

## AEFIS Reference: Creating an AEFIS Program Mapping

**Purpose:** To develop a program mapping that can be used for assessment collection and reporting.

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### Log into AEFIS

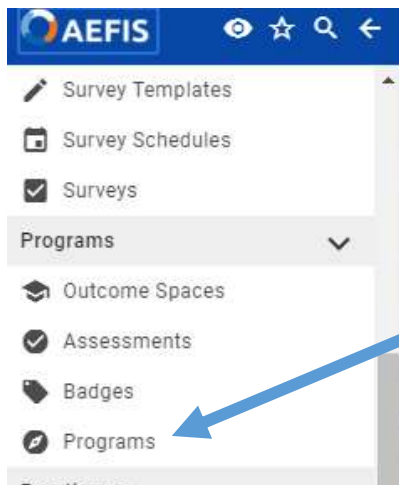
Log into AEFIS at <https://rochester.aefis.net>

### Navigate to Programs

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 **“Programs.”**



Click the “+ADD PROGRAM” button in the top right corner of the screen.



Provide some basic information about the program

A screenshot of a modal window titled '+ Add Program'. The form contains three main sections: 'Program Name' with a text input field containing the placeholder 'Enter program name'; 'College / Administrative Unit' and 'Department / Administrative Division' each with a dropdown menu showing 'Select a College / Administrative Unit' and 'Select a Department / Administrative Division' respectively; and 'Associated Degree(s)' with a dropdown menu showing 'Nothing selected'. At the bottom right of the modal are two buttons: a blue 'ADD PROGRAM' button and a grey 'CANCEL' button.

**Notes:**

- **Program Name** – This is required. Make sure to follow existing standards where name of the degree is first, followed by the type of degree in parentheses.  
Example: Public Health (MPH) and Chemical Engineering (BS).
- **Department/Administrative Division** – This is required. Make sure to choose the correct department (these come from the student system).
- **College/Administrative Unit** – This is required. Make sure that you choose the College and Department that this degree falls within, and choose the specific degree associated (these come from the student system).

When finished, click the “Add Program” button. You will be taken to the Home page for the new program.

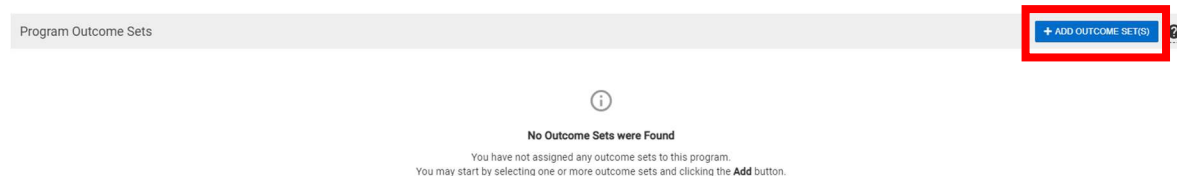
### Complete Details and Settings

Click on the “**Details**” menu item to review the information that was provided when the program was created. Items here can be changed if needed.

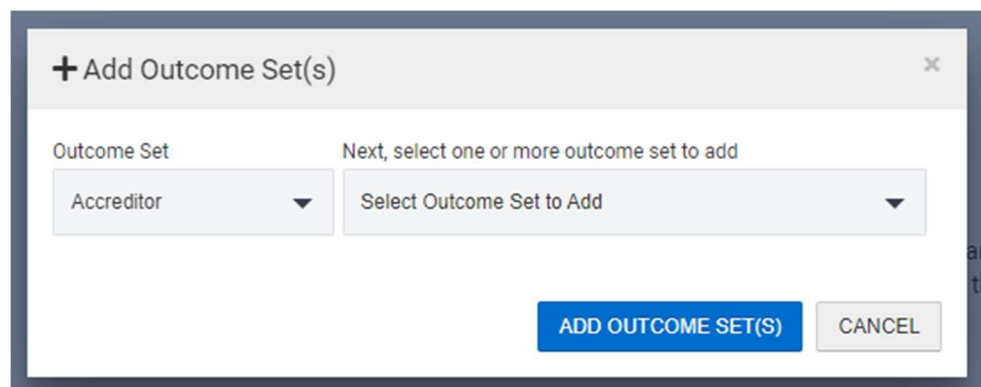
Click on the “**Settings**” menu item. A number of things must be completed here before you can continue with creating the mappings. Each item is reviewed in a separate document.

## Creating a Relationship to an Accreditor

If your program is associated with a national accreditor, you can associate the outcomes with the accreditor outcomes. Click on **“Outcome Sets”** and then choose the button **“+ADD OUTCOME SET(S)”**.



