

# Using AEFIS for Converting an Assignment

Texas A&M International University  
Office of Institutional Assessment,  
Research & Planning



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# Logging into AEFIS

- Website:  
Tamiu.aefis.net
- Make sure and have  
Duo Connect to login.

**Dconnect**  
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NetID

Password

Remember me on this computer

**SIGN IN**

[Forgot Password?](#)

[Create Account](#)

Questions or Concerns? Please contact the OIT Helpdesk at 956.326.2310, [hotline@tamiu.edu](mailto:hotline@tamiu.edu), or [chat](#).

GO BEYOND>



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# AEFIS Homepage

The screenshot displays the AEFIS Dashboard interface. At the top, the navigation bar includes a home icon, the text 'AEFIS Dashboard', and a 'RESTORE SESSION' button. Below the navigation bar, the user's name 'Welcome, Brenda!' and their last sign-in time are shown. The main content area is divided into several sections:

- My Course Sections & Syllabi:** A list of course sections for Fall 2020 [202110]. The 'As Instructor' section lists four courses: ENGL 1301 101 (English Composition I, Instructor: Brenda Escu..., Enrollment: 30), ENGL 1301 102 (English Composition I, Instructor: Brenda Escu..., Enrollment: 28), ENGL 1301 103 (English Composition I, Instructor: Brenda Escu..., Enrollment: 28), and ENGL 1301 111 (English Composition I, Instructor: Brenda Escu..., Enrollment: 29). Each course entry includes an enrollment icon and a 'VIEW ALL' button.
- Course Catalog:** A section showing a 100% completion rate for 2731 of 2731 courses published. It includes a legend: 2731 Published Courses (green dot), 0 Draft Courses (red dot), and 0 In Revision Courses (blue dot). A message states 'All courses in the catalog are Published.' Below this, there is a 'My Course Evaluations' section with a checked checkbox and a 'Congratulations!' message with a smiley face icon.
- Action Items:** A sidebar on the right titled 'Action Items' with a refresh and settings icon. It shows 'Program Assessments' with a count of 5. Three items are listed: ENGL 1301-101 English Composition I (Assessment for Core Curriculum Fall 2020), ENGL 1301-102 English Composition I (Assessment for Core Curriculum Fall 2020), and ENGL 1301-103 English Composition I (Assessment for Core Curriculum Fall 2020). Each item has a green checkmark and a blue three-dot menu icon. A 'VIEW ALL ACTION ITEMS' button is located at the bottom of the list.

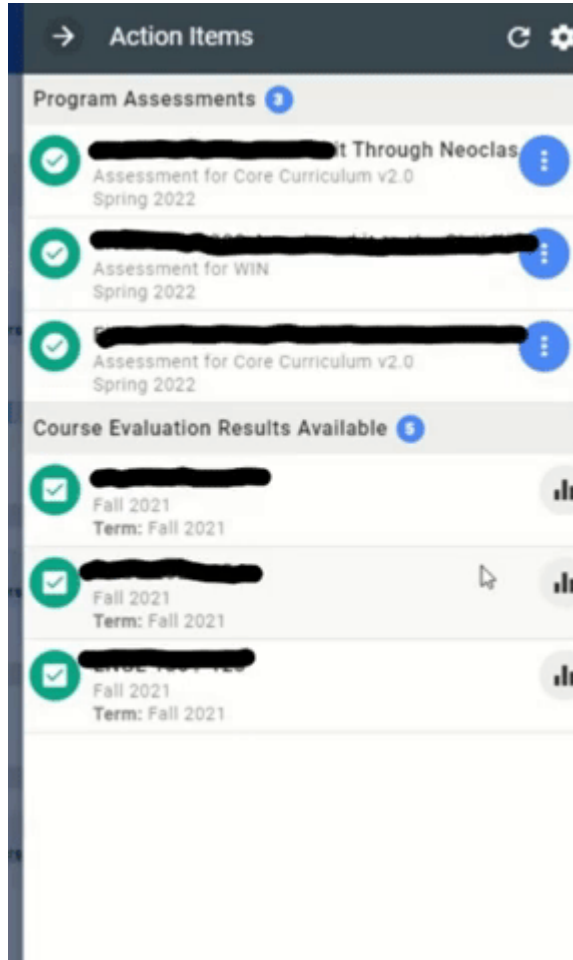
GO BEYOND >



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# Entering Course Home



- Hover your mouse over the three dots of the course section you wish to enter.
- Click on the house icon to enter the main page of your course section.



