

AEFIS Reference: Updating and Publishing Course Evaluations/Surveys

Purpose: To update already created survey schedules as well as publish them when satisfied.

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Log into AEFIS

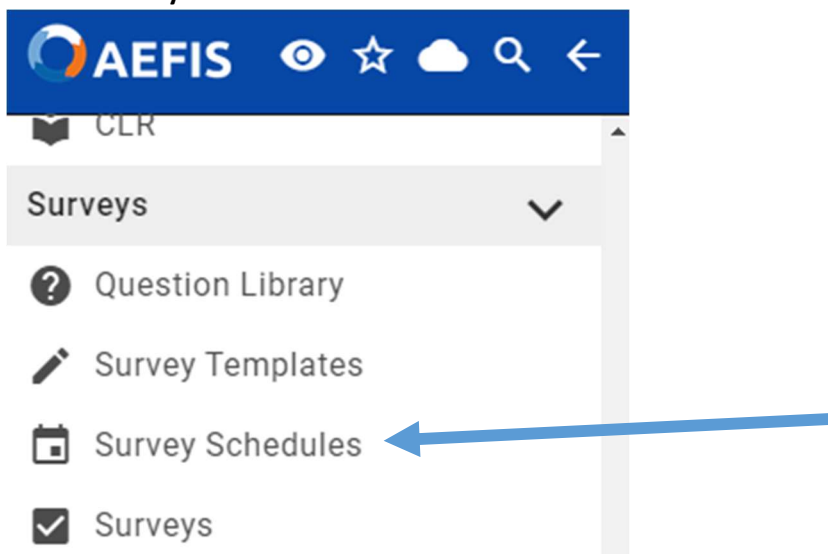
Log into AEFIS at <https://rochester.aefis.net>

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.



Choose your Schedule from the list and click Manage.

Available Survey Schedules | 2 records

+ Add a filter

Search

Draft

test

Owner

Survey Schedule

Anonymous

Every Term

Surveys

Pending

Running

Updated

Status

Actions

University of Rochester

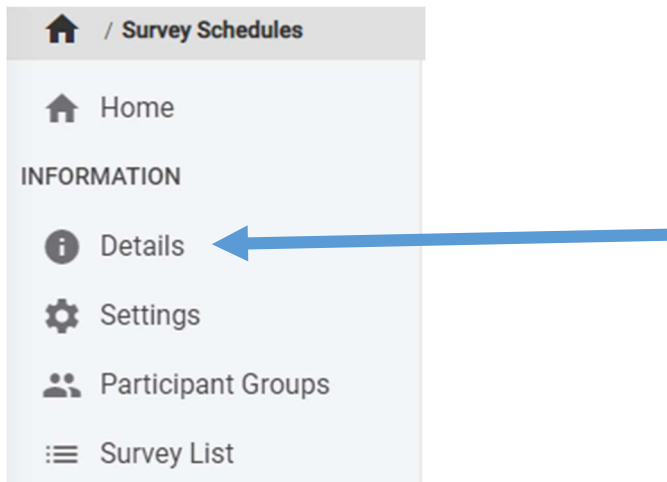
TEST

Type: Student Course Evaluation

</

Review and Update Details

Click **Details** from the left-hand menu.

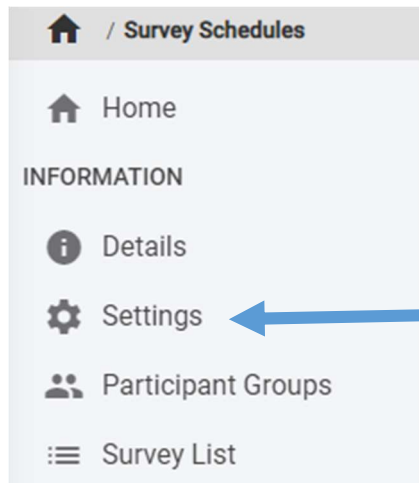


You can review the settings for the survey here, including updating the name and template used. Click “Save” if you make any changes.

