

## AEFIS Reference: Creating Course Evaluation Question

**Purpose:** To create your own evaluation questions.

### Requirements:

- Course section is part of an existing evaluation schedule.
- Your evaluation question template allows for course specific questions.
- Evaluation questions are added prior to the start of the evaluation.

### Content:

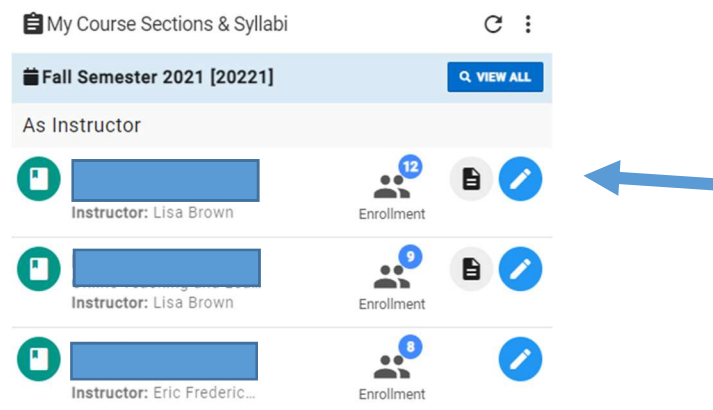
- [Log into AEFIS](#)
- [Navigate to your Course Section](#)
- [Navigate to Survey Questions](#)
- [Create the Survey Questions](#)
- [Publish the Questions](#)

### Log into AEFIS

Log into AEFIS at <https://rochester.aefis.net>

### Navigate to My Course Sections & Syllabi

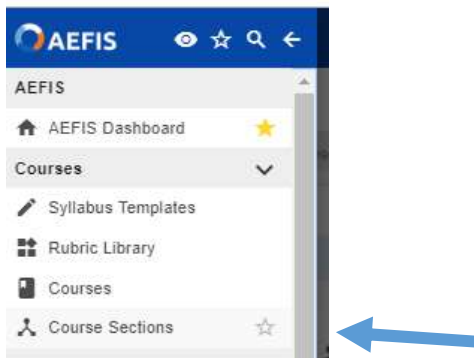
On the main AEFIS dashboard, scroll down to find the module that says “My Course Sections and Syllabi.” Find the appropriate course section (be sure to choose the parent section) and click the pencil icon next to it.



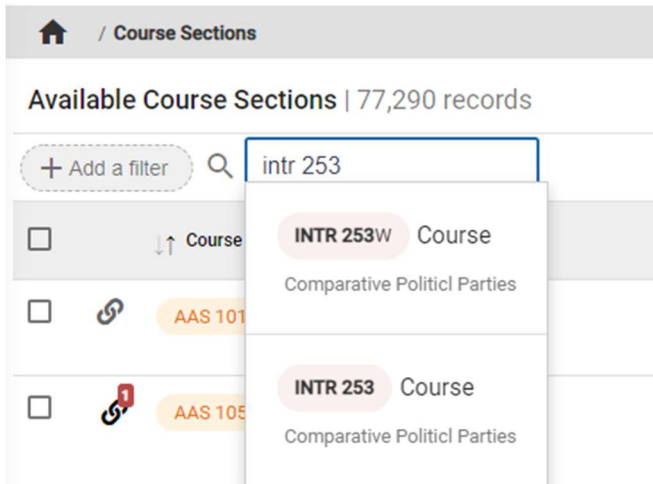
Alternately, click on the three lines, or “hamburger” button, in the upper left-hand corner next to the home icon and words AEFIS Dashboard.



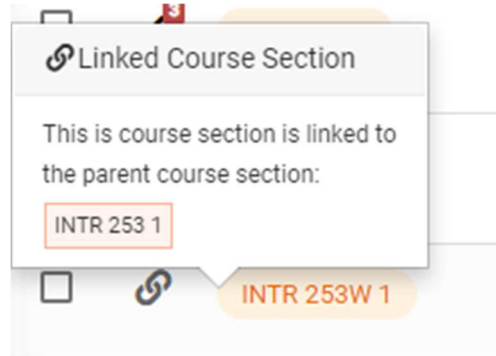
Find and click on “Course Sections”.



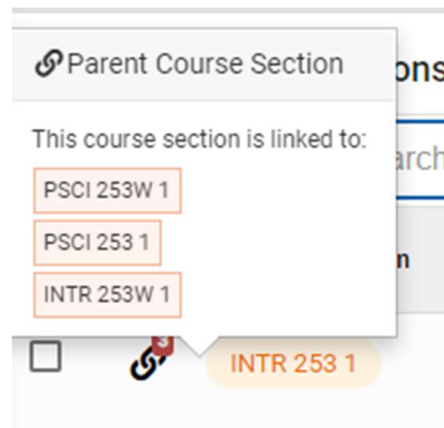
Find the course section that you are currently teaching.



**Note:** To search for your course section, search for the subject number combination. Be sure to put a space between them (example, PSCI 100). If the course shows a link icon next to it, it is a child course in AEFIS and should not be used to link assignments. Hover over the course information to reveal the parent course information.



