Is there a preferred browser for working in AEFIS?

Yes, Chrome. AEFIS works best and is designed to be used with Chrome.

Where do program outcomes come from?

Program outcomes are defined by the program. For SOE programs, program outcomes align with ABET outcomes. ABET 3.1-3.7 are Program Outcomes 1-7. In general, program outcomes are determined by the faculty of the program.

What is mandatory for us to do in AEFIS?

At this time, completing your syllabus in AEFIS and linking assessments from your course(s) to program outcomes (if your assignments/assessments from the course are used for ABET accreditation purposes) are the minimum mandatory requirements.

Why do we need AEFIS if we have the LMS?

AEFIS is not an assessment tool! It is a tool to facilitate many things, some of which are associated with the collection, organization and storage of assessment associated data.

As an example - every accredited degree program in the SoE has a mapping indicating which courses their program will regularly collect assessment data from for the purpose of assessment and evaluation of how well its students are realizing ABET criteria 3.1-3.7. This mapping is usually described in chapter 4 (Continuous Improvement) of the program's ABET Self-Study report. Most programs attempt to collect this assessment data from two to three required courses (but no more) for each the Criteria 3.1-3.7. This mapping clearing indicates which data is coming from which required course associated with a specific learning outcome (ABET criteria 3.1 – 3.7).

The nature of the assessment instrument used by the faculty members and the nature of the associated data for this assessment of criteria 3.1-3.7 is up to the instructors. It is in no way defined or restricted by AEFIS. The instructors are expected to develop and use whatever assessment instruments and rubrics they feel are best for this purpose given the nature of their course and the specific criteria being assessed.. AEFIS is just a tool for reminding the instructors of this duty, and archiving examples of the instruments used, examples of student work when appropriate or required (e.g. the academic year immediately before an ABET visit), and the instructors' evaluation. The intent with AEFIS is that now there is one place to collect, organize and archive this assessment data, and thereby eventually make everyone's tasks easier.

This mapping course to outcome/criteria mapping is hardwired into AEFIS so that it reminds the faculty of these specific courses that they are to be collecting appropriate assessment data in a particular term, what the associated learning outcome (criteria is), and provides a means for

organizing, documenting and archiving that assessment data for future more detailed consideration and analysis for both ABET and Middle States accreditation purposes.

My courses are not used for ABET accreditation. Can I use AEFIS for my own course assessment purposes?

Yes!

My course has multiple sections and has a course coordinator. Who is responsible for dealing with assessment linking for ABET evidence?

Your course coordinator will be responsible for linking relevant assessment evidence for program outcomes.

I teach two sections of the same course. Can I aggregate the assessment data?

Currently in AEFIS, there is no way for faculty who teach the same course in two sections to aggregate assessment results into a single assessment. However, if the course is merged in Blackboard (a process for which you must submit an IT ticket) it will show in AEFIS as a single course, in a Parent-Child hierarchy.

Can I "pass on" my linked assignments/assessments from semester to semester and year to year within the same course?

Yes, linked assignments/assessment stay with the course from semester to semester as long as the name of the assignment/assessment doesn't change. The items of the assignment/assessment can be changed, but if the name of the assignment/assessment is changed, it would need to be linked anew.

How do I link one question from an LMS quiz to a Program Outcome in AEFIS?

The easiest way to accomplish this is to create an assignment not managed in AEFIS and import the single item in the AEFIS template. For additional thoughts on this, contact the Student Learning Assessment Specialist (Amy Svirsky svirsa2@rpi.edu).

Why are my grades "pending"?

Pending grades mean that the assignment is still editable and/or the excel template you've uploaded can be overwritten to alter the assignment. Also, the assignment will close when the assessment closes.

Why does my assessment say "in progress" even though it is from a previous semester?
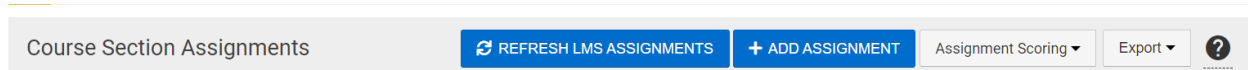
This is expected behavior. Although these Blackboard assignments are from last semester, they will still show *In Progress* until the assignment End Date.

In this case, they will show *In Progress* until the related Assessment is completed.