Survey Schedule Details	
Survey Schedule Name	End of Term Course Evaluation
Survey Schedule Type	Student Course Evaluation
Survey Template	EIOH Course Evaluations
<input checked="" type="checkbox"/> Survey Results will be Anonymous	
<input checked="" type="checkbox"/> Exclude Co-Curricular Sections	
Cancel	Save

Review and Update Settings

Click **Settings** from the left-hand menu.



There are a number of important settings in this section.

Start Term and Evaluation Type: You can update the term in which to start this survey, and the time frame in which it is associated (beginning, middle, or end of term)

Term and Course Evaluation Type Settings

Select a Term
Spring Semester 2019

Course Evaluation Type
End of Term

☐ Run this Survey Schedule Every Term starting Spring Semester 2019

Survey Course Assignment Settings: Administrators decide if they want the course sections automatically assigned when the course evaluation is created or not.

By default, courses are not automatically assigned. Turn this on if you want all associated course sections to be assigned to this survey schedule when it is created.

Note: You can unassign individual course sections later.

Survey Course Assignment Settings



☐ All Course Sections are initially **Assigned** when a Course Evaluation Survey is created. ? ⚙️ 🔒

☒ Institution Value

Course Evaluation Widget Settings: Administrators can allow instructors to view a list of survey participants who have completed the survey, if it is in progress, or if the results are pending.

Leave this setting as **Do Not Allow**

Course Evaluation Widget Settings

Instructor can view a list of course evaluation participants whom have completed surveys when survey status is   

Ⓢ Default Value

Do not allow

CANCEL

SAVE

Course Evaluation Settings: Administrators can select who they want to receive the start notifications and results.

Note: If you want the instructor to receive these emails, make sure they are selected from the drop-down menu.

Course Evaluation Settings

End of Term Course Evaluation Settings

Send Survey Start Notifications To   

Ⓢ Default Value

Instructor

Send Results Available Notifications To   

Ⓢ Default Value

Teaching Assistant , Instructor , Course Section Director

CANCEL

SAVE

Survey Start & End Dates: The first set of date settings are the start and end date for the surveys. These must be generated off either the term end, last day of classes, or first/last day of exams. You can select anything from 7 weeks prior to 7 weeks after.


Click Save if you make changes to these settings.

Survey Start Date

Offset   

Ⓢ Default Value

-1

Days or Weeks   




Ⓢ Default Value

Week(s)

On Day of the Week   

Ⓢ Default Value

Actual Day

Milestone Event   

Ⓢ Default Value

Term End

CANCEL

SAVE

Survey End Date

Offset   

Ⓢ Default Value

+2

Days or Weeks   

Ⓢ Default Value

Week(s)

On Day of the Week   

Ⓢ Default Value

Actual Day

Milestone Event   

Ⓢ Default Value

Term End

CANCEL

SAVE

Survey Notifications: Click on the blue pencil on the right side of the screen to begin editing the Survey Start Notifications.

Survey Administrators:

The screenshot shows the 'Survey Start Notifications for Survey Administrators' configuration interface. At the top, there are four dropdown menus: 'Offset' (set to -1), 'Days or Weeks' (set to Week(s)), 'On Day of the Week' (set to Actual Day), and 'Milestone Event' (set to Survey Start). Below these is a preview of the notification email. The email subject is '{{Survey Name}} is Starting Soon!' and the body starts with 'Dear {{Administrator Contact Name}},' followed by '({{Survey Name}}) will begin on {{Survey Start Date}}...' and a 'Show More' link. The audience is set to 'Survey Administrators' with a 'Default Value' tag. A blue pencil icon is on the right. At the bottom are 'CANCEL' and 'SAVE' buttons.