The parent course will have the same link, but with a red icon and the total number of child courses associated. Hover your mouse over that red link to identify which course section is the “Parent Course.”



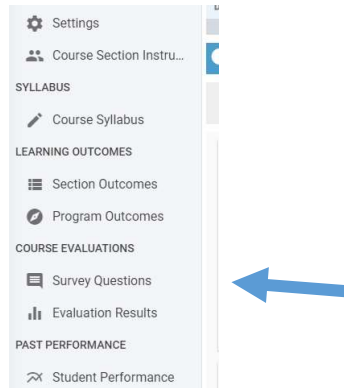
Once you have found your course, click the “Manage” button next to the course.

ASL 106 11700	2018 Spring [2018]	INTERMEDIATE A S L I - 2018 SPRING College: THE COLLEGE, ARTS & SCIENCES Dept: AMERICAN SIGN LANGUAGE PROGRAM	CHASTEL, GUILLAUME	3	3	3		2018-02-12	Published	Manage
ASL 106 11711	2018 Spring [2018]	INTERMEDIATE A S L I I - 2018 SPRING College: THE COLLEGE, ARTS & SCIENCES Dept: AMERICAN SIGN LANGUAGE PROGRAM	SCHERTZ, BRENDA	3	3	7		2018-02-12	Published	Manage
ASL 106 11901	2017 Fall [2018]	INTERMEDIATE A S L I I - 2017 FALL College: THE COLLEGE, ARTS & SCIENCES Dept: AMERICAN SIGN LANGUAGE PROGRAM	CHASTEL, GUILLAUME	2	2	9		2017-12-10	Published	Manage
ASL 106 11927	2019 Spring [2019]	INTERMEDIATE A S L I - 2019 SPRING College: THE COLLEGE, ARTS & SCIENCES Dept: AMERICAN SIGN LANGUAGE PROGRAM	CHASTEL, GUILLAUME	3	3	9	✓	2019-01-29	Published	Manage
ASL 106 11938	2019 Spring [2019]	INTERMEDIATE A S L I I - 2019 SPRING College: THE COLLEGE, ARTS & SCIENCES Dept: AMERICAN SIGN LANGUAGE PROGRAM	SCHERTZ, BRENDA	9	9	14		2019-12-04	Published	Manage
ASL 106 12087	2018 Fall [2019]	INTERMEDIATE A S L I I - 2018 FALL College: THE COLLEGE, ARTS & SCIENCES Dept: AMERICAN SIGN LANGUAGE PROGRAM	CHASTEL, GUILLAUME	3	3	7	✓	2019-01-29	Published	Manage



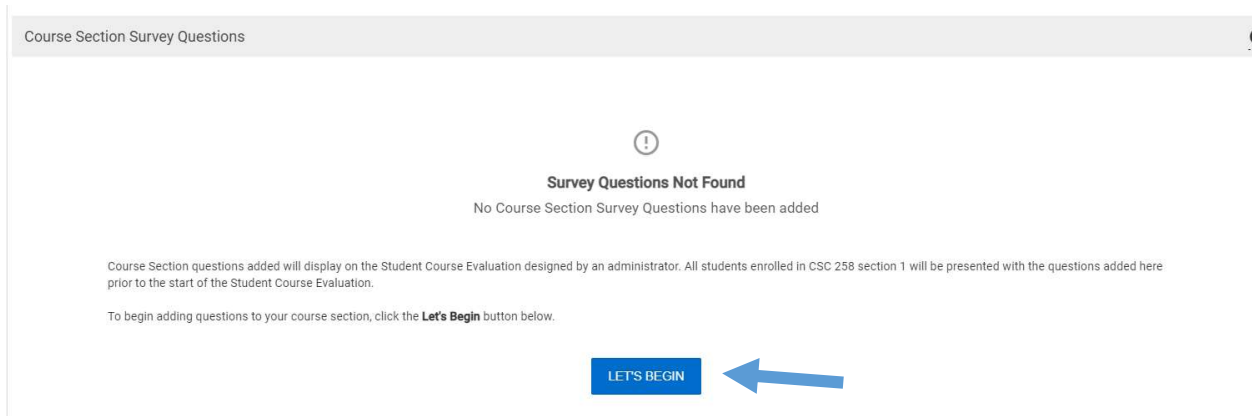
## Navigate to Survey Questions

From the course menu and choose **“Survey Questions”**.

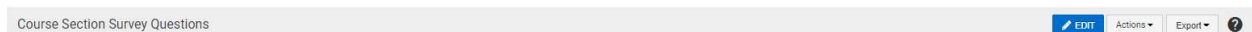


## Create the Survey Questions

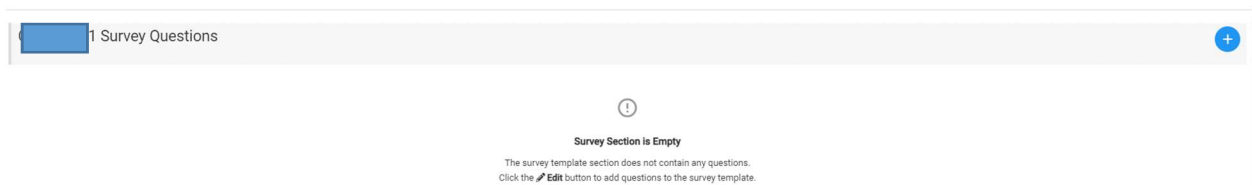
Then click the **“Let’s Begin”** button.



