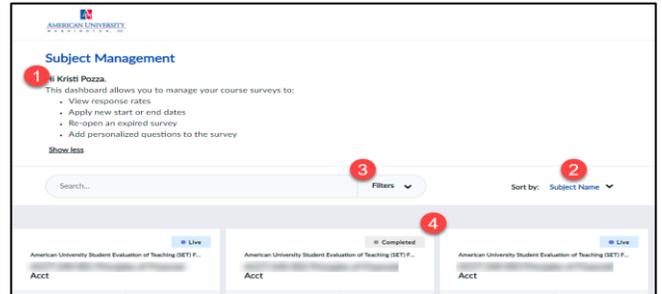


Blue SET Survey User Guide: Faculty

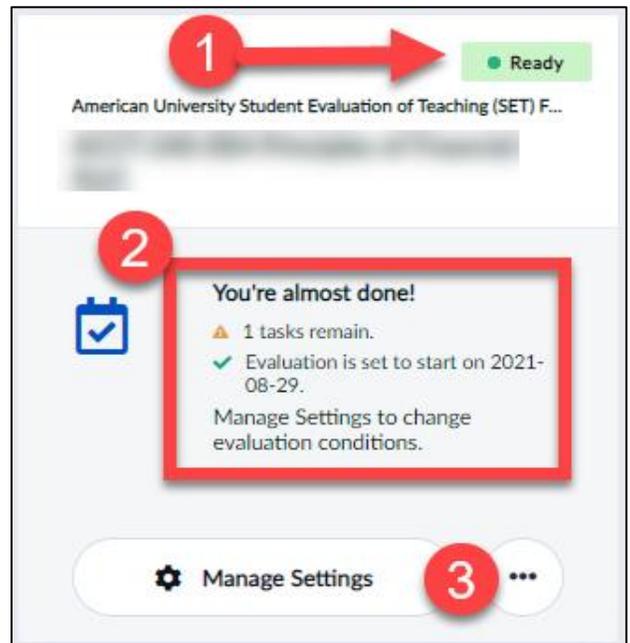
1. Accessing Explorance Blue:
 Instructors may directly access the new **Subject Management Dashboard** and tasks through the **link in Blue emails** (recommended: start at step 2), or log into the **legacy Dashboard (set.american.edu)** and navigate to the new **Subject Management Dashboard** (start at step 10). Regardless of access choice, instructors will be directed to the new Subject Management Dashboard to complete tasks. Accessing via email link bypasses the legacy Dashboard altogether.

IMPORTANT: Currently, the new Subject Management Dashboard is only available when the invitation email for either Question Personalization or Subject Management tasks has been received.

- 2. 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



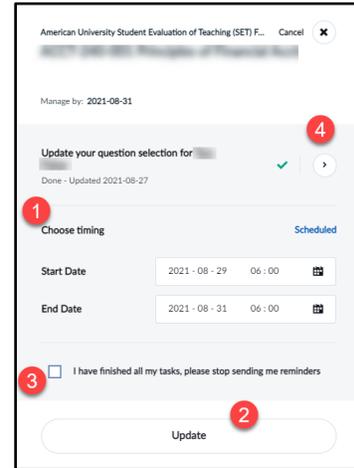
- 3.**
- ***NEW functionality**
1. **Course cards** have a **status indicator** in the top right.
 2. **Task status list** reflects survey start date and available tasks remaining.
 3. Click on **Manage Settings** to access survey timing and question personalization workspace.



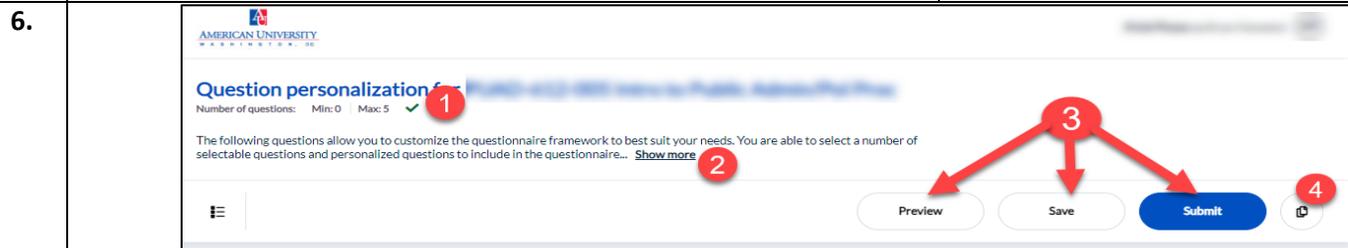
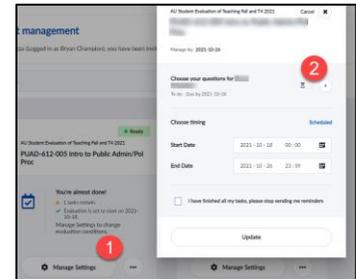
Subject Management Task

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.
*****NEW functionality**
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

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



1. Displays the maximum number of personalized questions available. AU's limit is five.
2. As of October, 2021, this text is obsolete and does not reflect the current functionality of the task at this time. **Please disregard.**
3. 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. *****NEW functionality**
 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.

7.

1 Before starting Question Personalization, please note:

- Review standard existing questions by clicking on the Preview button above to prevent duplication
- You may add up to five additional questions

IMPORTANT: If you include personalized questions:

1. Click on Customize to open the question frame.
2. After editing each question click the X in the top right corner.
3. When finished with all questions, click SAVE and SUBMIT.

Min: 0 | Max: ∞ ✓

2 Selectable

3 Show question previews

1. Reminders for the QP task parameters and instructions.
*****NEW functionality**
2. **Selectable** will allow instructors the ability to copy questions from a previous semester to a new semester - available Spring 2022
3. **Show question previews** Allows instructor to preview the “live” look of any added questions before saving and submitting.

8.

<i>[Please enter your 1st rating question.]</i>

1 Customize ✎

Excluded Include **2**

3

1 Strongly Disagree 2 3 4 5 Strongly Agree N/A

1. Click **Customize** to input the text of the personalized question.
*****NEW functionality**
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**. The question will not be on the current survey but will be available to use on subsequent surveys starting Spring 2022.
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.

9.

Question personalization for [blurred text]

Number of questions: Min: 0 | Max: 5 ✓

Preview Save **1** **2** Submit

1 Save **2** Submit

Completed personalized questions will only add to the survey for this course by clicking on **Save** and then **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.

Access the new Subject Management Dashboard directly from the Blue legacy Dashboard

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

OR

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

See step 2 for navigation directions.

