American University in-class instructions for SET administration

Best practice tips:
1. Add the SET survey to your course syllabus, including the specific class session the SET will be completed.
2. Adjust the timing of your SET survey to open aligning with the class session you have designated for survey completion and have your survey open <u>for at least</u> three or four days.
3. Create an announcement in Canvas once the survey is open including open and close dates if adjusted.
4. Reserve approximately 15-20 minutes of class time to complete the SET process.
5. Always remember that the survey is completely voluntary.

Step 1: Notify students one to two classes in advance of the class session they will be completing the SET survey.

Step 2: [Have students access the evaluation through the SET portal (set.american.edu).](set.american.edu) They can also access through Canvas. Students will also receive an invitation email from Blue. Please keep in mind, if the survey timing was modified to open at the anticipated completion time, direct emails may be delayed by up to several minutes.

Step 3: Either read the following statement to students or have a student volunteer read and **depart the classroom. Instructors may not be in the classroom while students are completing the evaluation.**

"As part of our focus on improving the student experience at American University, we are seeking your feedback about your course. AU values your honest assessment of learning in these courses and encourages you to add comments where possible.

Your responses are confidential and will not be connected to your name or any other personally identifiable information in any reports. However, answers in comment fields are reported verbatim and will include personally identifiable information if you volunteer it.

Survey results for open-ended questions and instructor personalized questions are made available only to the instructor.

Results for closed-ended questions are made available to the instructor, administrators, and the university community.

SET reports are available after final grades are due."

Step 4: <u>After the class check your response rate by visiting your subject management dashboard at set.american.edu.</u>

Step 5: If students were unable to complete the survey in-class, send an email message to the class or create a Canvas announcement within 24 hours *requesting* that any student that hasn't completed the survey does so. In your message include the survey close date. Please reference sample email language below.

[If you need additional information, have questions, or need help, please see the SET website](#)

Or

[Contact the SET Team at Faculty_SET@american.edu](mailto:Faculty_SET@american.edu)

Sample email language:

Dear students,

Thank you for your engagement in course 000-000-000 this semester. Please provide instructor and course feedback by DATE/TIME at the following link: set.american.edu.

Your feedback is important to understand your experience with the course throughout the semester.

Thank you,