Course Instructors

The screenshot shows the 'Survey Start Notifications for Course Instructor(s)' configuration interface. It has the same layout as the previous screen, with 'Offset' set to -3, 'Days or Weeks' set to Day(s), 'On Day of the Week' set to Actual Day, and 'Milestone Event' set to Survey Start. The email preview shows 'Dear {{Course Faculty Name}},' followed by '({{Survey Name}}) will begin on {{Survey Start Date}}...' and a 'Show More' link. The audience is set to 'Survey Course Section Instructor' with a 'Default Value' tag. A blue pencil icon is on the right. At the bottom are 'CANCEL' and 'SAVE' buttons.

The next set of notifications are for student recipients of the survey. The first is the initial notification, and the second is the email reminder.

Survey Invitation

The screenshot shows the 'Survey Invitation Notifications' configuration interface. It features a preview of an email with the subject '{{Survey Name}} is Available!' and the body 'Dear {{Participant Name}},' followed by '({{Survey Name}}) for {{Survey Term Name}} are now available...' and a 'Show More' link. The audience is set to 'Survey All Users' with a 'Default Value' tag. A blue pencil icon is on the right.

Survey Reminder Notifications

The screenshot shows the 'Survey Reminder Notifications' configuration interface. It features a preview of an email with the subject '{{Survey Name}} Reminder' and the body 'Dear {{Participant Name}},' followed by '({{Survey Name}}) for {{Survey Term Name}} are available until...' and a 'Show More' link. The audience is set to 'Survey Pending Users Reminder' with a 'Default Value' tag. There is also a 'Sent: Every 3 day(s)' field. A blue pencil icon is on the right.

Click "Save" when you are done editing **each** notification.

Survey Results Available: The final set of notifications is for the results, one message to the survey administrator, the other to faculty. Set the appropriate dates when you want faculty to be able to see the results of the evaluations, and modify the text accordingly.

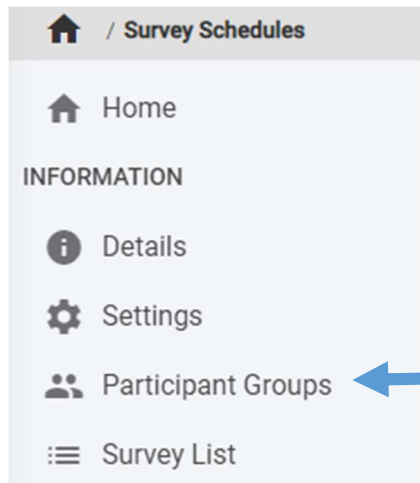
Click on the blue pencil on the right side of the screen to begin editing the Survey Results Notifications.

The screenshot shows the 'Survey Results Available' configuration page. At the top, there are four dropdown menus for scheduling: 'Offset' (set to +1), 'Days or Weeks' (set to Day(s)), 'On Day of the Week' (set to Actual Day), and 'Milestone Event' (set to Course Grades Due). Below these is a 'Notifications' section containing two notification templates. Each template has a blue pencil icon for editing. The first template is addressed to 'Dear {{Course Faculty Name}}' and the second to 'Dear {{Survey Administrator}}'. Both templates include a 'Show More' link. At the bottom of the page are 'CANCEL' and 'SAVE' buttons.

