface:

1. Lists pending, available, and completed activities in Subject Management.
2. **Sort** by Due Date (task expiration date) or Subject Name.
3. Use **filters** to narrow cards by Pending (not live), Ongoing (ready and live), and Completed tasks.
4. There are Course cards for each section requiring a survey.

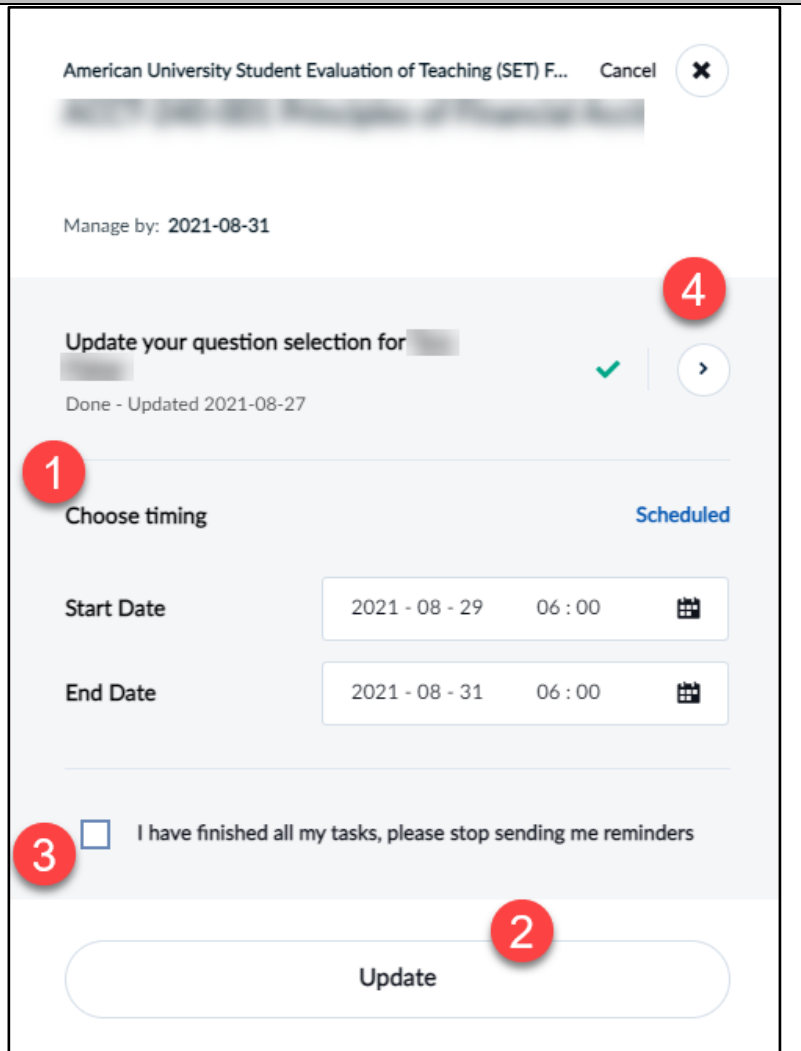


- 4.
1. **Course cards** have a **status indicator** in the top right.
 2. **Task status list** reflects survey start date and available tasks remaining.
 3. Click on **Manage Settings** to access the survey timing and question Personalization workspace.



