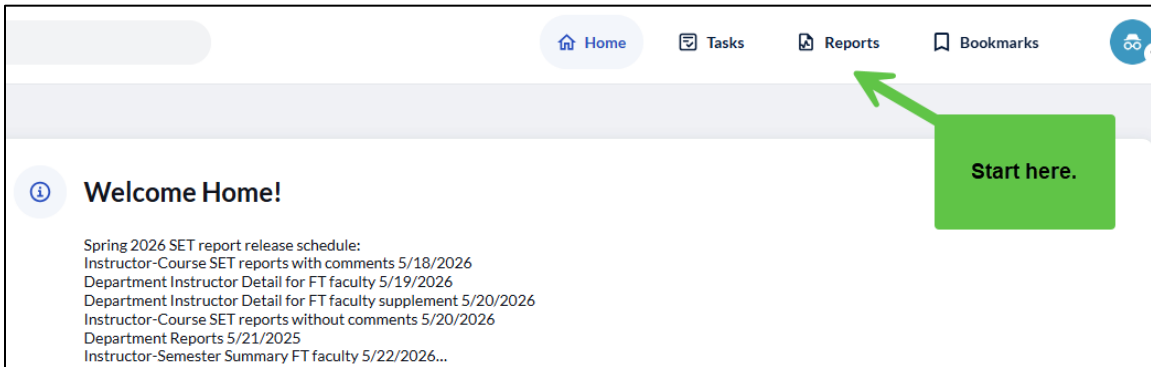
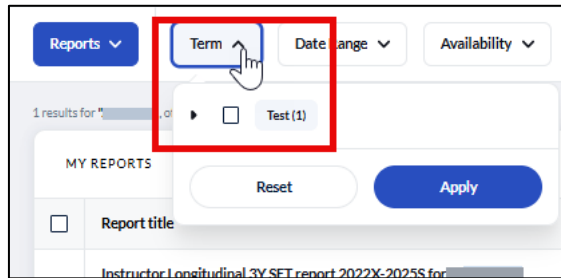


SET report retrieval from Blue Home

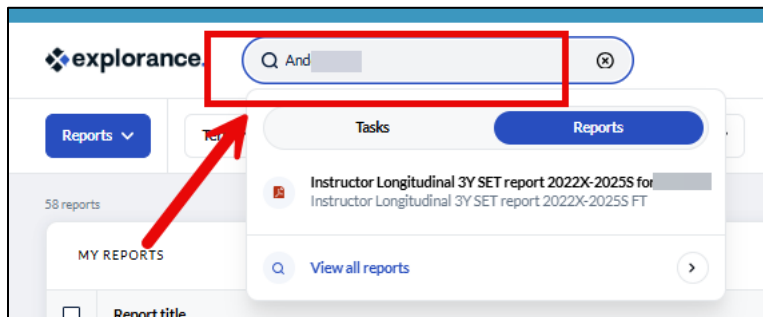
1. Navigate to set.american.edu and log in.
2. From the Blue Home page click on **Reports** at the top of the window.



3. Searching by term is the best way to locate reports. Beware of over-filtering if combining search options.



4. After choosing a term, use the search bar at the top of the Reports window to refine your search. **Use a unique word from the report title to search.** For example, “SET” is not a quality search term since all reports have “SET” in the title. A list of terms to use for specific reports is listed below.



Report title without customizations	Search term
Instructor-Course SET report without student comments	without
Instructor-Course SET report with student comments	with OR private
Instructor Semester Summary Report	summary

Please reach out to SET_OIRA@american.edu with any questions or concerns.