If possible, select an assignment end date for these assignments from last semester on the Blackboard side. It will then be updated on the AEFIS side when the assessment is imported.
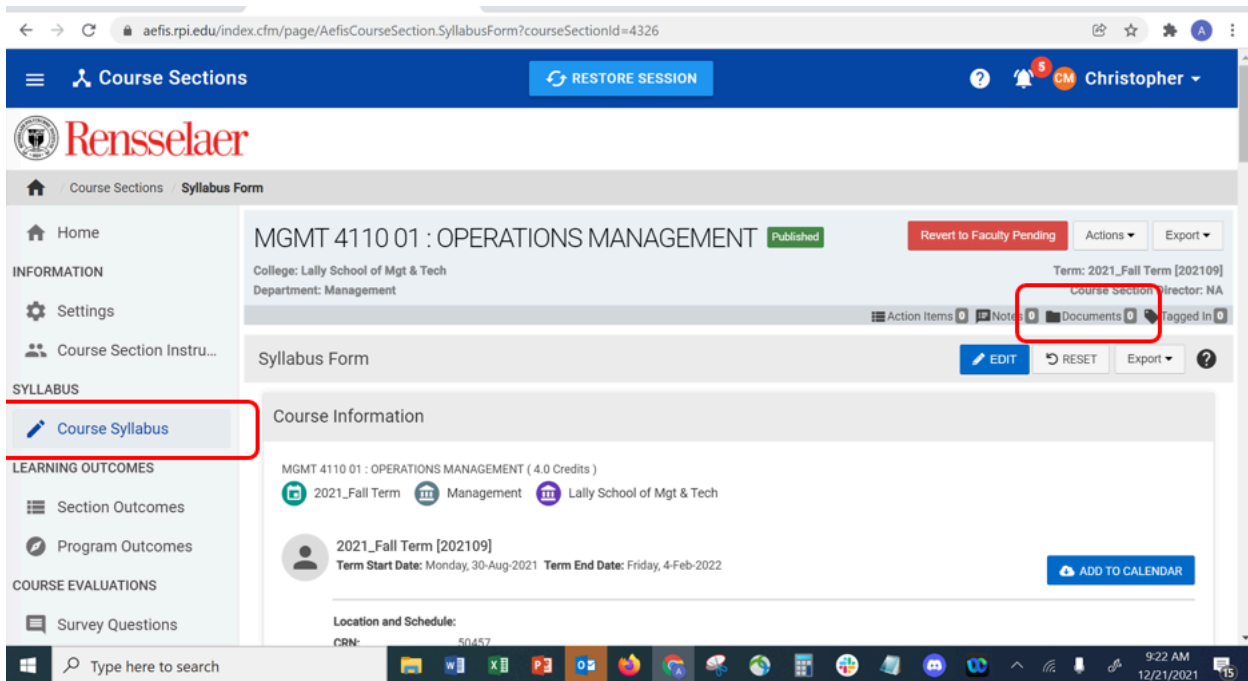
Why aren't my courses showing up? For example,the following scenario came from a faculty member: Looking into my Fall section of my course, I was able to get to the course and noticed that it was not linked to my LMS scores. When I go into LMS for the course it shows the quizzes and scores. But it isn't connected to AEFIS.

If you are not seeing your assignments, try hitting the blue Refresh LMS button when you are in the assignment screen. That should update any LMS assignments in AEFIS.

Is there also a place where we can just upload a document?

Yes, in the course syllabus section. When you click on "Documents" (see below), youtube able to add a document, or view a document that is already there.

How are student artifacts imported/saved in AEFIS?

There are two methods in which AEFIS collects student assignment artifacts and stores them.

1.   Blackboard assignments that are linked to AEFIS Outcomes. Blackboard assignments that are linked to AEFIS Outcomes. If a Blackboard assignment final score is linked directly to an AEFIS outcome, or if a Blackboard assignment is converted into an AEFIS managed

assignment and linked to an AEFIS outcome, AEFIS will automatically import the student work associated with that assignment from Blackboard and save it.

2.   AEFIS Assignments. If an AEFIS Assignment of the "Student Submission in AEFIS" type is created, students will submit work directly through the AEFIS Course Section they are enrolled in. AEFIS will save the artifacts submitted by the students.

How do you import student scores using the excel template?

[Import Scoring Template for AEFIS Assignment](#)

1.   **Part One: Create "Not Managed in AEFIS" Assignment**

2.   **Part Two: Importing Scores for an Assignment not Managed in AEFIS using the Excel Scoring Template**

[How do you link assignments to program outcomes in AEFIS?](#)

How to [Link Assignments in AEFIS?](#)

[How to create a rubric in AEFIS?](#) T

[How to Grade Assignments Managed in AEFIS?](#)

How do I add AEFIS as a tool in Blackboard?

In the LMS, go to tools. Then go to more tools…Add AEFIS. You can then navigate as if you are in the AEFIS tool for Outcomes Assessment and Assignment <mark>Linking. [Maureen: link recording here please]</mark>

Is there an automatic import for GradeScope?

GradeScope is integrated with Blackboard. As such, if you have your GradeScope grades in Blackboard, they will automatically populate in AEFIS. If you do not use Blackboard, to import your GradeScope grades, you would export it to excel and then follow the instructions for creating an"assignment not managed in AEFIS":

·   Step 1: Add assignment by clicking on the blue "+ Add Assignment" button

·   Step 2: Once the assignment wizard opens, select the 3rd choice in the Assignment Type drop down menu, "Assignment not managed in AEFIS". Complete the wizard, giving the assignment a name, description, etc.

·   Step 3: Click on the Assignment Scoring link (next to the blue "+ Add Assignment" button) and select "Download scoring template." It will ask for which assignment do you want to create a scoring template. Use the name of the assignment you just created.

· Step 4: Once it downloads, add the relevant scores that you want to import for the assignment and save the template.

· Step 5: Return to AEFIS and import the scoring template. It should now be listed among your assignments.

Student Artifacts in course sections - who can see the Artifacts?

All Instructors assigned to the course section, and assigned as an assessor in the student enrollment page can see all student artifacts if any are imported into AEFIS from Blackboard, or submitted directly to AEFIS by the student. If there is a case where only certain instructors should be able to see specific student assignment data/artifacts that can be managed on the student enrollment page in that course section.

If any of those instructors are "unchecked" then they will not be able to view that student's artifacts or score them in AEFIS.

Non-faculty roles that can view student artifacts in course sections owned by their College/Department/Course:

College Admin

Department Admin

Course Coordinator