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# Course Section Page

**Course Sections** RESTORE SESSION Brenda

TEXAS A&M INTERNATIONAL UNIVERSITY AEFIS v3.59-23 training trainingapp02.aefis.net

**Course Sections**

Home

INFORMATION

Course Section Instru...

SYLLABUS

Course Syllabus

LEARNING OUTCOMES

Section Outcomes

Program Outcomes

SURVEYS

Evaluations and Resu...

COURSE EVALUATIONS

Course Outcomes

**ENGL 1301 101 : English Composition I** Published Actions Export

College: College of Arts & Sciences Term: Fall 2020 [202110]  
Department: Humanities Course Section Director: Escudero, Brenda

Action Items 0 Notes 0 Documents 0 Tagged In 0

**Course Section Home**

**Course Details** Last imported from university systems on Sep 6, 2018

**Description**

The goal of this course is to develop students' expository and analytical writing skills by guiding them through the multiple stages of the writing process and by creating an awareness of authorial voice, audience, purpose, and occasion. Students will also employ critical thinking and reading skills in the evaluation of selected readings designed to further emphasize the writing process. This course will provide an introduction to writing the documented essay, to acquiring information literacy skills, and to evaluating both printed and electronic sources. To earn credit, this course must be completed with a C or better. Prerequisite: DENG 0370, a satisfactory score on standard assessment test, or exemption from any TSI test. See Texas Success Initiative in the section entitled UNIVERSITY COLLEGE.

**Instructor**

Escudero, Brenda

GO BEYOND >



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# Assignments

On the left-hand menu, select the menu item “Assignments”:

The screenshot displays the Blackboard LMS interface for a course. On the left is a navigation menu with categories: HOME, INFORMATION, SYLLABUS, LEARNING OUTCOMES, COURSE EVALUATIONS, PAST PERFORMANCE, ASSESSMENT, and RESOURCES. The 'ASSIGNMENTS' item is highlighted. The main content area shows the course title 'ENGL 2322 201 : British Lit Through N', college and department information, and a 'Course Section Checklist' with a progress bar at 67%. The checklist includes 'Syllabus Form Design' (with sub-items 'Import Syllabus Defaults' and 'Complete Syllabus Form', both checked) and 'Course Section A' (with sub-items 'Create Assign' and 'Link Assignm', the first checked). A 'Course Section at a Glance' section is partially visible at the bottom.

GO BEYOND >



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# Assignments Homepage

You are now on your assignments page. Your assignments from blackboard must be refreshed on the page, click “REFRESH LMS ASSIGNMENTS”

The screenshot displays the Blackboard interface for the course BA 3320 102: International Business. The page is titled 'Course Section Assignments' and includes a navigation menu on the left with categories like Home, INFORMATION, SYLLABUS, LEARNING OUTCOMES, COURSE EVALUATIONS, PAST PERFORMANCE, and ASSESSMENT. The main content area shows course details: 'BA 3320 102 : International Business' (Published), 'College: Sanchez School of Business', 'Department: Intl Business&Tech Studies', and 'Term: Fall 2021 [202210]'. A red button 'Revert to Approval Pending' and 'Actions' and 'Export' dropdowns are visible. Below this, the 'Course Section Assignments' section features a blue button 'REFRESH LMS ASSIGNMENTS' with a hand cursor pointing to it, and a '+ ADD ASSIGNMENT' button. There are also 'Assignment Scoring' and 'Export' dropdowns. At the bottom, a message states 'No Assignments' and 'Assignments were not found for this course section .'. Filter buttons for 'All Assignments', 'Incomplete', and 'Completed' are also present.

