Blue SET Survey User Guide: Faculty

1. Accessing Blue:

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

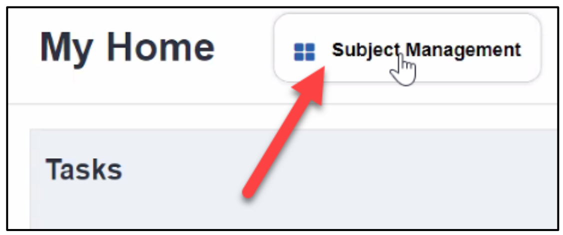
OR

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 SET activities.

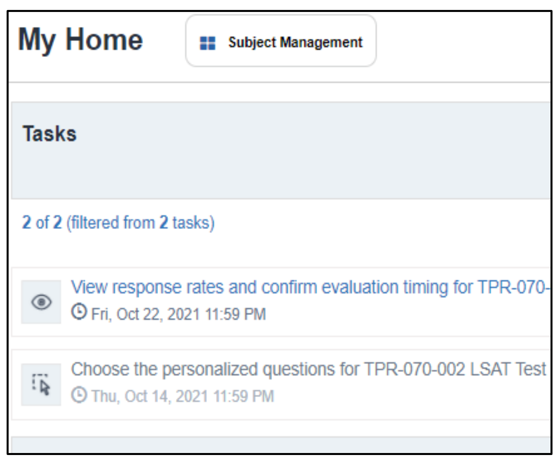
IMPORTANT: Cross-listed courses are treated as individual course sections in Blue. Any updates made to one section must be completed for all other course sections for them to sync.

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.

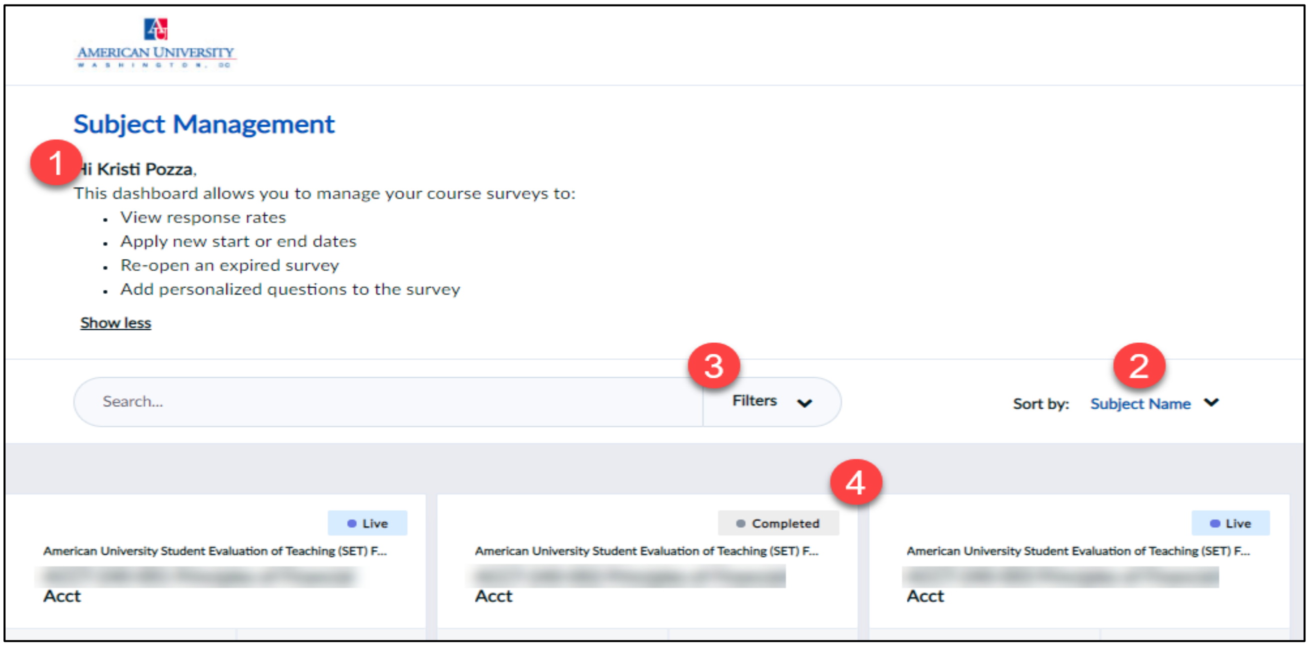


OR

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



3.