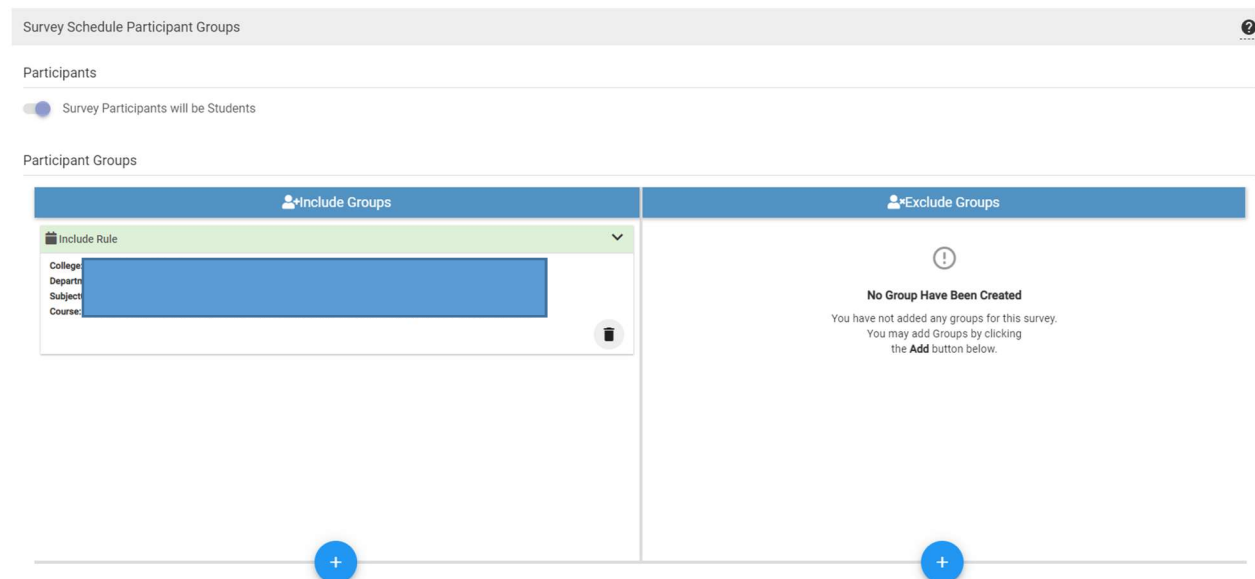
Click “Save” when you are done editing **each** notification.

Review and Update Participant Groups

Click **Participant Groups** from the left-hand menu.

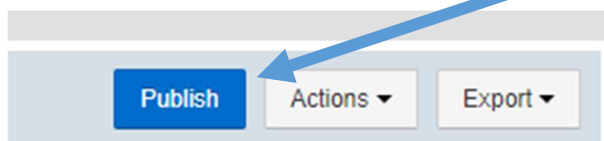


Review the list of courses that you have selected to be included in this schedule. Make updates as necessary.



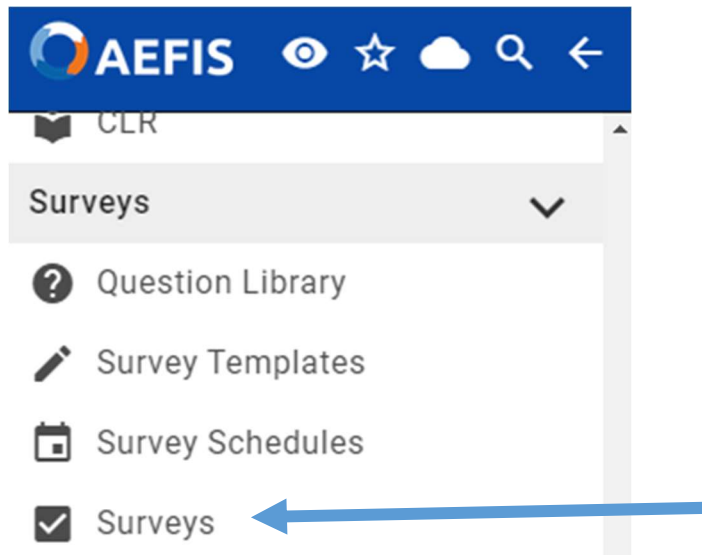
Publish your Survey Schedule

Once you have verified all of your settings, click the Publish button. This will initialize your Survey and move it into the list of Available Surveys.



Verify your Survey

Choose **Surveys** from the hamburger menu called **Surveys** on the left-hand menu.



To begin, surveys will be in Pending mode. You will be able to review the Start and End dates here and also verify the number of course sections associated with the survey. However, the number of participants is not gathered until the survey initializes and begins.

Other Status Options:

- Active: Survey is ready to run, but has not yet.
- In Progress: Survey is running
- Pending Results: Survey has run but the results are not yet available to faculty.
- Completed: Survey has run and results are available to faculty

Note: As long as a survey is in PENDING status, you can return to the Survey and make updates to the Settings and Assigned Courses. Click Manage for that survey and update as needed.