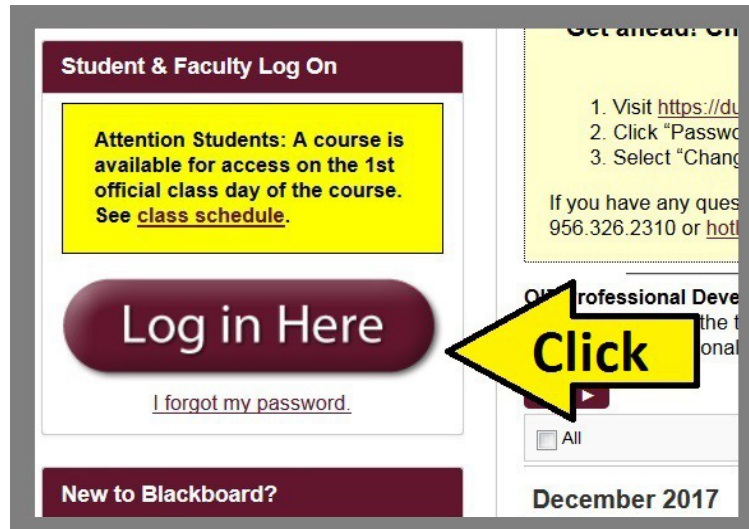


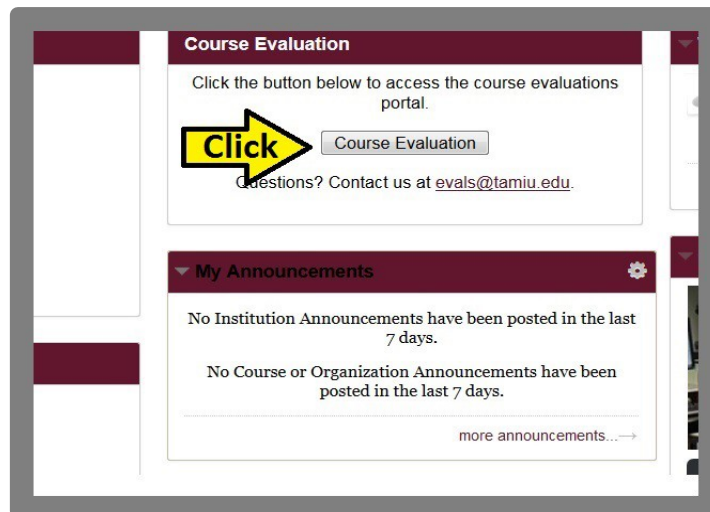
AEFIS Access Guide (Chairs)

The following instructions will guide you to access the course evaluation results:

You can login through [Blackboard](#)

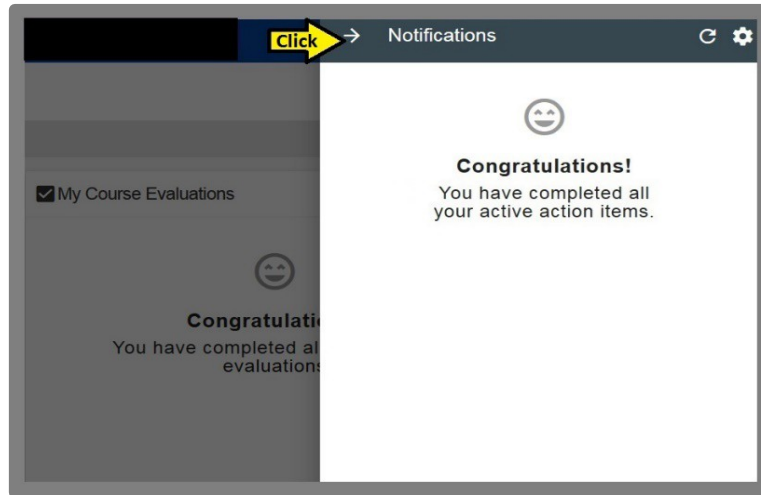


Click [Course Evaluation](#).

