# AEFIS Reference: Creating an AEFIS Program Mapping

**Purpose**: To develop a program mapping that can be used for assessment collection and reporting.

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## Log into AEFIS

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

## Navigate to Programs

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 **"Programs."**

0	AEFIS 🛛 👁	<u></u> ት ୧ ↔	N N
1	Survey Templates		*
	Survey Schedules		
$\checkmark$	Surveys		
Pro	grams	~	
۲	Outcome Spaces		
Ø	Assessments		
٠	Badges		
Ø	Programs		

Click the "+ADD PROGRAM" button in the top right corner of the screen.

A Programs	
Available Programs   24 records	+ ADD PROGRAM
+ Add a filter Q Search	

#### Provide some basic information about the program

Enter program name	
College / Administrative Unit Select a College / Administrative Unit	Department / Administrative Division     Select a Department / Administrative Divisier
Nothing selected	•

Notes:

- Program Name This is required. Make sure to follow existing standards where name of the degree is first, followed by the type of degree in parentheses.
   Example: Public Health (MPH) and Chemical Engineering (BS).
- **Department/Administrative Division** This is required. Make sure to choose the correct department (these come from the student system).
- **College/Administrative Unit** This is required. Make sure that you choose the College and Department that this degree falls within, and choose the specific degree associated (these come from the student system).

When finished, click the **"Add Program"** button. You will be taken to the Home page for the new program.

## Complete Details and Settings

Click on the **"Details"** menu item to review the information that was provided when the program was created. Items here can be changed if needed.

Click on the **"Settings"** menu item. A number of things must be completed here before you can continue with creating the mappings. Each item is reviewed in a separate document.

## Creating a Relationship to an Accreditor

If your program is associated with a national accreditor, you can associate the outcomes with the accreditor outcomes. Click on "**Outcome Sets**" and then choose the button "+ADD OUTCOME SET(S)".

Program Outcome Sets	+ ADD OUTCOME SET(S)						
$(\mathbf{j})$							
No Outcome Sets were Found							
No Outcome Sets were Found You have not assigned any outcome sets to this program. You may start by selecting one or more outcome sets and clicking the <b>Add</b> button.							

A list of outcomes set(s) available in the system will be provided. Choose **"Accreditor"** from the first drop down menu. And then pick the appropriate accreditor from the second. Click on the button **"ADD OUTCOME SET(S)"** to finish. If you do not see your accreditor here, <u>contact AEFIS Support</u>.

+ Add Outcome Set(s)						
Outcome Set	Next, select one or more outcome set t	o add				
Accreditor   Select Outcome Set to Add						
	ADD OUTCOM	ME SET(S) CANCEL				

To remove an Outcome Set, click on the trashcan icon.

## Define Student/Program Outcomes

Click on "**Student Outcomes**" on the left hand menu. This is where you will define the student / program outcomes for this program. See separate document for full details on the options associated with defining student outcomes.

## Adding Courses

Click on "Educational Experiences" in the left-hand menu.

You must first add at least one "Category" for your program. If your program has a sequence, you can define these in the order that students take them. For example, you could have First Term, Second Term, etc. You could also have a program with just required courses and electives and in that case, your categories could be Required Courses and Elective Courses.

## Click on the "+ADD CATEGORY" button.

Program Educational Experience	+ ADD CATEGORY Export -						
0							
No Categories Defined							
Before you can add educational experiences, you must first add at least one category.							

Edit the "Category 1" information by clicking the pencil

Category 1 🖉								
Category 1 Educational Experience Total: 0   Total Credits: 0								
Experience	Title	Type	Required?	CLOs	Credits	Actions		
	0							
			No Educational Experien	ce Defined				
	This Program Category does not contain any experience. Click the <b>Category</b> button to <b>Add Educational Experience</b> to this Program Category.							

Name it based on your assessment needs and then click the blue checkmark to save the changes. Create as many categories as needed.

Ρ	rogram Educat	ional	l Expe	erience	
	Required	0	~	×	
Γ.	T 1 F.J				

To add experiences, click on the blue circle and then select the "Add Experience" button from the options.



Now you must choose the courses.

Start by selecting the course/subject code. This will populate the Available Experiences area.

rst, select a course subject o	code or co-curricular section		
HIS	•	The selected items are <b>required</b> .	
vailable Experiences		Selected Experiences	
	*		4
	-		

Select the courses from the list on the left. Holding the *shift key* will select everything between the first and last click. Holding the *control key* will select individual courses. Hit the RIGHT arrow to move your selections to the right.

irst, select a course subject code or co-curri	cular section			
HIS	•		The selected items are required	d.
vailable Experiences		Sele	ected Experiences	
1113 2022 Threadedh - Contray Furceo 1113 2031 - European Intelectual History 1113 2041 - European Intelectual History 1113 2041 - European Intelectual History 1113 2020 - Contrast Contrast History 1113 2020 - Contrast History 1113 2021 - Contrast Contrast 1113 2021 - History American Education 1113 2021 - History and Science History 1113 2021 - University and Science History 1113 2021 - Enforce and Science History 1113 2021 2021 2021 2021 2021 2021 2021		<b>→</b> ←		*
To Add Educational Experience, after select	ting a subject co	de, select ti	he desired available experience(s).	



