

## AEFIS Reference: Scheduling Course Evaluations

**Purpose:** Each Survey created in AEFIS must have Survey Template, and then must be scheduled. Scheduling a survey determines when (which terms) a Survey will run, and which courses/sections to include each time the Survey runs.

### Content:

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### Log into AEFIS

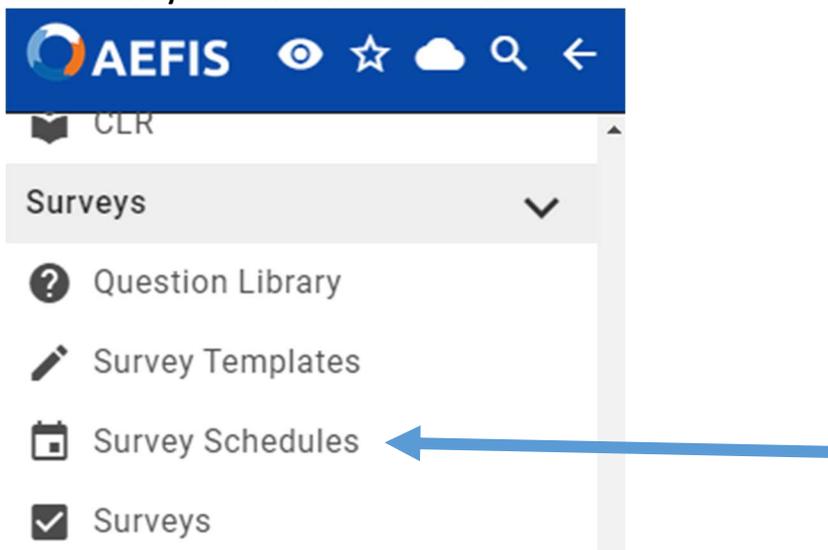
Log into AEFIS at <https://rochester.aefis.net>

### Navigate to Survey Schedules

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



Select “**Survey Schedules**” from the menu.



## Schedule a New Survey

Click **+Add Survey Schedule** from the menu bar across the top.



Complete the Following Steps:

### Step 1: Survey Type

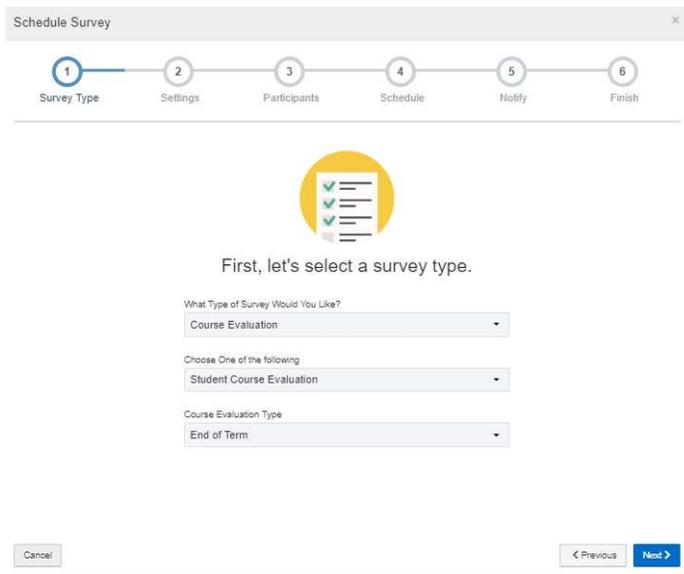
Type of Survey - **Course Evaluation**

Select **Student Course Evaluation**

Course Evaluation Type – **Choose the Term Time Frame Based on your Needs**

- **Beginning of Term** – will allow you to schedule from 7 weeks prior to the start of classes until 7 weeks into the term
- **Middle of Term** – will allow you to schedule from 7 weeks prior to the start of classes until 7 weeks into the term
- **End of Term** – will allow you to schedule from 7 weeks before the end of term until 7 weeks after the term

**Note:** Term start and end dates are set by the AEFIS administrator. Dates are based on approximations to handle all school options. Check with the administrator to determine the actual dates.

A screenshot of a 'Schedule Survey' dialog box. At the top, there is a progress bar with six steps: 1. Survey Type, 2. Settings, 3. Participants, 4. Schedule, 5. Notify, and 6. Finish. Step 1 is highlighted. Below the progress bar, there is a yellow circular icon with a checklist. The text says 'First, let's select a survey type.' There are three dropdown menus: 'What Type of Survey Would You Like?' with 'Course Evaluation' selected, 'Choose One of the following' with 'Student Course Evaluation' selected, and 'Course Evaluation Type' with 'End of Term' selected. At the bottom, there are 'Cancel', '< Previous', and 'Next >' buttons.