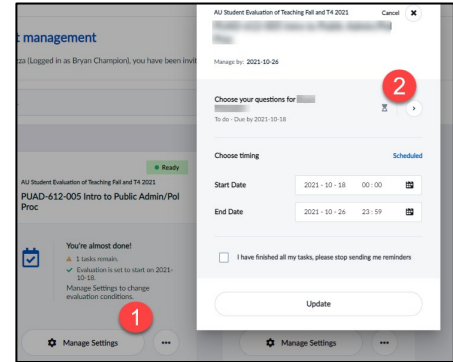
Subject Management Task

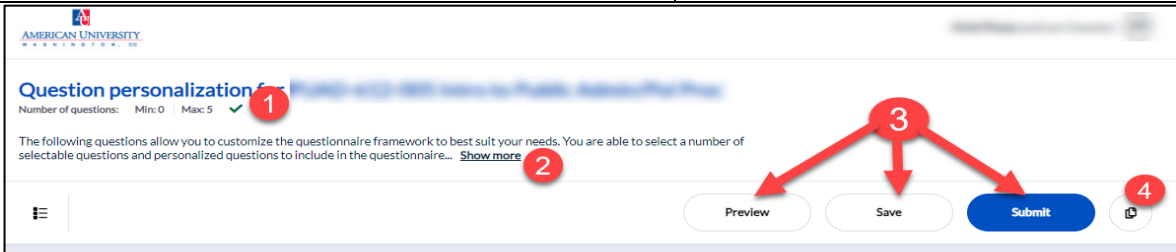
- 5.
1. Use the **Start and End date calendars** to adjust the timing of the course survey window.
 2. After adjusting any windows, click **Update** to save. By default the calendar is set to the default survey window calculated based on the length of the course.
 3. Check this box if survey management is complete and you no longer need to receive reminder emails. **THE SM DASHBOARD IS STILL ACCESSIBLE TO MAKE ANY CHANGES NECESSARY, INCLUDING REOPENING AN EXPIRED SURVEY FOR STUDENTS, IF CHECKED.** Use set.american.edu anytime to access the dashboard and tasks.
 4. Click on the arrow right to access the **Question Personalization** workspace.
- By default, you have access to the survey calendar until two days after the last class meeting.**

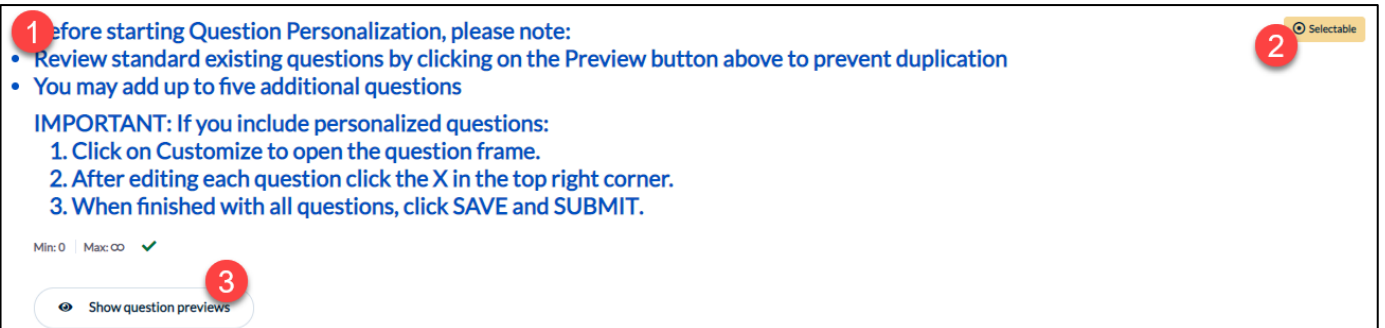


Question Personalization Task

6. Click on **Manage Settings** on the front of the Course card to access the QP task.
1. In the task 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. AU's limit is five and all personalized questions will utilize the standard SET survey 1-5 Likert Scale.
 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 task. If you need to return to the task, this will save your work. The **Submit** button is used when your work is complete in the task, after clicking the **Save** button.
 4. The **Copy** icon in the lower right corner allows you to choose another section to copy their personalize questions to populate this sections' QP task **OR** copy these questions to another courses' QP task.

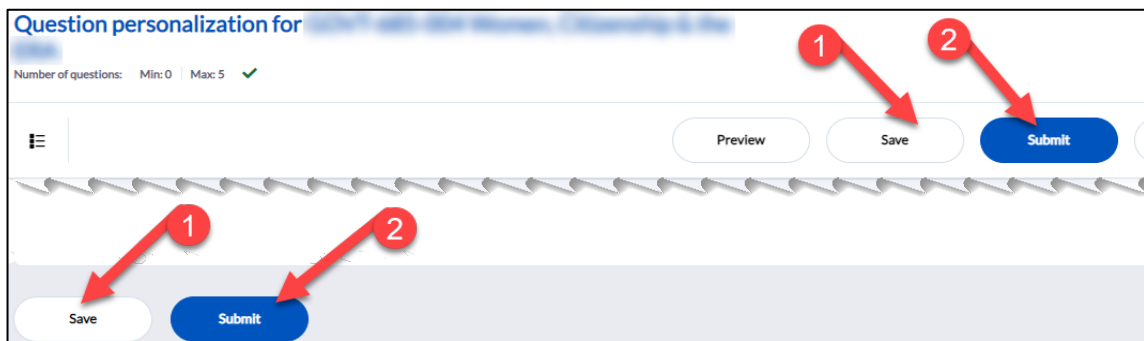
8. 
1. Reminders for the QP task parameters and instructions.
 2. **Show question previews** Allows instructor to preview the “live” look of any added questions before saving and submitting.

9.



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

10.



Completed personalized questions will only add to the survey for this course by clicking on **Save** and **Submit** located at the top and bottom of the page.

When all QP tasks are 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.