GO BEYOND >



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# Converting a Blackboard Assignment

Hover your mouse over the blue circle with three dots for the assignment you wish to convert. Select the “Manage LMS Assignment in AEFIS”

**\*\*Special Note\*\***

Your assignment max score cannot be less than the total rubric Domain score.







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# Converting a Blackboard Assignment

A pop up will appear asking you to select dates. Please select the following:

- **Start Date:** Today's date
- **Due Date:** Tomorrow's Date
- **Scoring Due Date:** Any date after Tomorrow

Click Convert Assignment below



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# Converting a Blackboard Assignment

This will take you back to your Assignment Homepage. Find the new assignment you have converted.

The screenshot shows the Blackboard interface for a course section. The page title is "ENGL 4399 202 : Senior Seminar - WIN" with a "Published" status. The course is in the College of Arts & Sciences, Department of Humanities, for the Spring 2022 term. A notification states that LMS assignments were refreshed on Mar 28, 2022, at 4:28:30 PM. A warning message indicates that some assignments cannot be linked due to an invalid Maximum Score. The "Course Section Assignments" section is active, showing a list of assignments. A yellow arrow points to the assignment titled "06 Feb. -- Porter, 'Hacienda'", which is a draft AEFIS managed LMS Assignment with a maximum score issue, starting on Mar 28th, 2022, and due on Mar 30th, 2022. Below it, another assignment "13 Feb. -- Portraits (Spratling and/or photography)" is shown as in progress with a maximum score issue, due on Feb 13th, 2022.

GO BEYOND >



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# **ADDING RUBRIC TO YOUR CONVERTED ASSIGNMENT**

GO **BEYOND**>

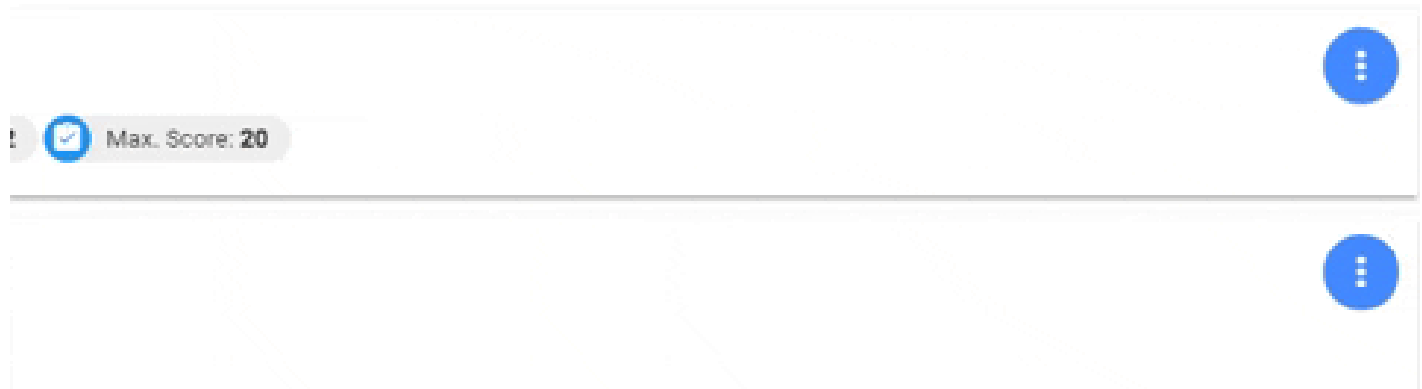


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# Adding Rubric

Hover over the Blue button with three white vertical dots and select the Home Image “Go to Assignment Home”





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# Adding Rubric

Select “Scoring Criteria” on the left menu.

The screenshot displays the Blackboard LMS interface for a 'Test Assignment' in 'Draft' status. On the left, a navigation menu includes 'Home', 'INFORMATION' (with sub-items 'Details' and 'Scoring Criteria'), 'PARTICIPATION' (with 'Submissions'), and 'SCORING' (with 'Scorebook'). A hand cursor points to 'Scoring Criteria'. The main content area shows 'Assignment Home' with a pencil icon and the message 'Currently in Draft status'. Below this is the 'Assignment Information' section with various status indicators: Max. Score: 20, No Submission in AEFIS, Manually entered Grade, Start: 03/28/2022, Due: 03/29/2022, and Scoring Due: 06/13/2022.