A list of outcomes set(s) available in the system will be provided. Choose **“Accreditor”** from the first drop down menu. And then pick the appropriate accreditor from the second. Click on the button **“ADD OUTCOME SET(S)”** to finish. If you do not see your accreditor here, [contact AEFIS Support](#).



To remove an Outcome Set, click on the trashcan icon.



## Define Student/Program Outcomes

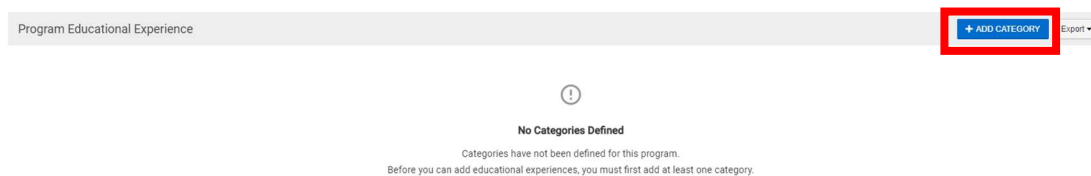
Click on **“Student Outcomes”** on the left hand menu. This is where you will define the student / program outcomes for this program. See separate document for full details on the options associated with defining student outcomes.

## Adding Courses

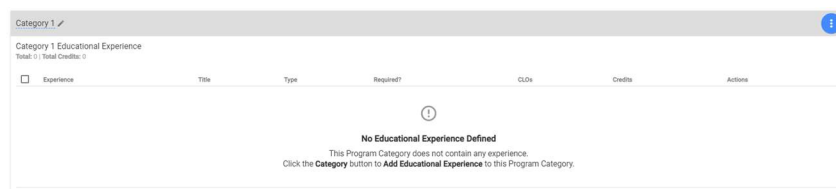
Click on **“Educational Experiences”** in the left-hand menu.

You must first add at least one **“Category”** for your program. If your program has a sequence, you can define these in the order that students take them. For example, you could have First Term, Second Term, etc. You could also have a program with just required courses and electives and in that case, your categories could be Required Courses and Elective Courses.

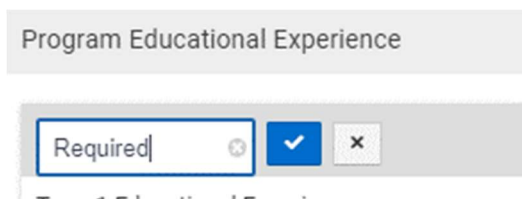
Click on the “+ADD CATEGORY” button.



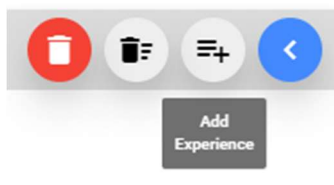
Edit the “Category 1” information by clicking the pencil



Name it based on your assessment needs and then click the blue checkmark to save the changes. Create as many categories as needed.

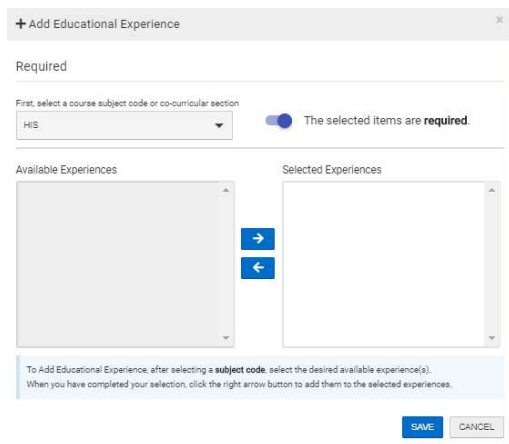


To add experiences, click on the blue circle and then select the “Add Experience” button from the options.

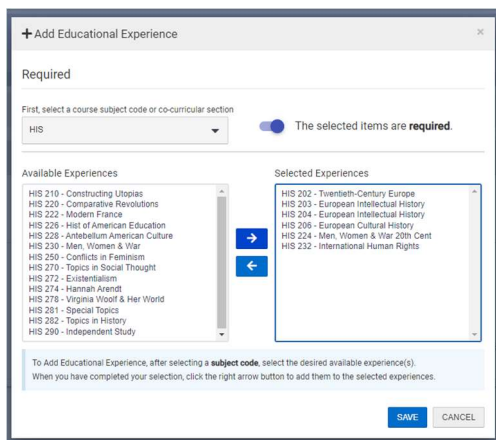
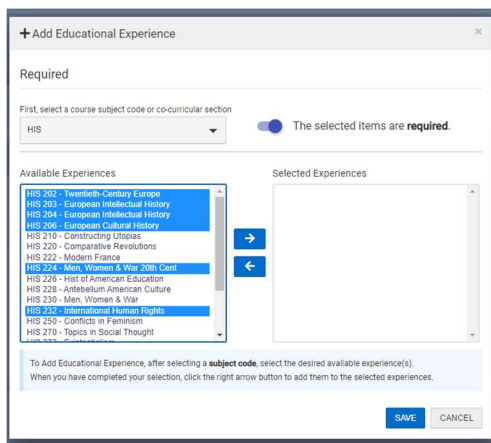


