

Customizing the Student Evaluation of Teaching (SET) Experience

The Student Evaluation of Teaching surveys are delivered to students just prior to the final day of official classroom instruction, and by default, remain available for completion through the final day of classroom instruction. At least a month prior to this, communication is sent to the respective instructors requesting they review and manage the available settings that control the SET experience for their students. These communications provide access to a list of tasks that allow them to make two types of customizations:

- Add custom questions
- Update/revise the survey start and end dates

As a means of communicating they have at least reviewed or acknowledged the existing settings, instructors must confirm each type of customization to suppress additional reminders. **If no action is taken whatsoever, the surveys will distribute against their default, programmed schedule.**

Get Started

Login to Blue (<http://set.american.edu>) to view the available tasks on your dashboard. Of the tasks that are available for completion, select one of the task types to view the existing settings.

Task Type	Subject ▲	Due Date	Status	
Subject View Management	ACCT-240-001 Principles of Financial Acct	Thursday, June 28, 2018	Open	Select
Subject View Management	ACCT-241-001 Principles of Managerial Acct	Thursday, August 16, 2018	Open	Select
Subject View Management	ACCT-449-001 Contemp Assurance & Audit Serv	Thursday, August 09, 2018	Open	Select

Subject View Management is for adjusting survey start/end dates.
Question Personalization allows you to add custom questions.

Complete your customizations by this date.

A status of "open" indicates these customizations are available and not submitted.

Click the link to begin customizing this task type.

Customize Subject View Management

When you first view these settings, the existing start and end dates represent the defaults. This page exclusively indicates when your survey is available. Overwrite the defaults to issue new start and end dates for your survey, noting that times are in a 24-hour format. Whether or not you have "finalized" this task, applied changes take effect and are observable by students immediately. If no changes are required, you can finalize the settings without making changes.

■ Start Date  ★
 ■ End Date  ★

Finalize

Applied changes take effect immediately. Finalize in the upper right corner to change the status to complete, and suppress additional email reminders

Customize Question Personalization

All QP forms are initially blank. Please read the page instructions for understanding the semantics of adding question items, because the custom questions will be paired with the pre-existing response scale. Any individual question items you want to add directly can be entered here. Instructors are allowed to add up to five individual question items. If you have no questions to add, the blank form can be submitted to complete this task.

The screenshot shows a form for adding a question. At the top left is an 'Edit' button. Next to it is a text input field containing the placeholder text "[Please enter your 1st rating question.]". To the right of the input field are two buttons: 'Select' and 'X Deselected'. Below the 'Edit' button is a blue callout box that says "Click edit to begin forming the survey question item." Below the 'Select' button is a blue callout box that says "Click Select to toggle from 'Deselect' and enable the question for your survey." At the bottom of the form are two buttons: 'Save' and 'Submit'. A blue callout box points to these buttons and says "Click Save to save your progress. Click **Submit** to publish the questions to your survey and mark the task complete."

Click Submit to publish the questions to your survey and mark the task complete. Doing so also suppresses additional email reminders. After submitting for the first time, the button becomes an Update button, so that you can continue to make revisions prior to the due date.

It is possible for custom question sets to be copied from another section to another. In doing so, you may want to modify which are actually used by toggling the selection status. Department-specific questions, however, are already factored into the survey.

What Next?

Depending on how much you were able to finalize, feel free to return to your dashboard to continue making revisions, submitting and finalizing changes as they're made. Updates can always be made through the task's listed due date.

Students will receive an email communication on the day and time of their survey start date that gives them access to their survey. In lieu of any email communication, students can be directed to <http://set.american.edu> to view any accessible or upcoming survey.

Students who are unable to complete surveys before they expire will rely on the instructor, where possible, to extend the survey availability using the methodology above. The Office of the Registrar does not have the authority to do this at the student's request.

Response data is published at the end of the semester. Instructors are notified of report availability via email once their report generates. The full collection of public reporting can be viewed in the myAU portal, <https://myau.american.edu/academics/Pages/its.aspx>.