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# Adding Rubric

Click the edit button to select the appropriate rubric.

Home / Scoring Criteria

Home

INFORMATION

- Details
- Scoring Criteria

PARTICIPATION

- Submissions

SCORING

- Scorebook

Test Assignment **Draft**

Course Section: ENGL 2322 201 / Assignment Type: AEFIS Assignment

Created: 3/28/2022 3:07:33 PM Central Daylight Time

Start Date: 3/28/2022 / End Date: 3/29/2022 / Scoring Due Date: 6/13/2022

Last Modified: 3/28/2022 3:07:33 PM Central Daylight Time

Assignment Scoring Criteria

**EDIT** Export

**No Scoring Criteria Found**

Scoring Criteria was not found for this assignment.

Assignments Publish Actions Export

Action Items 0 Notes 0 Documents 0 Tagged In 0

GO BEYOND >



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# Adding Rubric

Click the “+ADD RUBRIC CRITERIA” button

The screenshot shows a web interface for 'Assignment Rubric Criteria'. At the top left, there is a button labeled '+ ADD RUBRIC CRITERIA' with a hand cursor pointing to it. At the top right, the text 'Assignment Rubric Criteria' is displayed next to a blue 'EXIT' button. Below the header, the main content area shows the title 'Test Assignment' on the left. In the center, there is a warning icon (exclamation mark in a circle) above the text 'No Scoring Criteria Found'. Below this, a message states: 'Scoring Criteria was not found for this assignment. You may click the **Edit** button to add scoring criteria.'



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# Adding Rubric

Click the “+ADD FROM LIBRARY” button

The screenshot shows a dialog box titled "+ Add Rubric Criteria". At the top, there are two text input fields: "Enter a Rubric Criteria Name" and "Enter the rubric criteria description.". Below these is a section labeled "Rubrics" containing three buttons: "ADD NOT APPLICABLE", "USE POINT RANGE", and "+ ADD FROM LIBRARY". A hand icon is pointing to the "+ ADD FROM LIBRARY" button. Underneath the buttons are two numbered rows (1 and 2). Each row has a text input for "Enter the rubric name.", a "Points:" label with a value of "0.00", and two small buttons: a green "+" and a red "X". Below each name input is a larger text area for "Enter the rubric description.". At the bottom left, there is a toggle switch labeled "Save to Rubric Criteria Library". At the bottom right, there are "SAVE" and "CANCEL" buttons.

GO BEYOND>





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# Adding Rubric

Use the “Keyword Search” to locate your outcome [domains](#) (e.g. type CC: Communication)

+ Add Rubric Criteria

Q Enter Keyword(s) to Search

Q

**Rubric Criteria Library**

To add a rubric criteria to the assignment from the rubric criteria library, enter search keywords using the search box above.

Save to Rubric Criteria Library

ADD CRITERIA EXIT RUBRIC CRITERIA LIBRARY CLOSE



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# Adding Rubric

This keyword will bring about the Core Curriculum Rubric entered in the system. Please select every domain as appropriate for the rubric. If you are unaware of what those are, you must reference the [rubric](#). Once you have selected all the appropriate rubric areas scroll to the bottom and click the blue button “ADD CRITERIA” and then after added notification appears Click “CLOSE”

CC. Communication	4: Exemplary	3: Accomplished	2: Developing	1: Beginning	0: Unacceptable
Focus	Clear central idea targeted to appropriate audience	Clear central idea and aware of appropriate audience	Central idea addressed and adequately presented	Central idea and presentation is unclear and ambiguous	No central idea or awareness of an audience
Organization & Development	Narrative is consistently logical and highly effective	Narrative is usually logical and mostly effective	Narrative has occasional lapses in logic and is somewhat effective	Narrative is rarely logical and minimally effective	Narrative has no logic and is ineffective
Style & Sentence Structure (or use of Media/ Materials)	Sophisticated, accurate, and effective	Usually sophisticated and mostly accurate	Unsophisticated but mostly accurate	Limited and imprecise	Unreadable
Grammar & Mechanics (or Gestures, Voice, Audience Interaction)	No errors	Few errors	Some errors	Distracting number of errors	Unreadable
Research	Completely reliable, fully and appropriately documented	Few lapses in reliability and appropriately documented	Mostly reliable with occasional lapses in appropriate documentation	Frequent use of unreliable or irrelevant sources and frequent lapses in appropriate documentation	Lacks any reliable sources or documentation, or evidence of plagiarism exists