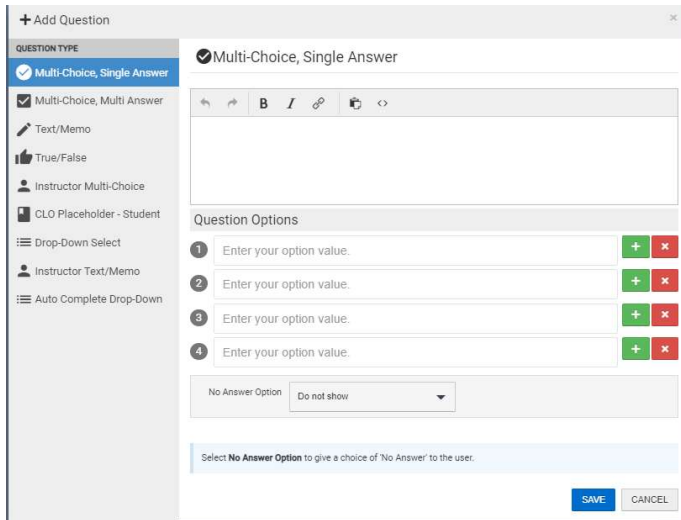
Click the Edit button



Click the **“+”** button to Add a Question

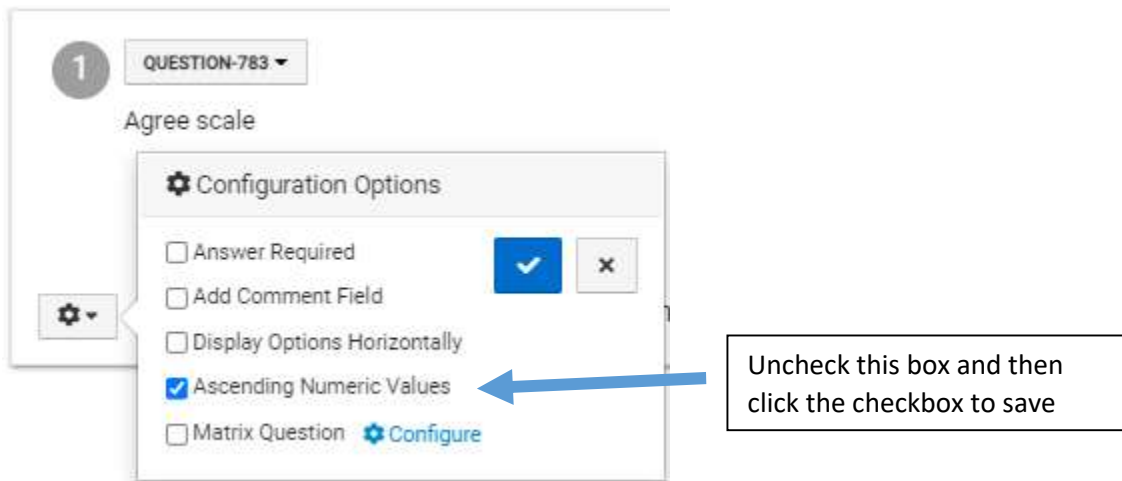


Pick your question type from the left-hand menu. Then add your question into the text box. If your question type allows for answers, provide the choices in the Question Options area.

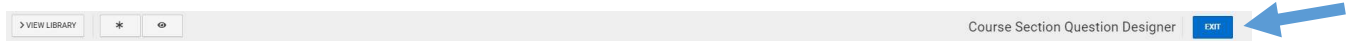


For information on Question types: <https://support.aefis.com/hc/en-us/articles/360041560773-Survey-Question-Types>

**Note:** To create an open-ended question, choose Text/Memo. To create a Likert scale question, choose Multi-choice, Single Answer. We recommend that you order your scaled responses from worst (low) to best (high) and then reverse the display order. This will match the format used in the rest of the course evaluation.



When finished, close the Question Designer by clicking Exit.




## Publish the Questions

When you are finished, you must publish your questions. If you do not publish them, they will not appear as part of your course evaluation.

Course Section Survey Questions EDIT Actions Export ?

**Survey Questions Are Not Published**  
Survey Questions are Not Published. Survey Questions for this course section **WILL NOT** be added until the questions are published. After you have completed adding/editing your questions, click the **Publish Questions** button.

**PUBLISH QUESTIONS**



**Publish Course Section Survey Questions** ×

This action will publish the survey questions for this course section. Once published, the questions will become available to survey participants.

This action **CAN NOT** be reversed.

Are you sure?

**PUBLISH** CANCEL