Once satisfied, click "SAVE."

The list of chosen courses will appear. Only courses in this list will be able to be mapped, so be sure to get all of the courses you wish to include in the groups of categories.

Requi	red 🖍						
Requi Total: 6	red Educational	Experience					
	↓ Experience	Title	Туре	Required?	CLOs	Credits	Actions
	HIS 202	Twentieth-Century Europe	Course	0	0	4	🖋 Edit 🔻
	HIS 203	European Intellectual History	Course	0	0	4	🖋 Edit 🔻
	HIS 204	European Intellectual History	Course	0	0	4	🖋 Edit 🔻
	HIS 206	European Cultural History	Course	0	0	4	🖋 Edit 🔻
	HIS 224	Men, Women & War 20th Cent	Course	0	0	4	🖋 Edit 👻
	HIS 232	International Human Rights	Course	0	0	4	🖋 Edit 👻

## Mapping Courses to Outcomes

Click on "Mapping by Course" on the left hand menu.

## Click on the "Edit" button

Curriculum Mapping by Cours	e					J	Mapping Template 🕶	✓ EDIT	Export 🕶	0
Program Mapping at a Gland	e									
0% o of 6 Mapped	PROGRAM COURSES	CLOS O	Ø	TOTAL MAPPINGS						

All of the available outcomes will appear on the left. The list of courses will appear on the right. The developmental levels available will appear near the top.

UTCOME SETS 👻		Mapping By Course
Available Outcomes Q	DEVELOPMENTAL CEXTENSION CEMONSTRATION	🕽 🗮 🔍 Search
All Outcomes		
1 Oral Comm 1. Oral Communication Students should acquire and demonstrate the essential skill of oral communication. (1) MSCHE	Educational Experience Mapped Outcomes	
	C HIS 203	
	() HIS 204	
2 Written Comm 2. Written Communication Students should acquire and demonstrate the essential skill of written communication.	U HIS 206	
	U HIS 224	
	() HIS 232	
MSCHE		

For each course, choose the appropriate developmental level by clicking on it. Then choose the outcome from the left, and drag it onto the course.

The outcome bubble will appear next to the course with the associated color coding. Below is an example where, "1 Oral Comm" is associated with HIS 202 at the Developmental level.

	1. Oral Communication	
DEVELOPMENTAL	Type: MSCHE Level: Developmental	RATION
Educational Experience	Performance: % at  Assess?: Yes	
HIS 202	1 Oral Comm	

Create all of your mappings.

To adjust the performance expectations, developmental level, and other settings, click on the course and a window will open on the right.

III OUTCOME SETS -	Mapping By Course εατ
DEVELOPMENTAL     Text MODIF     RATION	Mapping SAVE & CLOSE
yper NoUnit Levet: ® Or Developmental Performance: % at ●	1 Oral Comm → HIS 202
Assess?: Yes	Performance Expectations
• ніз 203	90% of students must achieve the min level of
HIS 204	O (1) Emergent
1 HIS 206	(2) Proficient
HIS 224	O (3) Accomplished
HIS 232	Developmental Level
	Developmental     Extension     Demonstration
	Other Settings
	Display this mapping on course syllabl Allow this mapping to be assessed.
When finished, click on Exit.	
III OUTCOME SETS -	Mapping By Course
Available Outcomes Q @DEVELOPMENTAL @EXTENSION @DEMONSTRATION	🚺 📰 🔍 Search

Note: Only outcomes associated with a course will appear for instructors when mapping assignments.

## Set up an Assessment Cycle

Click on "Settings" on the left-hand menu.

A	/ Programs
<b>n</b>	Home
PROG	RAM INFORMATION
0	Details
\$	Settings
۲	Outcome Set
OUTC	OMES AND COURSES
	Student Outcomes
	Educational Experien
CURR	CULUM DESIGN
	Mapping By Course
-	Mapping By Outcome
ASSES	SSMENT
0	Assessments

Scroll down until you see "Assessment Settings." Select "Enable Assessment for this program" button and select when you would like the program assessment to start. Once satisfied click "SAVE ASSESSMENT SETTINGS."

#### Assessment Settings

🗩 En	able Assessmen	ts for this pro	gram		
When would y	ou like the program a	ssessments to sta	rt?		
Summer Se	mester 2022			-	
On CANCEL	ly assess studer	nts with degree	es matching th	ie degrees assi	gned to this program

If it worked you will see the "Success" notification (below) in the upper right-hand corner of the screen.



## Publish the Program

When you have finished mapping your program completely, you must publish it in order to allow for assessment collection.

Click on the "Publish" button to complete the process.