## Test Assignment

**+ Add Rubric Criteria**

Search: CC: Communication

- Organization & Development of the Performance/Work
  - CC: Communication for Dance, Art, Theatre Composition
  - ① Deficient  
Not logical and ineffective
  - ② Beginning  
1 Point  
Rarely logical and minimally effective
  - ③ Competent  
2 Points  
Occasional lapses in logic and somewhat effective
  - ④ Accomplished  
3 Points  
Usually logical and mostly effective
  - ⑤ Exemplary  
4 Points  
Consistently logical and highly effective
- Style & Sentence Structure of the Media, Materials, Design
  - CC: Communication for Dance, Art, Theatre Composition
  - ① Deficient  
Unreadable

Save to Rubric Criteria Library

ADD CRITERIA
EXIT RUBRIC CRITERIA LIBRARY
CLOSE



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# Adding Rubric

## Special Note:

If you are using one assignment to score **multiple** outcomes. You must add rubric criteria one by one. But all rubric can be assigned to this one assignment.



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# Adding Rubric

At this point your assignment now has the proper rubric for scoring assessment. Click “EXIT” (top right) to return to assignment home. You must now publish your assignment to grade it.

The screenshot shows a user interface for editing a test assignment. At the top, there is a header bar with a button labeled '+ ADD RUBRIC CRITERIA' on the left and 'Assignment Rubric Criteria' on the right, followed by a blue 'EXIT' button. A hand cursor is pointing at the 'EXIT' button. Below the header, the title 'Test Assignment' is displayed. The main content area shows a rubric for 'Grammar & Mechanics (or Gestures, Voice, Audience Interaction)'. The rubric includes a 'CC: Communication' tag and four performance levels: 1. Unacceptable (Unreadable), 2. Beginning (Distracting number of errors), 3. Developing (Some errors), and 4. Accomplished (Few errors). Each level has a corresponding point value: 1 Point, 2 Points, and 2 Points. A blue three-dot menu icon is visible in the top right corner of the rubric panel.

GO BEYOND >



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# **PUBLISH & START YOUR ASSIGNMENT**

GO **BEYOND**>



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# Publishing your Assignment

Now that we have selected the proper rubric, we are ready to publish the assignment. Click the Blue “Publish” button

The screenshot displays the Canvas LMS interface for an assignment. The top navigation bar includes a home icon, 'Assignments', 'Publish', 'Actions', and 'Export' buttons. The 'Publish' button is highlighted with a hand cursor. Below the navigation bar, the assignment details are shown: 'Test Assignment' (Draft), 'Course Section: ENGL 2322 201 / Assignment Type: AEFIS Assignment', 'Created: 3/28/2022 3:07:33 PM Central Daylight Time', 'Start Date: 3/28/2022 / End Date: 3/29/2022 / Scoring Due Date: 6/13/2022', and 'Last Modified: 3/28/2022 3:07:33 PM Central Daylight Time'. The main content area shows the 'Assignment Scoring Criteria' for 'Grammar & Mechanics (or Gestures, Voice, Audience Interaction)'. The criteria include 'Unacceptable Unreadable' (1 point) and 'Beginning Distracting number of errors' (1 point). The left sidebar contains navigation options: Home, INFORMATION (Details, Scoring Criteria), PARTICIPATION (Submissions), and SCORING (Scorebook).

