

## AEFIS Reference: Contribute to a Self Study

**Purpose:** To understand how to participate in a Self-Study

**Requirements:**

- Permission as Self Study Section Editor or Chair

**Content:**

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### Log into AEFIS

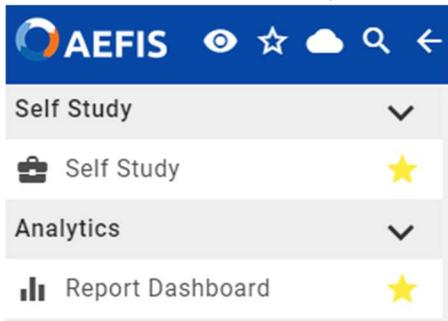
Log into AEFIS at <https://rochester.aefis.net>

### Find your Self Study

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 “Self Study” in the menu.

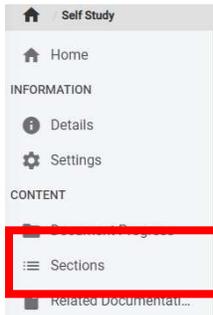


All studies that you have access to should be listed here. Choose your self-study and click the Manage button to the right.

Owner	Name	Academic Year	Accreditor	Moderator	Complete Date	Status	Actions
		2018			2023-11-15	In Progress	<a href="#">Manage</a>

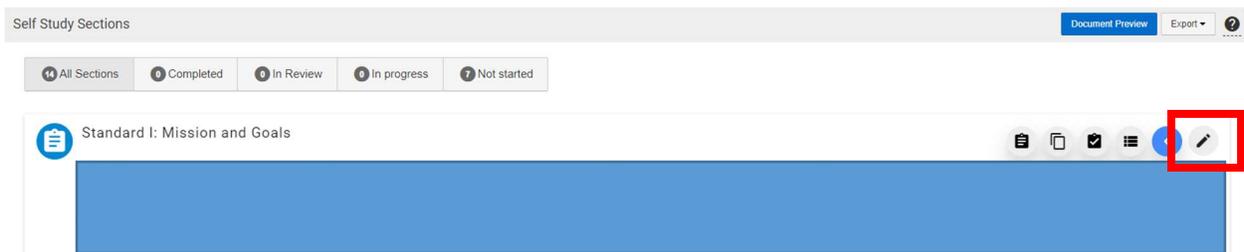
## Contributing to the Sections of a Self Study

Click on the **Sections** item in the left-hand menu.



All of the sections associated with your self-study have been created as individual sections that can be assigned and edited separately. You may have been given permissions to all or some of these sections.

To edit the text in any section, click the “pencil” icon. If you do not see a pencil, you do not have permission to edit.



A full text editor will appear here with the existing text entered.

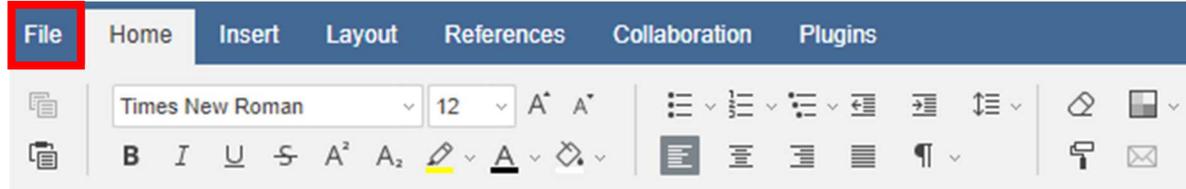


## Using the Editor

The sections of the editor tools are described below.

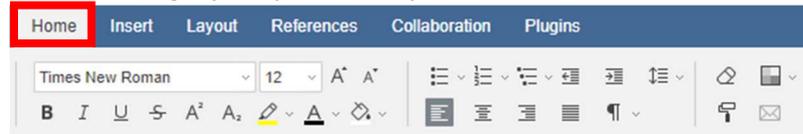
### Section: File

This section of the editor allows you to copy and paste.



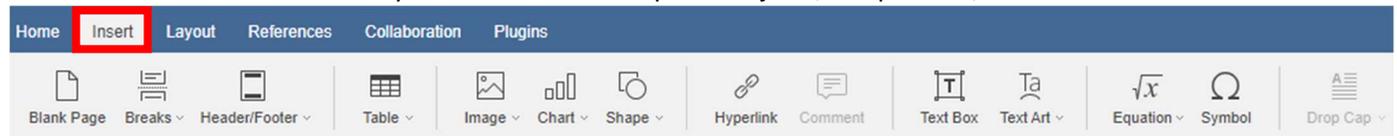
### Section: Home

This section of the editor allows you to set font type and size, as well as bold, italic, underline, strikethrough, highlight and/or color text. You can also create bulleted lists, numbered lists, and indent accordingly, as well as left, right justify or center your text.



### Section: Insert:

This section of the editor allows you to insert various special objects, like pictures, charts and tables.



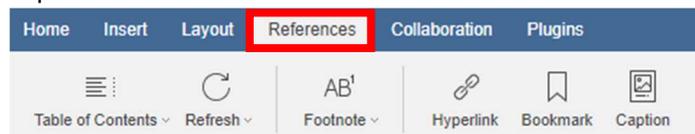
### Section: Layout

This section of the editor allows you to modify the margins, change the orientation or size of the document, add columns and breaks.



### Section: References

This section of the editor allows you to add a table of contents, footnotes, hyperlinks, bookmarks, and captions.



### Section: Collaboration

This section of the editor allows you to add and remove comments, track changes, as well as accept or reject them. There is also a way to view the previous versions of the document.



### Section: Plugins

This section of the editor allows you to work with other software such as YouTube and Zotero, as well as insert documents from the Evidence Bank.