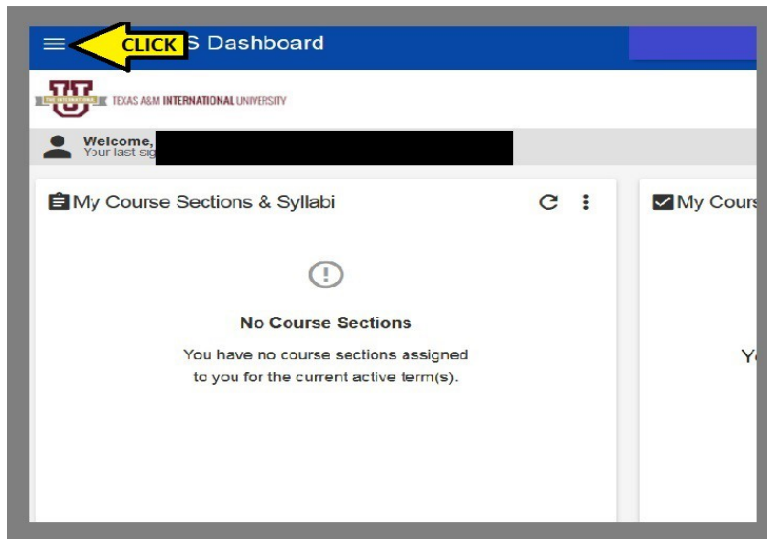


AEFIS Access Guide (Chairs)

Click the Arrow icon to close Notifications.

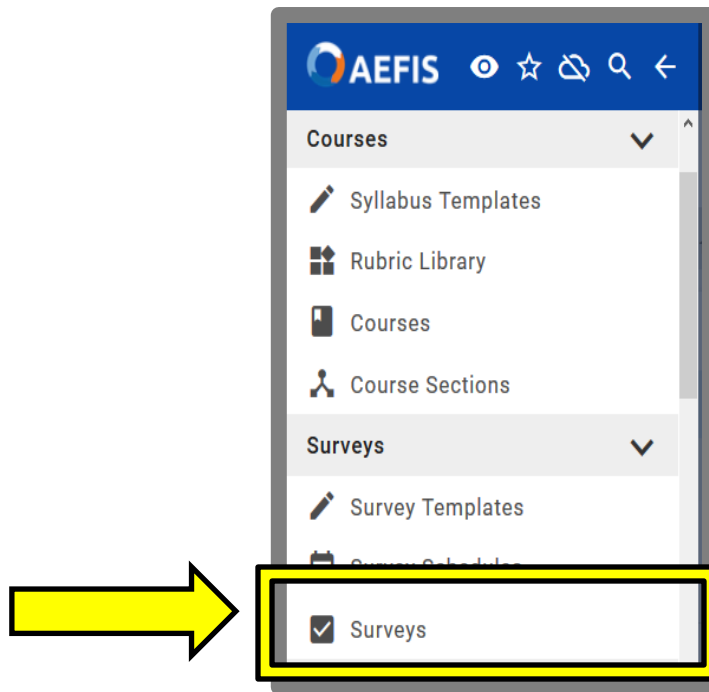


Click the Three-Line Menu icon.

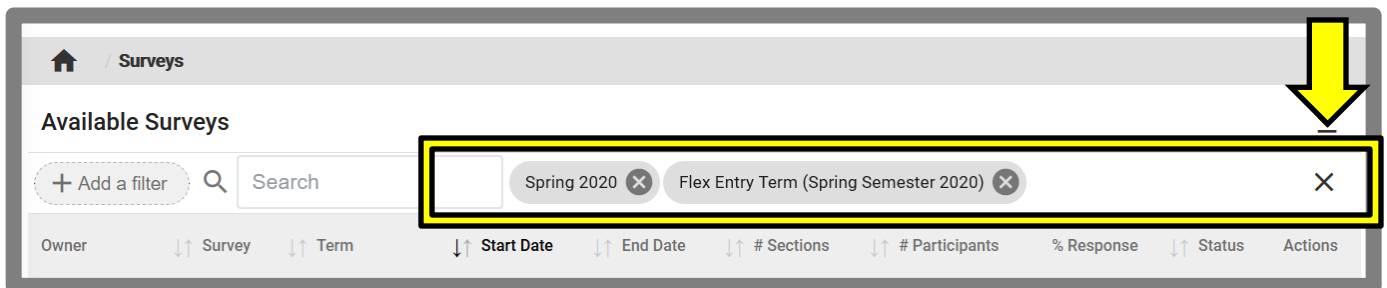


AEFIS Access Guide (Chairs)

Scroll down and click [Surveys](#).