Now you must choose the courses.

Start by selecting the course/subject code. This will populate the Available Experiences area.



Select the courses from the list on the left. Holding the *shift* key will select everything between the first and last click. Holding the *control* key will select individual courses. Hit the RIGHT arrow to move your selections to the right.



Once satisfied, click **“SAVE.”**

The list of chosen courses will appear. Only courses in this list will be able to be mapped, so be sure to get all of the courses you wish to include in the groups of categories.

Required						
Required Educational Experience						
Total: 6   Total Credits: 24.00						
<input type="checkbox"/>	Experience	Title	Type	Required?	CLOs	Credits
<input type="checkbox"/>	HIS 202	Twentieth-Century Europe	Course		0	4
<input type="checkbox"/>	HIS 203	European Intellectual History	Course		0	4
<input type="checkbox"/>	HIS 204	European Intellectual History	Course		0	4
<input type="checkbox"/>	HIS 206	European Cultural History	Course		0	4
<input type="checkbox"/>	HIS 224	Men, Women & War 20th Cent	Course		0	4
<input type="checkbox"/>	HIS 232	International Human Rights	Course		0	4

## Mapping Courses to Outcomes

Click on **“Mapping by Course”** on the left hand menu.

Click on the **“Edit”** button

Curriculum Mapping by Course

Mapping Template Export

Program Mapping at a Glance

0%  
0 of 6 Mapped

PROGRAM COURSES  
6

CLOS  
0

TOTAL MAPPINGS  
0

All of the available outcomes will appear on the left. The list of courses will appear on the right. The developmental levels available will appear near the top.

OUTCOME SETS

Mapping By Course

Available Outcomes

DEVELOPMENTAL EXTENSION DEMONSTRATION

1 Oral Comm

1. Oral Communication

Students should acquire and demonstrate the essential skill of oral communication.

MSCHE

2 Written Comm

2. Written Communication

Students should acquire and demonstrate the essential skill of written communication.