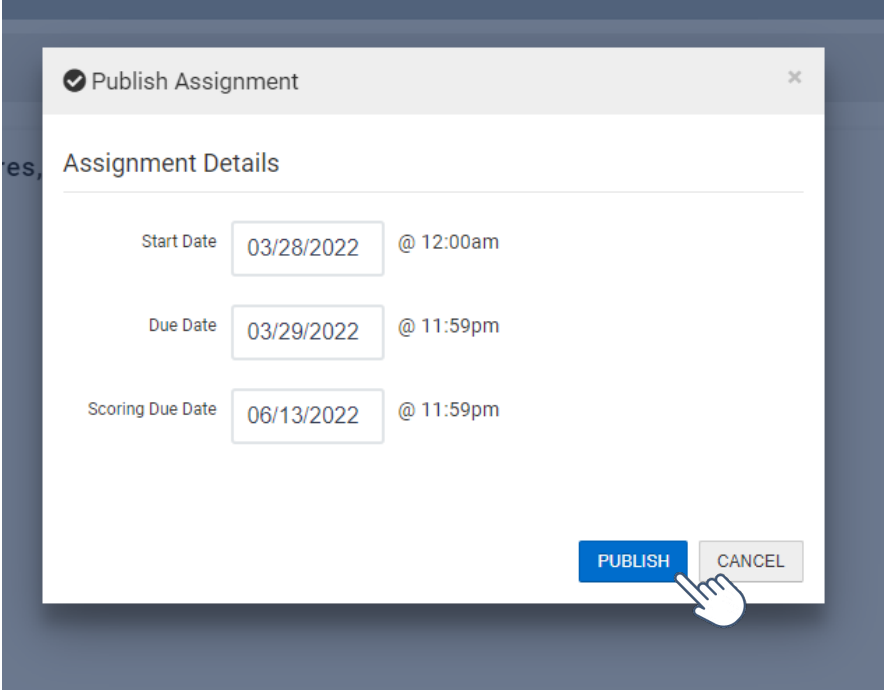
GO BEYOND >



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# Publishing your Assignment

Double check the start, due, and grading due dates for the assignment/  
Click “Publish” again.

A screenshot of a web application dialog box titled "Publish Assignment". The dialog box has a close button (X) in the top right corner. Below the title bar, the text "Assignment Details" is displayed. There are three rows of date and time information: "Start Date" with a text box containing "03/28/2022" and "@ 12:00am"; "Due Date" with a text box containing "03/29/2022" and "@ 11:59pm"; and "Scoring Due Date" with a text box containing "06/13/2022" and "@ 11:59pm". At the bottom right of the dialog box, there are two buttons: a blue "PUBLISH" button and a grey "CANCEL" button. A white hand cursor is pointing at the "PUBLISH" button.

es, Publish Assignment

Assignment Details

Start Date 03/28/2022 @ 12:00am

Due Date 03/29/2022 @ 11:59pm

Scoring Due Date 06/13/2022 @ 11:59pm

PUBLISH CANCEL

GO BEYOND >



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# Starting your Assignment

## Click the Green "Start" button



Home / Scoring Criteria

Home

INFORMATION

Details

Scoring Criteria

PARTICIPATION

Submissions

SCORING

Scorebook

Test Assignment Pending

Course Section: ENGL 2322 201 / Assignment Type: AEFIS Assignment

Created: 3/28/2022 3:07:33 PM Central Daylight Time

Start Date: 3/28/2022 / End Date: 3/29/2022 / Scoring Due Date: 6/13/2022

Last Modified: 3/28/2022 3:54:06 PM Central Daylight Time

Assignments Un-Publish Start Actions Export

Action Items 0 Notes 0 Documents 0 Tagged In 0

Assignment Scoring Criteria

EDIT Export

Grammar & Mechanics (or Gestures, Voice, Audience Interaction)

CC: Communication

1 Unacceptable  
Unreadable

2 Beginning  
Distracting number of errors

1 Point

3 Developing  
Some errors

Click "Start"

Start Assignment

You are about to start this assignment.

Are you sure?

START CANCEL

GO BEYOND >





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You have finished converting an assignment!

The following steps in the process may still be necessary:

- Linking your assignment to all outcomes
- Scoring your Assignment

Please reach out to our office if you need any additional assistance or if you have any questions. We are here to help!

Feel free to visit our website for other helpful tips and tutorials

<https://www.tamui.edu/adminis/ie/Assessment.shtml#GECAssessment>

GO BEYOND>