Click on the ["X"](#) to [clear the filter](#).



AEFIS Access Guide (Chairs)

Look for the desired term and click view.

Available Surveys | 30 records

+ Add a filter Search

Owner	Survey	Term	Start Date	End Date	# Sections	# Participants	% Response	Status	Action
Texas A&M Intern...	Wintermester (Spring Semester 2020) Type: Student Course Evaluation Schedule: Wintermester (Spring Semester 2020)	Wintermester (Spring Semester 2020)	2020-01-13	2020-01-17	██████	██████	██████	Completed	View

On the left hand side, a drop down menu will appear. Click on Survey Results.

Surveys

- Home
- INFORMATION
 - Details
 - Settings
 - Email Queue Manager
- ASSIGNMENTS
 - Assigned Courses
 - Survey Participants
- SURVEY SCHEDULE
 - Associated Surveys
- RESULTS
 - Survey Results**

AEFIS Access Guide (Chairs)

Click the drop down arrow

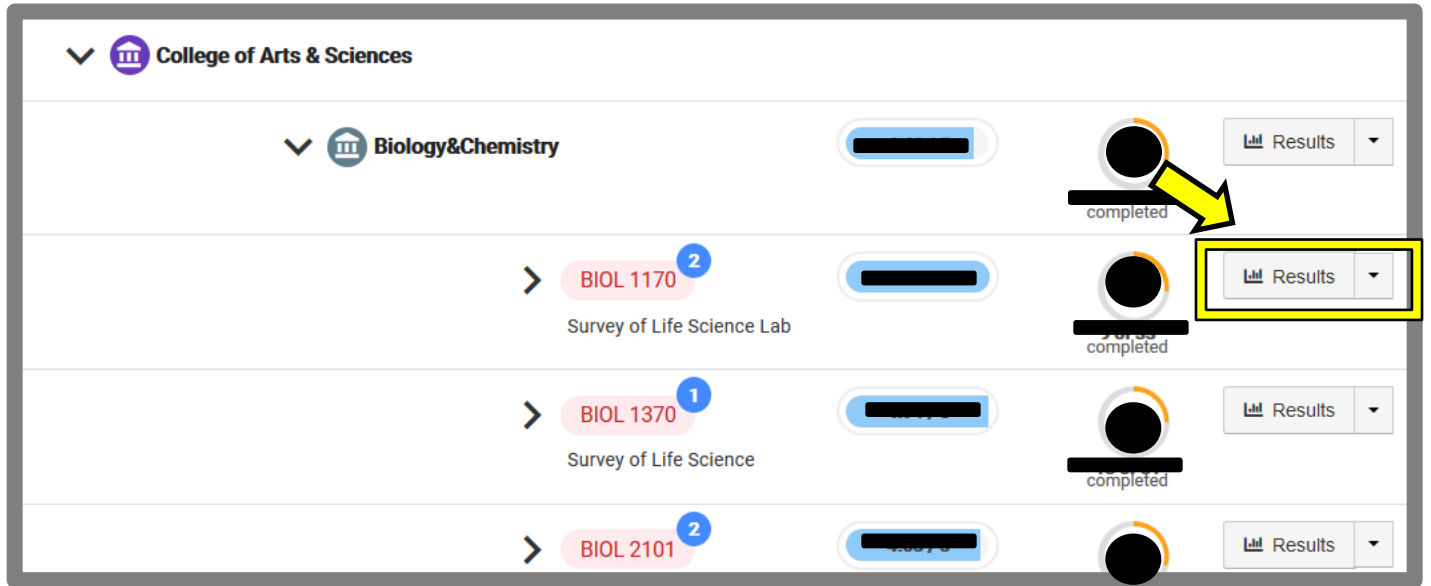
The screenshot shows the 'Survey Results' page in AEFIS. On the left is a sidebar with navigation options: 'Email Queue Manager', 'ASSIGNMENTS' (Assigned Courses, Survey Participants), 'SURVEY SCHEDULE' (Associated Surveys), and 'RESULTS' (Survey Results). The main content area is titled 'Survey Results by Institution' and includes a search bar. A table lists institutions, with 'Texas A&M International University' expanded to show 'College of Arts & Sciences'. A yellow box highlights a right-pointing arrow next to the college name, indicating where to click.