### Section: Sidebar

The section on the left allows you to download (in various formats, i.e. PDF, TXT, Word), search and replace, comment, chat, and navigate (if headings are being used).



The section on the left allows you to save, print, undo, and redo.



**Note:** The editor allows multiple people to view and edit at the same time. While there is a download feature, it is not recommended that you download and edit the copy.

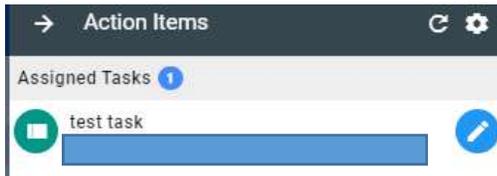
Choose the EXIT button to leave. This will automatically save any changes made.



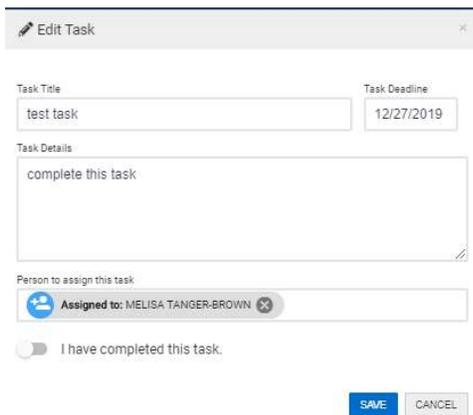
## Reviewing Actions

Tasks can be assigned to you as part of a self-study. Tasks will appear in your Action Items area shown when you log in.

To view the task, click on the pencil icon next to the task.



You should see the details associated. When you finish the task, click on the **I have completed this task** button and then click Save.

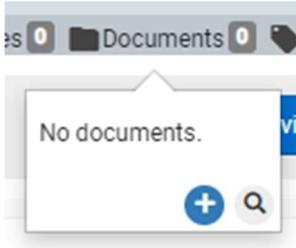
A screenshot of an 'Edit Task' form. The form has a title bar with a pencil icon and the text 'Edit Task' and a close button. It contains several input fields: 'Task Title' with the value 'test task', 'Task Deadline' with the value '12/27/2019', and 'Task Details' with the value 'complete this task'. Below these is a dropdown menu for 'Person to assign this task' with the selected value 'Assigned to: MELISA TANGER-BROWN'. At the bottom, there is a toggle switch labeled 'I have completed this task.' and two buttons: 'SAVE' and 'CANCEL'.

## Attaching Documents

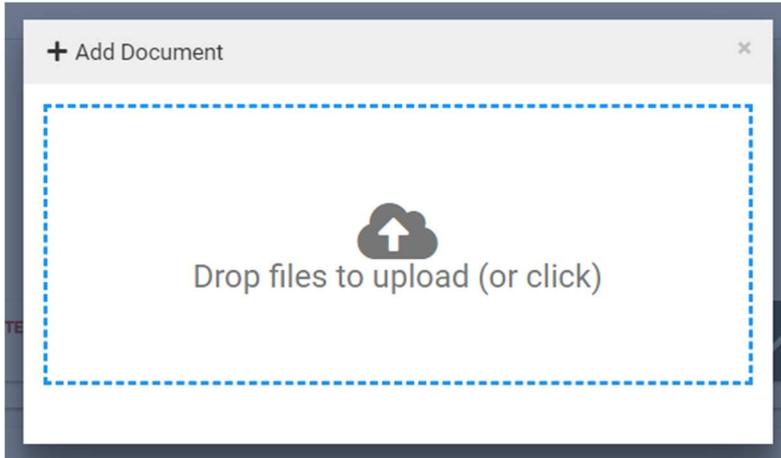
Documents that are not part of the public evidence bank can be added to your self-study.



Click on **Documents** in the menu and then click the + sign.

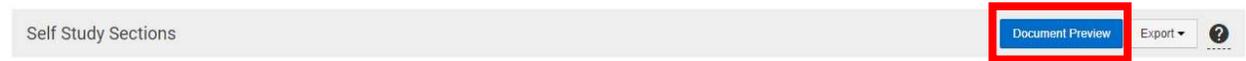


Drag your file into the dialog box, or click in the box to browse for the file.



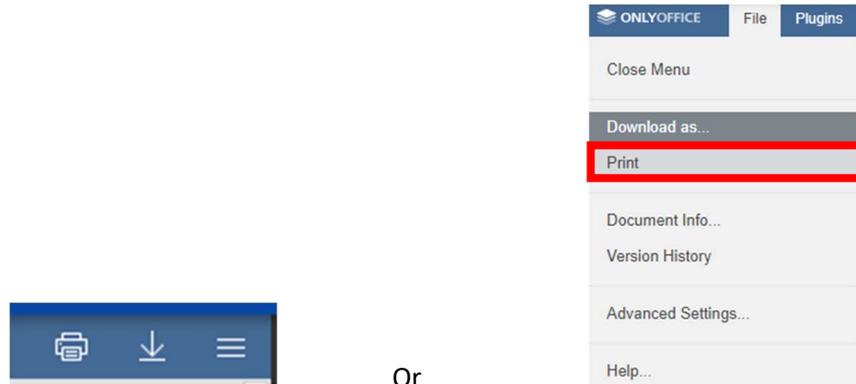
## Preview and Print/Download the Document

From the **Sections** area, click on the Document Preview button.



From here you can review the document in its entirety.

Click on the Printer icon, or “print” under the File tab, to print a copy of the entire document.



The arrow pointed down (next to the printer icon) or “Download as...” section will allow you to save a digital version of the document. The document can be saved as a Word (DOCX or DOTX), PDF (PDF/A), ODT, TXT, RTF, or HTML.



Click EXIT when finished.

