

RMU SET guide to
submitting an activity

version 2.7.31.14



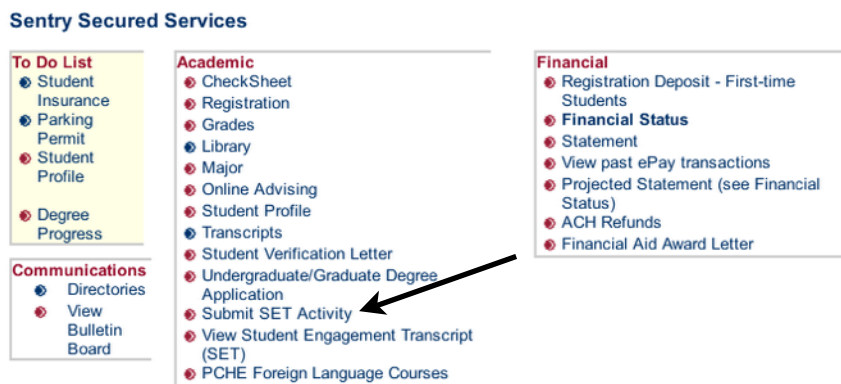
submitting a set activity

getting started

Please follow the steps below to submit a SET (Student Engagement Transcript) activity for approval. This process is done through your Sentry Secured Services account, which can be accessed by going to rmu.edu/login.

Before submitting an activity for SET approval, please consult the SET website at rmu.edu/getset. The submission process varies across different categories; the process specific to the activity being submitted should be followed.

1. From the main Sentry Secured Services page, select the "Submit SET Activity" link.



2. You should then see the Submit SET Activity form. Below, we'll break down the three fields that you see on the form (Term, Category, Faculty/Staff).

Please complete the SET fields below and then click the Submit button.	
SET Activity	
Term:	<input type="text" value="Select"/>
Category:	<input type="text" value="Select"/>
Faculty/Staff:	<input type="text" value=""/>
SET Text:	<input type="text"/>
<input type="button" value="Submit SET Activity"/>	

form fields

Term

1. From the drop-down menu, select the academic term in which you completed the activity (for example: Spring 2014, Summer 2014, etc).

The screenshot shows a web form titled "SET Activity" with a red instruction bar at the top: "Please complete the SET fields below and then click the Submit button." The form has several fields: "Term", "Category", "Faculty/Staff", and "SET Text". The "Term" dropdown menu is open, showing a list of academic terms from "Fall 2015" down to "Spring 2011". "Fall 2014" is selected with a checkmark. A "Submit SET Activity" button is located at the bottom right of the form.

You may submit an activity for SET approval for a prior term that has already been completed.

Category

1. From the drop-down menu labeled "Category", choose the SET category for the activity that you are submitting (i.e., Arts, Culture, and Creativity; Leadership; Professional Experience; Special Projects/Recognition; Transcultural and Global Experience; or Undergraduate Research).

The screenshot shows the same "SET Activity" form. The "Term" dropdown is now set to "Fall 2014". The "Category" dropdown menu is open, showing a list of categories: "Select", "Arts, Culture and Creativity", "Leadership", "Professional Experience", "Special Projects and Recognition", "Transcultural and Global Experience", and "Undergraduate Research". "Select" is currently chosen, indicated by a checkmark.

For a detailed description of each of the categories mentioned above, please visit the SET website at rmu.edu/GetSET.

2. Once you have chosen a category, a sub category drop-down menu will appear.

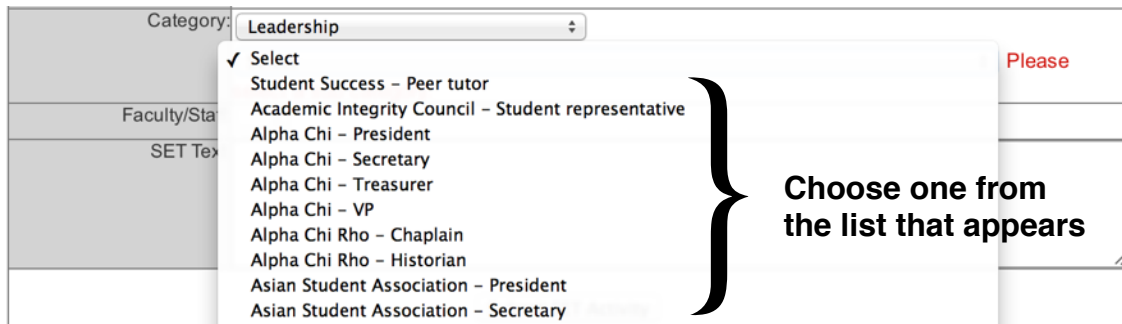


Category: Leadership

Select Please

Please select a sub category.

3. Select the drop-down menu for sub category and select the activity with the description that matches the activity that you completed.



Category: Leadership

Sub category: Select

Please

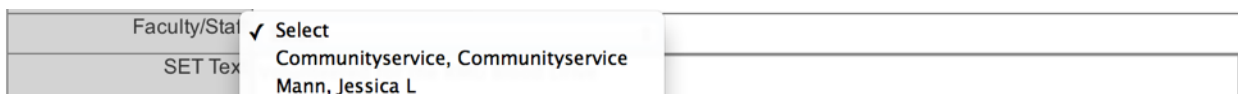
Choose one from the list that appears

- ✓ Select
- Student Success - Peer tutor
- Academic Integrity Council - Student representative
- Alpha Chi - President
- Alpha Chi - Secretary
- Alpha Chi - Treasurer
- Alpha Chi - VP
- Alpha Chi Rho - Chaplain
- Alpha Chi Rho - Historian
- Asian Student Association - President
- Asian Student Association - Secretary

If you do not see your activity in the drop-down menu, please email the Engaged Learning Office at set@rmu.edu to have it added.

Faculty/Staff

1. From the drop-down menu labeled "Faculty/Staff", select the faculty or staff member who you wish to have approve your activity.



Faculty/Staff: Select

Communityservice, Communityservice Mann, Jessica L

If you do not see the faculty or staff member in the drop-down menu, please email the Engaged Learning Office at set@rmu.edu to have him or her added.

submitting the form

1. Once you have completed all of the necessary fields, you must hit the "Submit SET Activity" button at the bottom of the screen.

Please complete the SET fields below and then click the Submit button.	
SET Activity	
Term:	Fall 2014
Category:	Leadership
	Community Advisor (CA)
Faculty/Staff:	DOMENCIC, MARK
SET Text:	Acted as a Community Advisor in an RMU Residence Hall
<input type="button" value="Submit SET Activity"/>	

2. An email will then be sent to the designated faculty or staff member to let them know that an activity has been submitted for their review.

Please note that faculty or staff members have the discretion to approve or deny activities.

3. If the activity that you have submitted is approved by your faculty or staff designee, the activity will be moved onto your SET by the Engaged Learning Office.

Some SET activities will not show up on your SET until you have completed the requirements for the entire category. Those activities include:

- Arts Appreciation Portfolio Events
Requirement is a cumulative total of five (5) events
- Professional Development Portfolio Events
Requirement is a cumulative total of five (5) events

These activities listed above will be moved onto your SET when you have completed the entire category requirement.

If you need assistance with this process, please email the Engaged Learning Office at set@rmu.edu.