Dashboard interface:

1. Displays ready, live, paused, and completed course section activities in Subject Management within the available course cards.
   Statuses:
   - **Ready** – the evaluation is ready to begin but is not live.
   - **Live** – the evaluation is open for student responses.
   - **Paused** – the ability to collect new responses is deactivated until the survey is un-paused by the instructor.
   - **Completed** – the survey has expired for students. No new responses will be recorded.

     All other status indicators are not used by AU.

2. **Sort** by Due Date (task expiration date) or Subject Name.

3. Use **filters** to narrow cards by Ready (not live yet), Live, Paused, and Completed surveys.

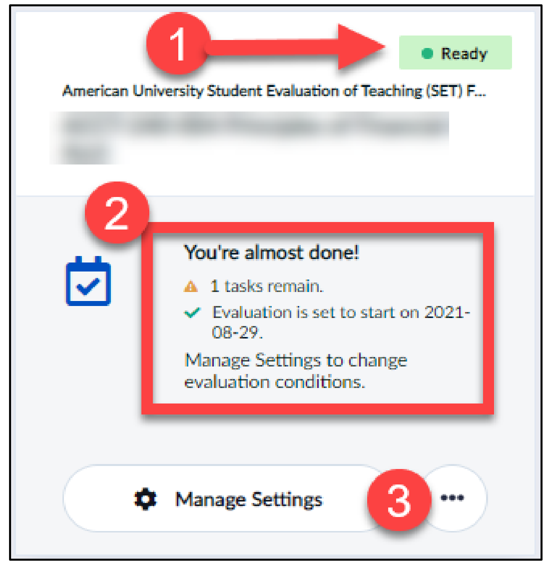
4. There is one Course card for each section receiving a survey. *Cross-listed courses have course cards for each section of the course.*

4. How to Read a Course Card

1. **Course cards** have a **status indicator** in the top right. (See #3 in the figure above)

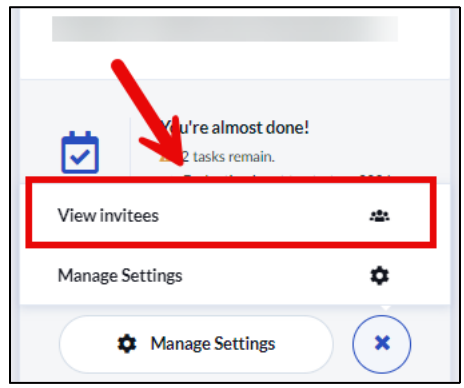
2. **Activity status list** reflects survey start date (or end date if live) and available SET activities remaining.

3. Click on **Manage Settings** to access fixed and modifiable survey elements. Clicking on Manage Settings provides access to:
   - View survey timing
   - Access the Question Personalization workspace



4. Click on the circle with three dots across from **Manage Settings** to **View invitees**. Invitees are enrolled students.

   See screenshot below: At the end of the student list is an option to resend the invitation email to students who have not yet submitted survey responses. This function is available until the survey expires.



Subject Management Activity

5.