Click the drop down arrow to prompt each class

This screenshot shows a closer view of the 'College of Arts & Sciences' section. A yellow box highlights a right-pointing arrow next to a dropdown menu containing 'Biology&Chemistry'. To the right of this menu are progress bars and a 'Results' dropdown. Below, the 'BIOL 1170' class is visible with a '2' notification badge. A 'completed' status indicator is also present.

AEFIS Access Guide (Chairs)

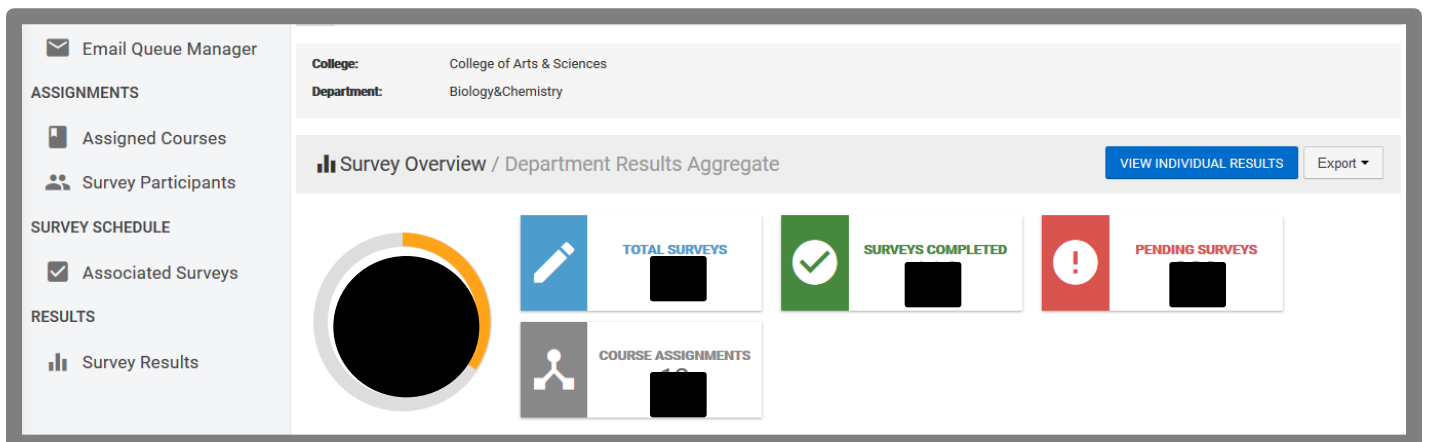
You will be prompt with a list of individual courses.
Click [Results](#) to view individual reports.



The screenshot shows the AEFIS interface for the College of Arts & Sciences, specifically the Biology&Chemistry department. A list of courses is displayed, each with a 'Results' button. A yellow arrow points to the 'Results' button for the BIOL 1170 course, which is also highlighted with a yellow box. The courses listed are:

- BIOL 1170 (2) Survey of Life Science Lab
- BIOL 1370 (1) Survey of Life Science
- BIOL 2101 (2)

Your [results page](#) will appear.



The screenshot shows the AEFIS results page for the College of Arts & Sciences, Biology&Chemistry department. The page displays a survey overview and course assignments. The survey overview includes a bar chart and a table with the following data:

Category	Value
TOTAL SURVEYS	2
SURVEYS COMPLETED	2
PENDING SURVEYS	0
COURSE ASSIGNMENTS	2

The page also features a sidebar with navigation options: Email Queue Manager, ASSIGNMENTS (Assigned Courses, Survey Participants), SURVEY SCHEDULE (Associated Surveys), and RESULTS (Survey Results). A 'VIEW INDIVIDUAL RESULTS' button and an 'Export' dropdown are visible at the top right of the main content area.

AEFIS Access Guide (Chairs)

If you need further information, click the [Question Mark](#) Icon to access other available guides in AEFIS.



If you have any questions, please contact Office of AVPAEP
at **326-2334**.