Click **Next**

## Step 2: Settings

Enter a **Name for Survey Schedule** (e.g. Simon Course Evaluation for EXP123)

Note: This name will be used in display to the students when taking the course evaluation.

Select the **appropriate** template for your course evaluations.

**Check** Survey Results will be Anonymous box

**Uncheck** This is a Post Graduate Survey box

**Check** Exclude Co-Curricular box

Screenshot of the "Schedule Survey" window, Step 2: Settings. The window displays a progress bar at the top with steps 1-6. Step 2, "Settings", is active. The main content area shows a gear icon and the text "Next, let's review a few settings." Below this are three settings:

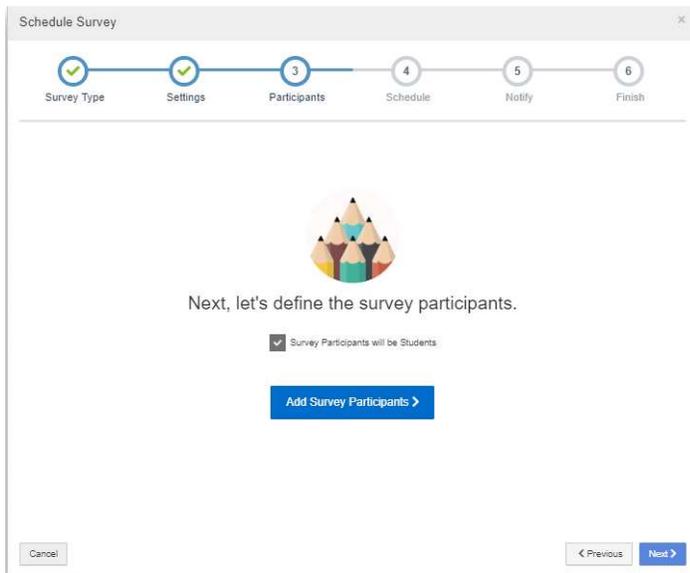
- Enter a Name for the Survey Schedule: End of Term Course Evaluation
- Select a Survey Template: EIOH Course Evaluations
- Survey Results will be Anonymous:
- This is a Post Graduate Survey:
- Exclude Co-Curricular Sections:

Buttons: Cancel, < Previous, Next >

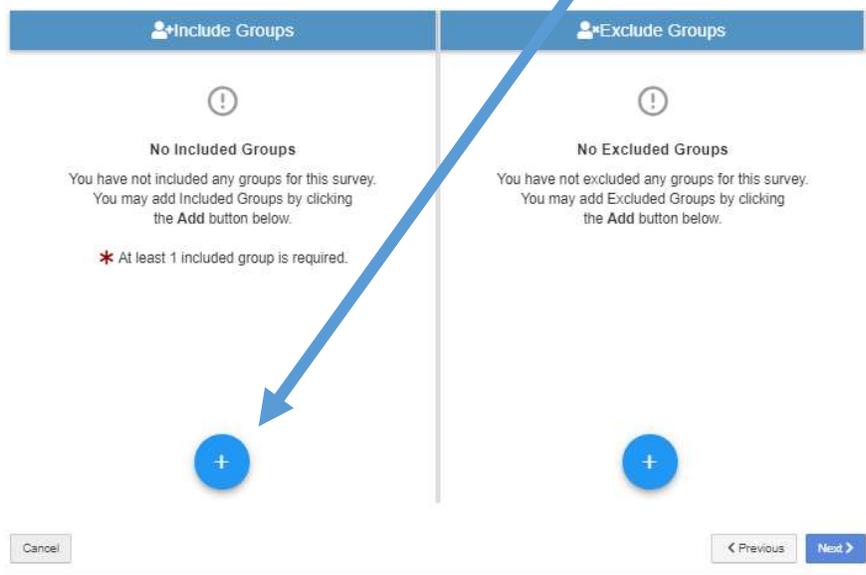
Click **Next**

### Step 3: Participants

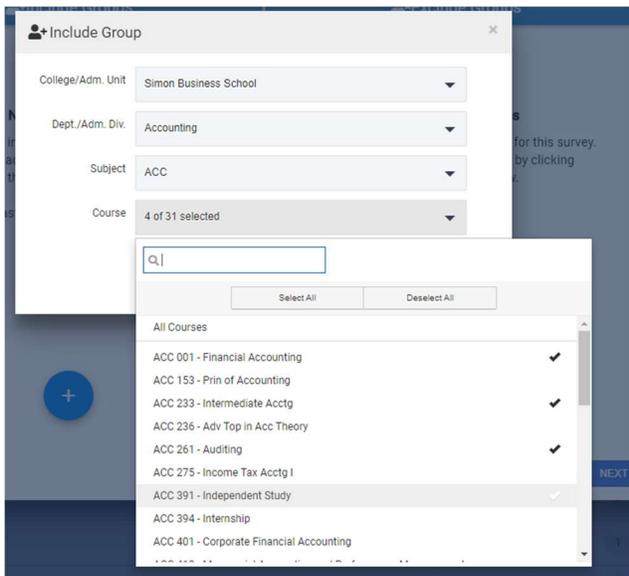
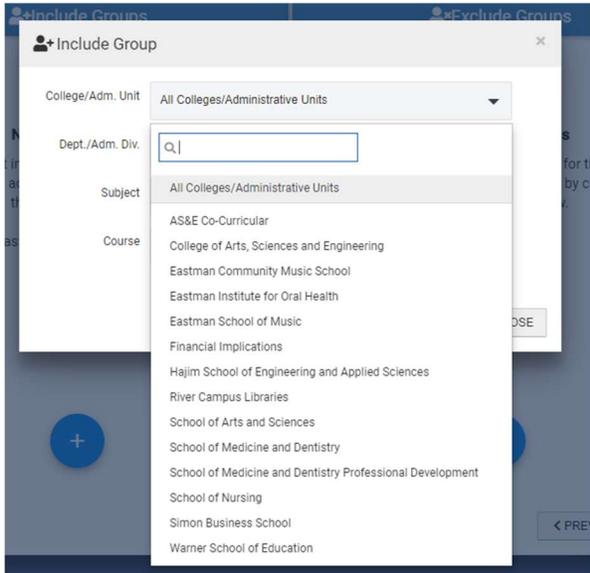
Click the Blue Button for **Add Survey Participants**



From the **Include Groups** area, click the blue plus sign.



Select the appropriate College, Department, Subject, and Courses to be associated with this survey schedule. The “include group” can have one to many courses selected.



When completed, click **+Add Group**.



**Note:** Continue to use the blue plus sign to add as many groups as needed to identify all courses that you want to run in this schedule.

When finished, click **Next**

## Step 4: Schedule

Set the appropriate term to begin running this schedule.

Schedule Survey

Survey Type Settings Participants **4** Schedule 5 Notify 6 Finish

Next, let's set the survey schedule.

Select a term to schedule surveys  
Spring Semester 2019

Run this Survey Schedule Every Term starting Spring Semester 2019

**End of Term Course Evaluation Schedule Settings**  
The survey schedule settings for End of Term Course Evaluations are automatically set and inherited from the Institution: University of Rochester. You may review these settings and customize them once the survey schedule has been created.

Cancel < Previous Next >

**Note:** If you want this same survey to run every term, using the same information, check the box associated with “Run this Schedule Every Term starting”. If you do this, every term this survey schedule will automatically be initiated. You can make changes to it before its activation date.

Click **Next**

## Step 5: Notify

Schedule Survey

Survey Type Settings Participants Schedule **5** Notify 6 Finish

Next, let's create notifications.

**End of Term Course Evaluation Notifications**  
The survey schedule notification settings for End of Term Course Evaluations are automatically set and inherited. You may review these notifications settings and customize them once the survey schedule has been created.

Cancel < Previous Next >

Click **Next**

## Step 6: Finish

Click **Save Survey Schedule**

Schedule Survey ×

Survey Type Settings Participants Schedule Notify **6** Finish



Great! You are ready to save your Survey Schedule.

- ✔ Student Course Evaluation
- ✔ Results will be Anonymous
- ✔ Included Groups Selected

**Save Survey Schedule**

Cancel < Previous Next >

### [Verify Your Survey Schedule](#)

Your survey is now scheduled, but not Published. You can still make changes to it. See the documentation on [Updating and Publishing your Survey Schedule](#). It will not run until it has been published.