1. Use the **Start and End date calendars** to adjust the timing of the course survey window.

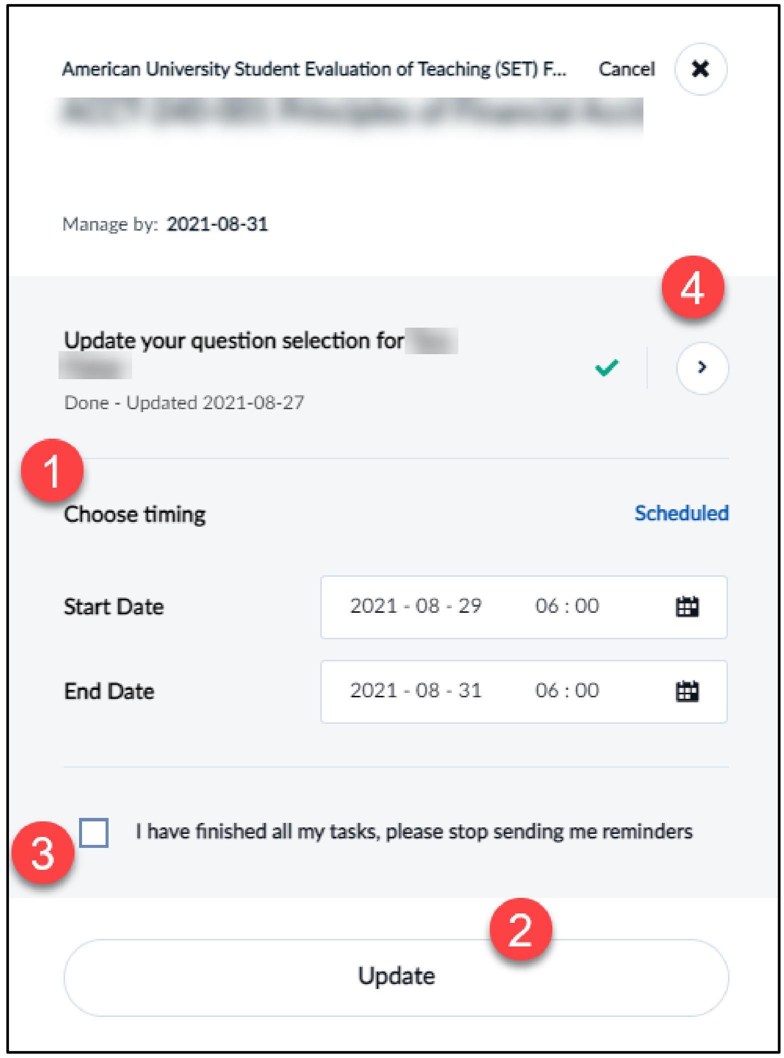
2. After adjusting any windows, click **Update** to save. By default, the calendar is set to the survey window calculated based on the length and end date of the course.

3. Check this box if you've completed your survey actions and you no longer need to receive reminder emails. IF CHECKED, THE SM DASHBOARD IS STILL ACCESSIBLE TO MAKE ANY CHANGES NECESSARY, INCLUDING REOPENING AN EXPIRED SURVEY FOR STUDENTS.

   Navigate to set.american.edu anytime to access the dashboard and tasks.

4. Click on the arrow right to access the **Question Personalization** workspace.

You have access to the Subject Management activity until seven days after the default survey end date.



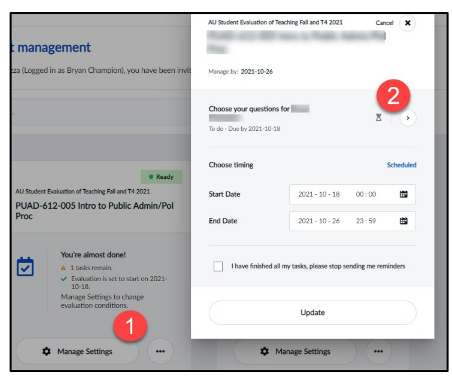
Question Personalization Activity

6.

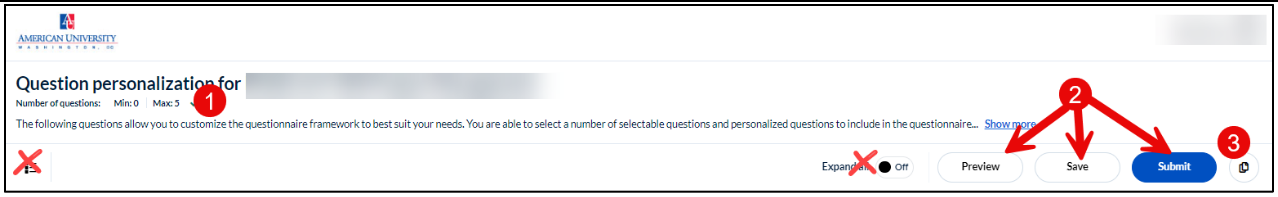
NOTE: The Question Personalization activity expires two days prior to the default survey start date.

1. Click on **Manage Settings** on the front of the Course card to access the QP activity.

In the window that opens, click on the right arrow above the survey calendar to open the Question Personalization activity.



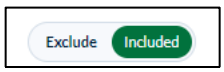
7.



1. Displays the maximum number of personalized questions available. A maximum of one personalized question may be added and must conform to the standard SET survey 1-5 Likert Scale.

