

AEFIS Reference: Edit your Syllabus

Purpose: To help instructors and administrators on using the syllabus feature in AEFIS.

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Log into AEFIS

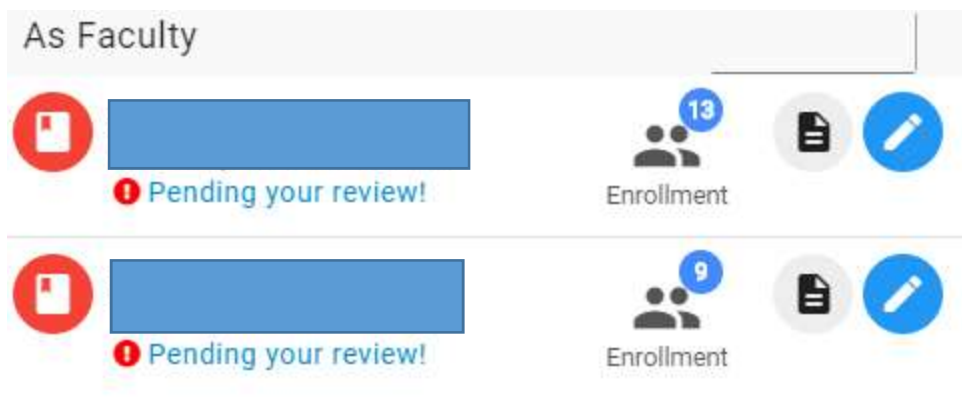
Log into AEFIS at <https://rochester.aefis.net>

Find your Course Section

On your dashboard page, find the My Course Sections & Syllabi module



The courses you are teaching will be listed here, by Semester.





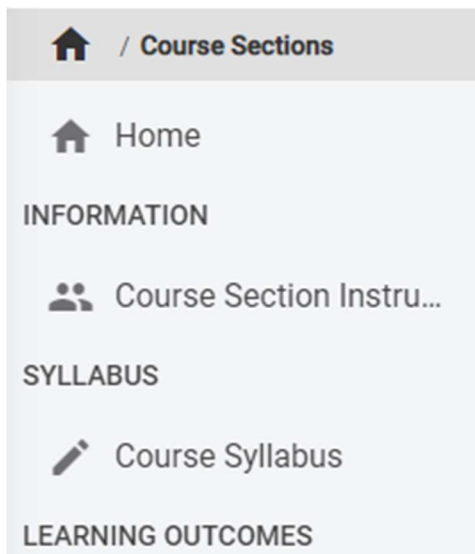
Click the grey paper document icon to preview your current syllabus



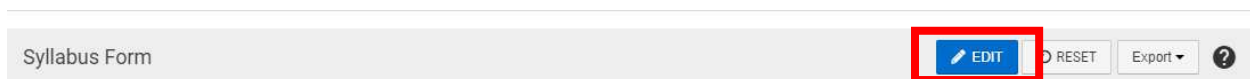
Click the blue pencil to go to the Course Section. This is where you can edit your syllabus.

Edit the Syllabus

Click **Course Syllabus** from the left-hand menu.



The current syllabus will appear on the screen.



Click the Edit button to edit the syllabus.

Review and Update Syllabus Items



Some items in the syllabus are fixed and cannot be edited. These are either coming from the information in the Student Information System, or set by your school administration. These items are indicated by a red lock.

Required

Some items in the syllabus are required and will be designated as such with a box on the right-hand side of the screen. You will be required to enter some text in this box in order to save.

Optional

Other items are optional and you do not need to enter text here. If you leave these sections blank, the headings will not appear to the view your students see.

University Recommended

Strongly suggests the field, but the syllabus may be published by faculty if not populated.

Review all of the text sections and boxes and determine which information from your syllabus goes into each area. Copy and paste from your Word document into the various sections as needed.

Save and Exit

When you are finished, you should click the Save & Exit button at the top of the screen.


 Edit



You can return to editing your syllabus anytime by repeating the steps listed here.

Publish your Course

When you are finished, if your course is not already published, you can click the Publish button at the top of the screen to make it available to students.



The screenshot shows a user interface for editing a syllabus. At the top, there is a blue header bar with a pencil icon and the text "Edit ". On the right side of this bar, there is a blue button labeled "Publish" which is highlighted with a red rectangular box. To the right of the "Publish" button are two dropdown menus labeled "Actions" and "Export". Below the header bar, there is a large blue rectangular area representing the syllabus content. On the left side, there is a yellow badge that says "Faculty Pending". Below this, there are input fields for "College:" and "Department:". On the right side, there is a "Term:" label followed by an input field. Below the "Term:" field, there is a label "Course Section Dire:" followed by an input field.