MSCHE

Educational Experience

HIS 202

HIS 203

HIS 204

HIS 206

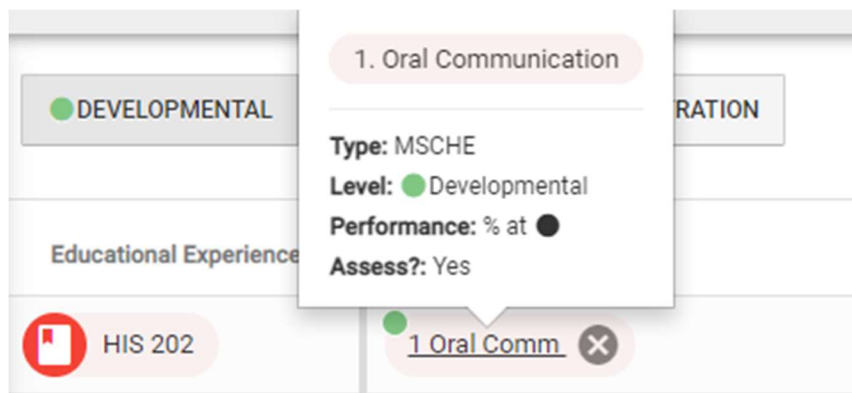
HIS 224

HIS 232

Mapped Outcomes

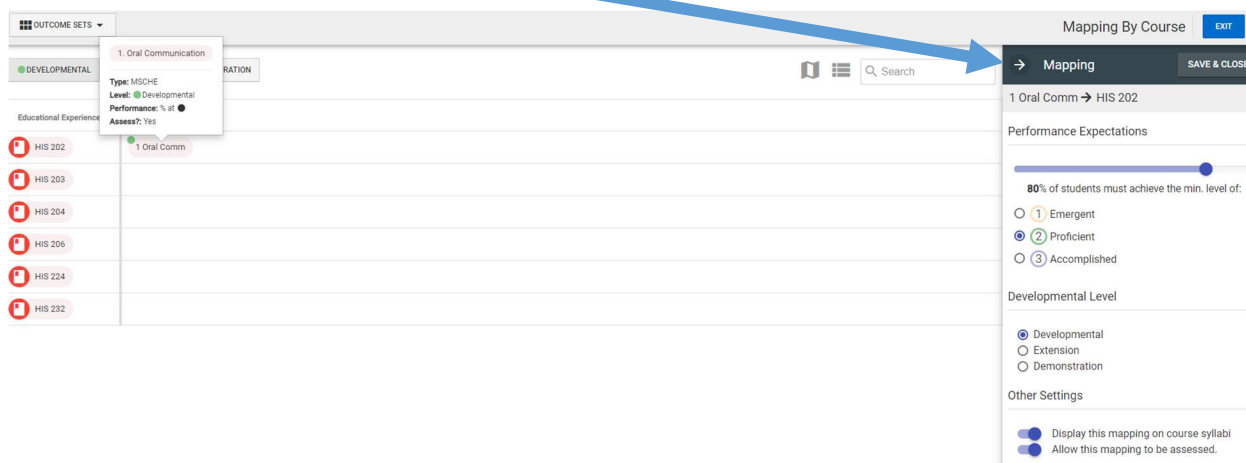
For each course, choose the appropriate developmental level by clicking on it. Then choose the outcome from the left, and drag it onto the course.

The outcome bubble will appear next to the course with the associated color coding. Below is an example where, “1 Oral Comm” is associated with HIS 202 at the Developmental level.

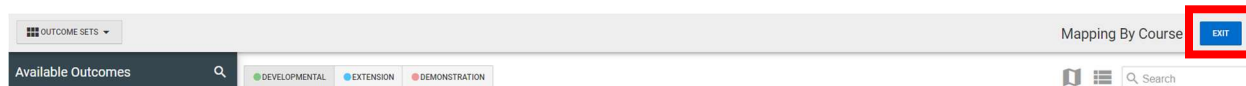


Create all of your mappings.

To adjust the performance expectations, developmental level, and other settings, click on the course and a window will open on the right.



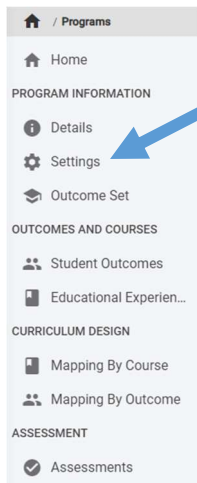
When finished, click on Exit.



**Note:** Only outcomes associated with a course will appear for instructors when mapping assignments.

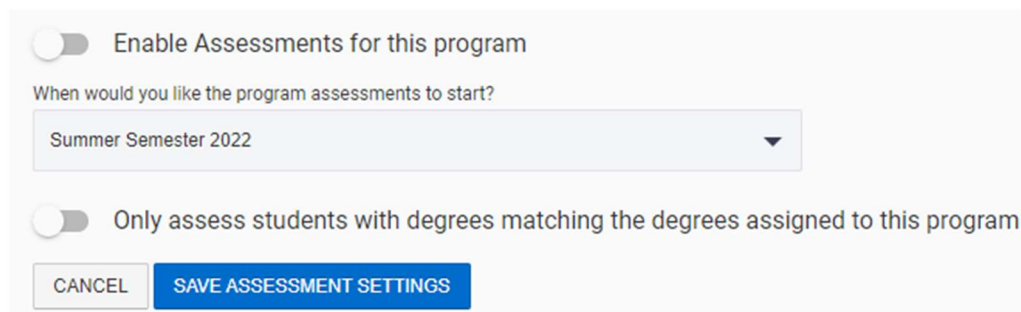
## Set up an Assessment Cycle

Click on “**Settings**” on the left-hand menu.

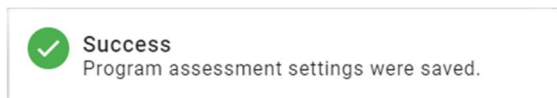


Scroll down until you see “Assessment Settings.” Select “**Enable Assessment for this program**” button and select when you would like the program assessment to start. Once satisfied click “**SAVE ASSESSMENT SETTINGS.**”

### Assessment Settings



If it worked you will see the “Success” notification (below) in the upper right-hand corner of the screen.



## Publish the Program

When you have finished mapping your program completely, you must publish it in order to allow for assessment collection.

Click on the “**Publish**” button to complete the process.