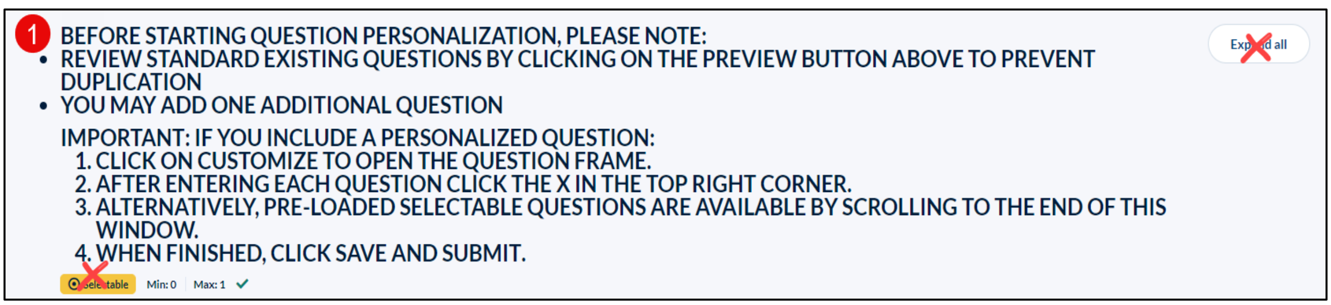
2. The **Preview** button allows you to examine the ***entire survey*** your students will see, as they will see it.
   The **Save** button saves any changes to the QP activity. If you need to return to the activity before finishing, this will save your work.
   The **Submit** button is used when your work is complete in the activity, after clicking the **Save** button.

3. Forthcoming: The **Copy** icon in the lower right corner allows you to choose another section to copy personalized questions to populate this sections' QP activity **OR** copy the current questions to another courses' QP activity.

4. **NEW**scroll down the window to see a new bank of optional Personalized Questions for your use. To activate one, toggle the**  **button to add it to your survey.**

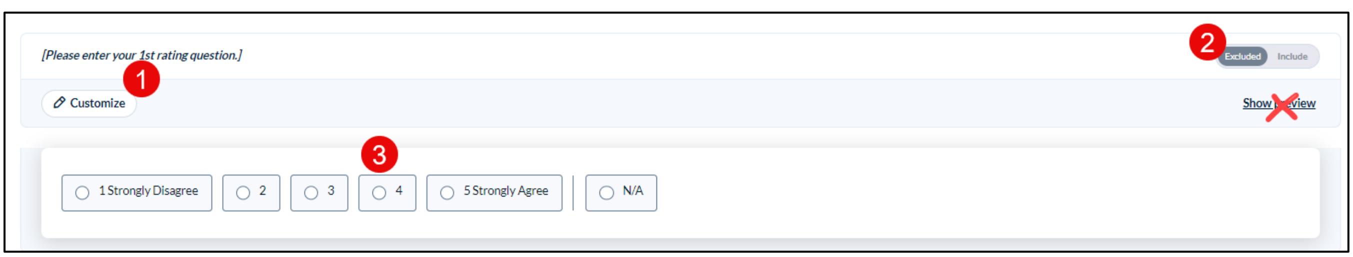
4. Elements with an ❌ are non-functioning.

8.



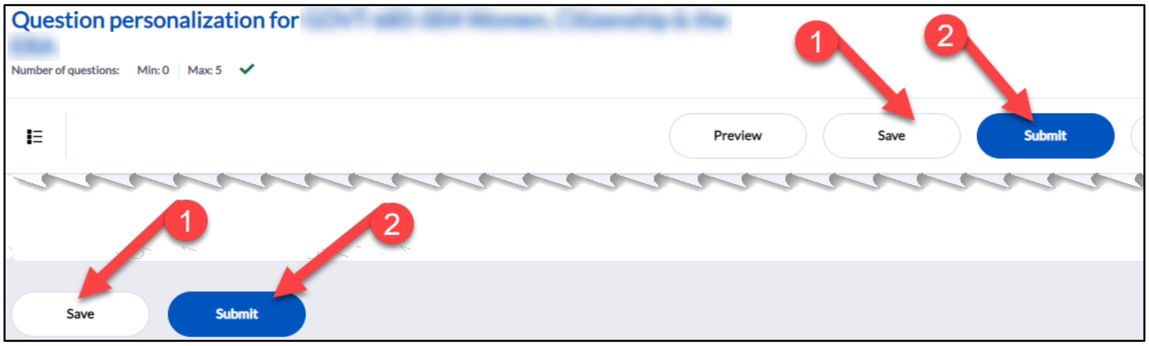
1. Reminders and instructions for the QP activity.
2. Elements with an ❌ are non-functioning.

9.



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

10.



A completed personalized question will only appear on the survey for this course by clicking on **Save** and **Submit** located at the top and bottom of the page.

When the QP activity is 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.