

Open SET survey management

Accessing Blue Tasks – timing and reminders

Instructors may directly access **Subject Management page** and course cards via the link in *SET survey invitation and reminder emails*.

OR

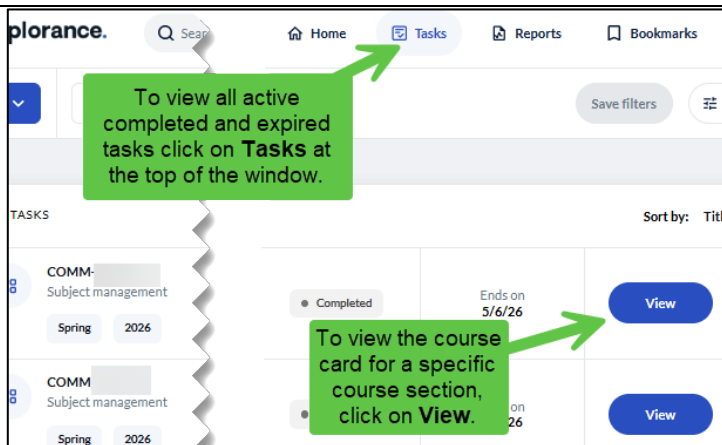
Use the url: set.american.edu to log into *Blue Home* and navigate to *My Tasks* on the home page.

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 and have their own individual course cards. Any updates made to one section must be completed for all other course sections for them to sync.

Access Subject Management directly from Blue Home.

Click on any Subject Management task in the My Active Tasks widget in Blue Home. (set.american.edu)



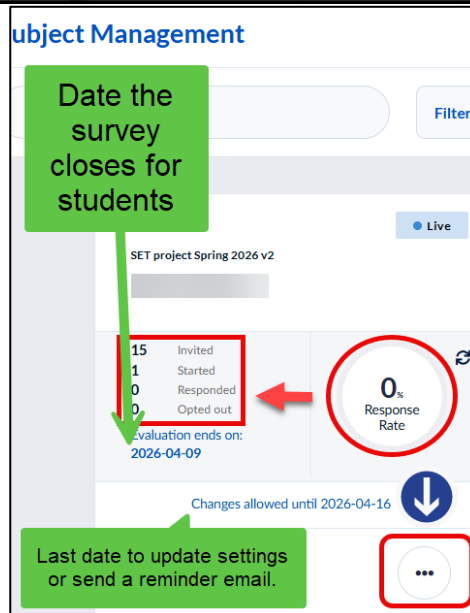
Live survey course card

The live configuration offers several pieces of information.

The upper right hand corner of the card displays a survey status indicator.

The card to the right displays “Live,” meaning the survey is open for students.

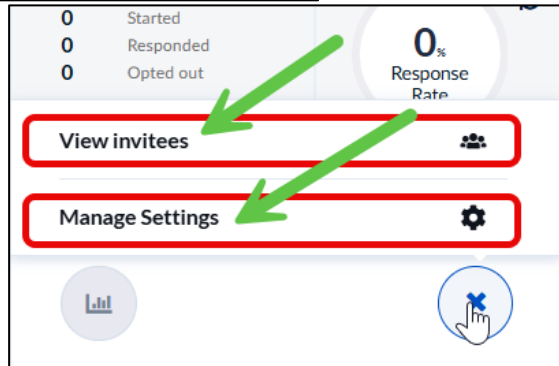
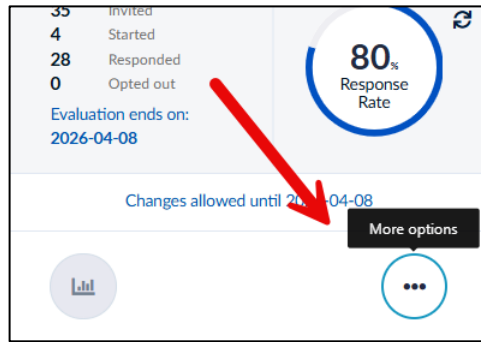
Task deadlines and the response rate are also displayed.



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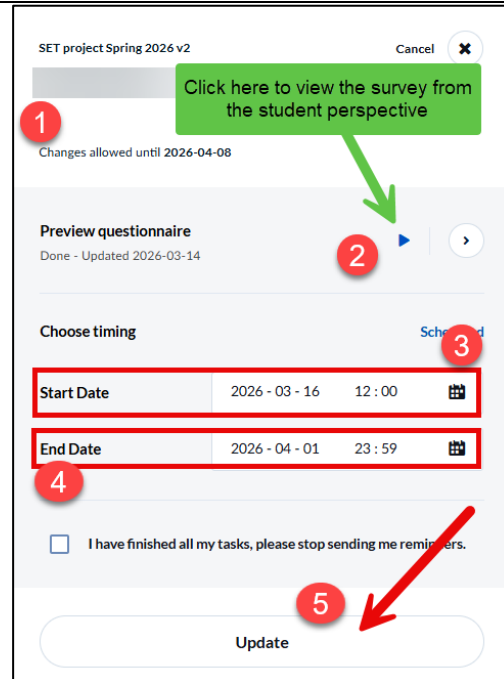
Click on the three dots to find two options:

1. **View Invitees**
- AND
2. **Manage Settings**



Manage settings option:
survey timing

1. Reflects the date the Subject Management task expires.
2. Click here to preview the SET survey.
3. The survey start date calendar.
4. The survey end date calendar.
5. Always click on update after any change.



Subject Management is available seven days after the default survey end date.

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View invitees option: verify student enrollment and send extra reminder email

View Invitees displays the invited student list and allows for resending an invitation email to **students who have not submitted their survey**.

The screenshot shows a web interface for managing survey invitees. At the top, a red text overlay states: "The student list below reflects the course section roster. Students in the list may or may not have completed their survey." Below this is a table with columns for "Given Name", "Family Name", and "Courses". The table contains several rows of student information, with some names partially visible (e.g., "or", "oun", "ards", "don", "e", "ia"). A red rectangular box highlights the first two columns of the table. To the right of the table, there is a green callout box with the text: "Click here to resend the survey invitation email. The email contains the link to the survey and is only delivered students with incomplete surveys." Below the table, there is a button labeled "Resend invitation emails to all raters who have not yet submitted." with an envelope icon.

Questions?

Please visit the [SET website here](#) or email the SET team at Faculty_SET@american.edu