

AEFIS Reference: Archiving Survey Schedules

Purpose: Instead of deleting a survey schedule, you can archive them to avoid loss of data. It does not impact any of the reporting or surveys housed in the schedule. You can still pull data for the survey schedule after archiving it. Archived schedules will not display by default in the Survey Schedule page.

Recommended: This task is recommended for completed survey schedules past one academic year.

Requirements:

- Instructor uses AEFIS
- Survey schedule must be complete

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Log into AEFIS

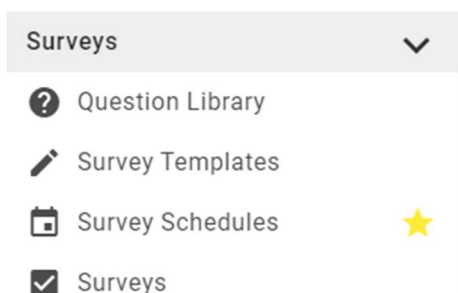
Log into AEFIS at <https://rochester.aefis.net>

Find the Survey Schedule You Want to Archive

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



Scroll down to the “Survey” section and click on “Survey Schedules.”



You should now see all survey schedules available to you based on your role.



Note: You can only archive survey schedules that have a “completed” status, not “in progress” or “draft.”

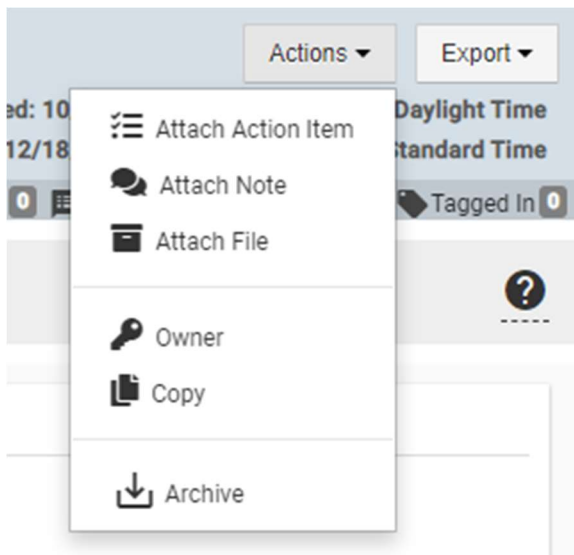


Archive the Survey Schedule

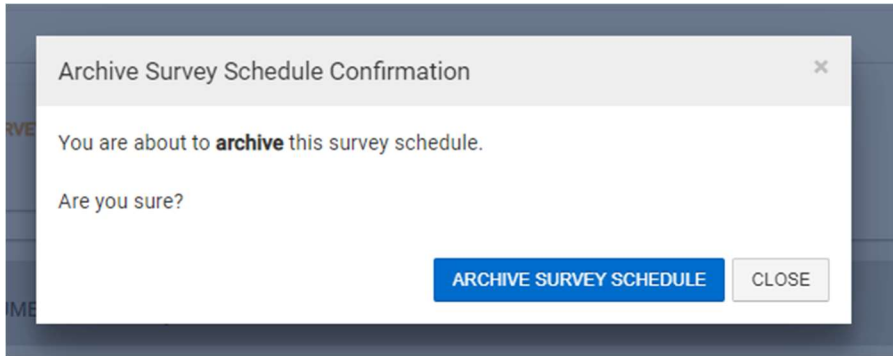
Click on the “Manage” button and find the “Actions” button in the upper right-hand corner next to the “export” button.



Click on the “Actions” button and then click “Archive.”

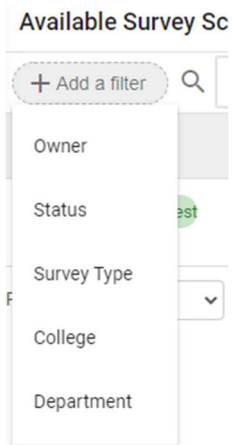


The system will ask if you are sure that you want to archive the completed survey schedule. If you are, click “Archive Survey Schedule.” If you are not, click “Close.”

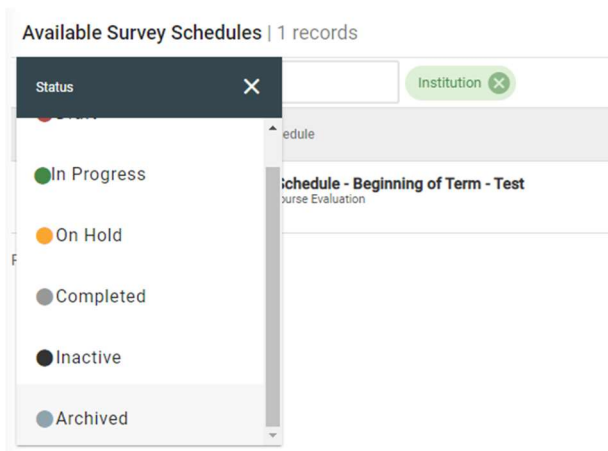


Finding Archived Survey Schedule

Click on the “Add a filter” button located to the left of the magnifying glass icon.



Click on “Status” and choose "Archived.”



Available Survey Schedules | 6 records + ADD SURVEY SCHEDULE

+ Add a filter Institution Archived test

Owner	Survey Schedule	Anonymous	Every Term	# Surveys	# Pending	# Running	Updated	Status	Actions
University of Rochester	test Type: Student Course Evaluation	✓	✓	0	0	0	2022-05-27	Archived	Manage
University of Rochester	Large Ensemble Test Survey Type: External Group Survey	✓	✓	0	0	0	2022-05-27	Archived	Manage
University of Rochester	Large Ensemble Test 2 Type: External Group Survey	✓	✓	0	0	0	2022-05-27	Archived	Manage
University of Rochester	Skip Logic Large Ensemble Test Survey Type: External Group Survey	✓	✓	0	0	0	2022-05-27	Archived	Manage
University of Rochester	Skip Logic Test Survey 2 Type: External Group Survey	✓	✓	1	0	0	2022-05-27	Archived	Manage
University of Rochester	test Type: Student Course Evaluation	✓	✓	0	0	0	2021-11-23	Archived	Manage

Note: The changes made to the survey settings on the hierarchical level do not change anything for archived schedules.

Beginning of Term Course Evaluation Settings

Send Survey Start Notifications To

Institution Value

Instructor , Course Section Director

Send Results Available Notifications To

Institution Value

Teaching Assistant , Instructor , Course Section Director

CANCEL SAVE

End of Term Course Evaluation Settings

Send Survey Start Notifications To

Default Value

Course Section Director

Send Results Available Notifications To

Default Value

Teaching Assistant , Instructor , Course Section Director