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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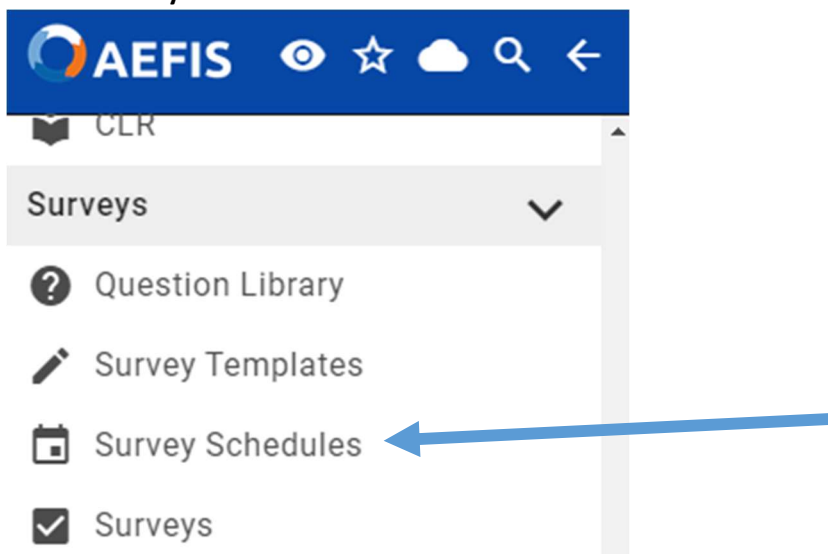- [Verify your Survey](#)

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.
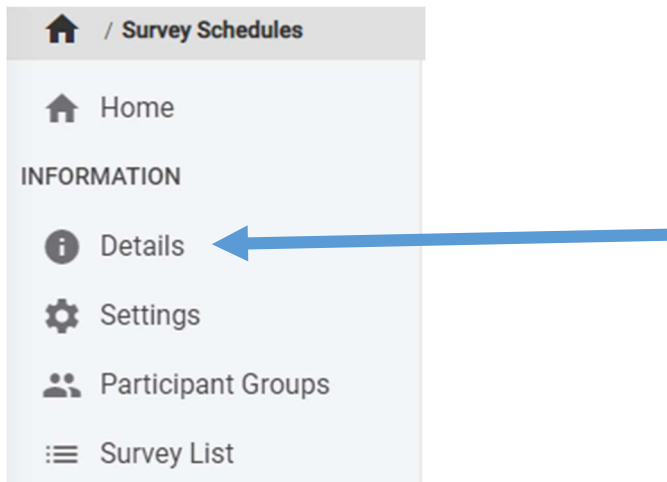

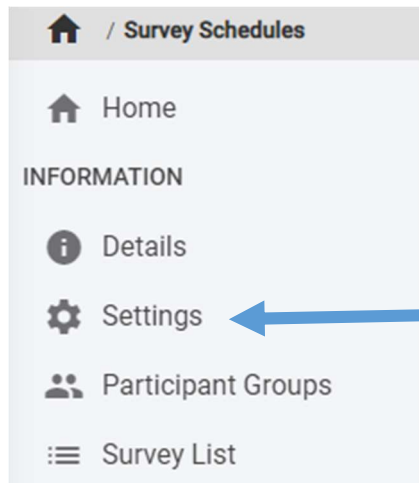## Review and Update Details

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.

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)

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.

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	Days or Weeks ❓⚙🔒 ◉ Default Value	On Day of the Week ❓⚙🔒 ◉ Default Value	Milestone Event ❓⚙🔒 ◉ Default Value
-1 ▼	Week(s) ▼	Actual Day ▼	Term End ▼

| CANCEL | **SAVE** |

📅 Survey End Date

Offset ❓⚙🔒 ◉ Default Value	Days or Weeks ❓⚙🔒 ◉ Default Value	On Day of the Week ❓⚙🔒 ◉ Default Value	Milestone Event ❓⚙🔒 ◉ Default Value
+2 ▼	Week(s) ▼	Actual Day ▼	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:

Course Instructors

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

Survey Reminder Notifications

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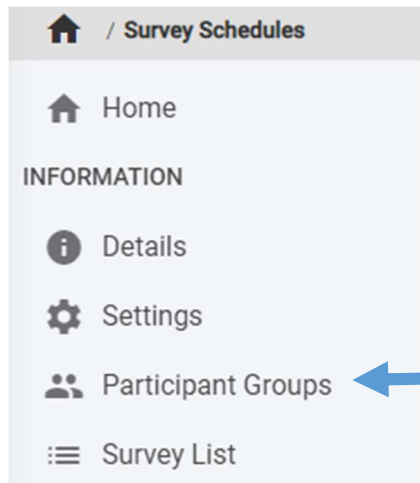
Click on the blue pencil on the right side of the screen to begin editing the Survey Results Notifications.
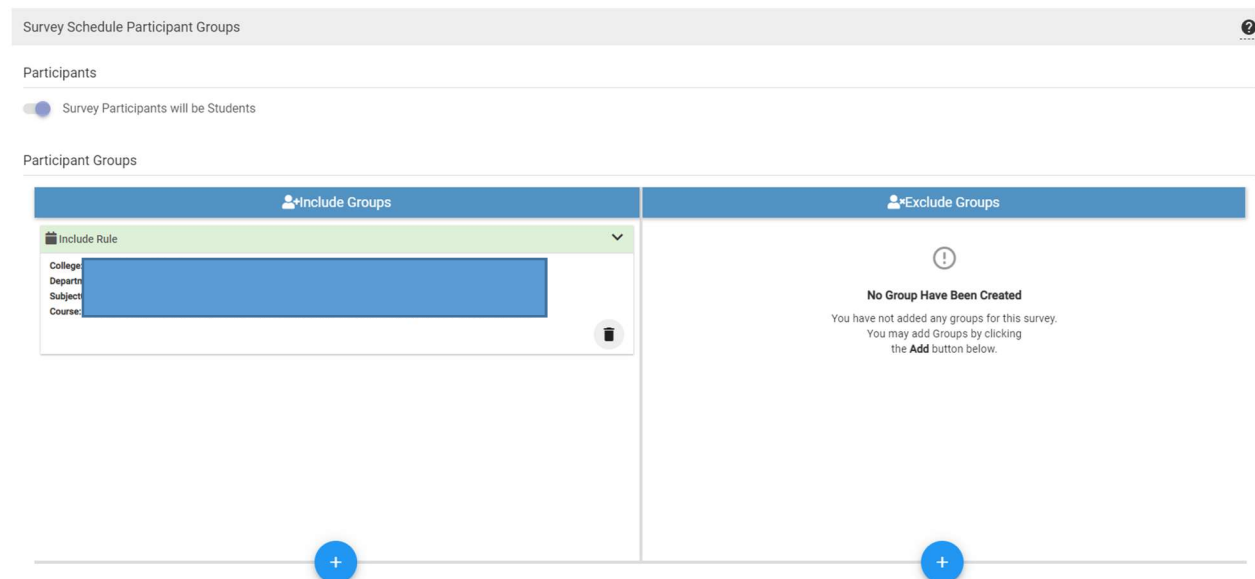

Click "Save" when you are done editing **each** notification.

Review and Update Participant Groups

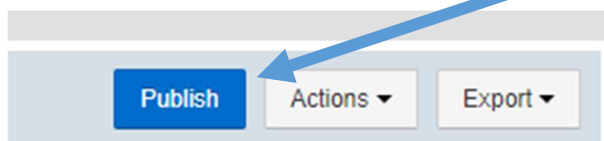Click **Participant Groups** from the left-hand menu.

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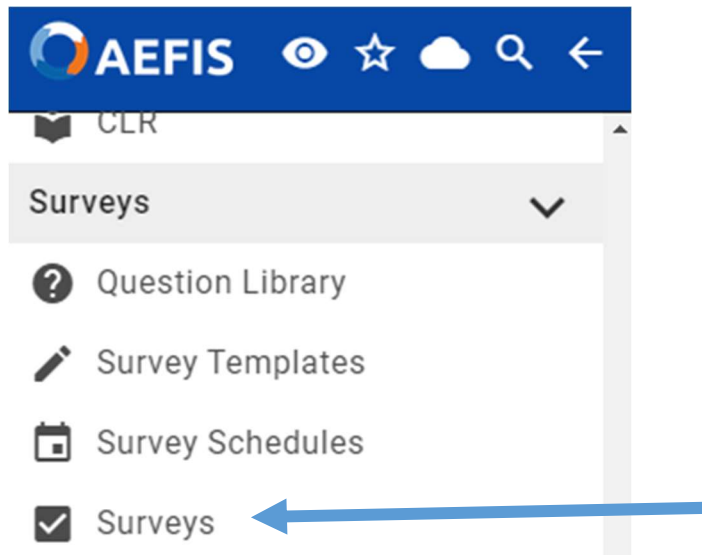

Publish your Survey Schedule

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.