

# Using AEFIS for Creating 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.

**connect**  
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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](#).

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# AEFIS Homepage

The screenshot displays the AEFIS Dashboard interface. At the top, there is a navigation bar with a home icon, the text 'AEFIS Dashboard', and a 'RESTORE SESSION' button. Below this, a user greeting reads 'Welcome, Nathaniel!' with a sub-message 'Your last sign in was Friday, March 25, 2022 1:07:04 PM Central Daylight Time'. The main content area is divided into several sections:

- My Data Collection Forms:** A list of three forms, each with a pencil icon for editing. The first is '21-22 Annual Assessment: Ac... [2022] BA in English [Program-25]' with 1 item. The second is '21-22 Annual Assessment: Ac... [2022] English, MA [Program-26]' with 1 item. The third is '21-22 Annual Assessment: Ac... [2022] BA with Certification in English [Program-24]' with 1 item.
- Available Forms:** A section with a warning icon and the text 'No Forms' and 'We could not find any forms to complete'.
- My Course Sections & Syllabi:** A section for 'Spring 2022 [202220]' with a 'VIEW ALL' button. It lists two courses as an instructor: 'ENGL 3331 201 Late 19th Century Ameri...' with 30 enrollment, and 'ENGL 4399 202 Senior Seminar - WIN' with 26 enrollment.
- My Course Evaluations:** A section for 'ENGL 3333 - Late 20th Century American Lit' (Fall 2021) showing a 52% response rate (17 of 33) and a combined value of 4.65 / 5.0. Below it, 'ENGL 5332 - Studies in 19th Century Am Lit' (Fall 2021) shows a 67% response rate (2 of 3).
- My Assignments:** A section with a refresh icon.
- Reports:** A section with a bar chart icon.
- Course Catalog:** A section with a book icon.

On the right side, there is a sidebar titled 'Action Items' with a refresh and settings icon. It contains two sections:

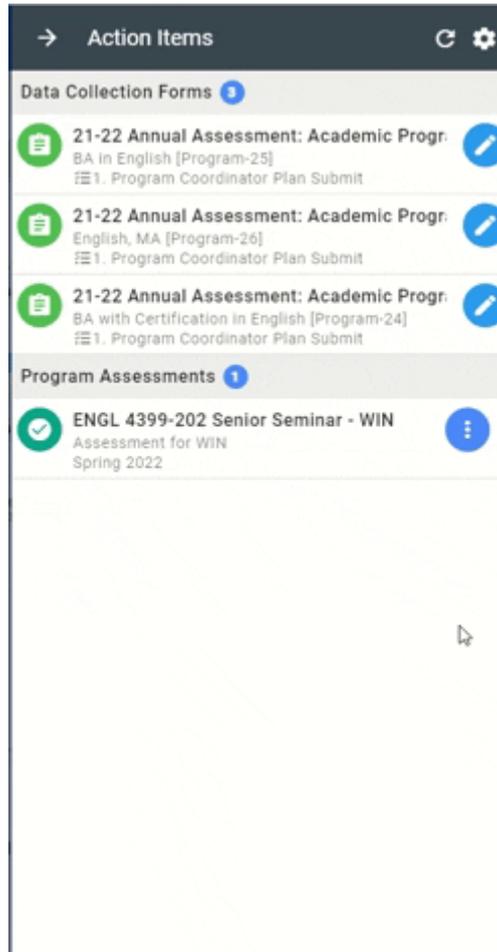
- Data Collection Forms (3):** Three items, each with a pencil icon, corresponding to the forms listed in the main dashboard.
- Program Assessments (1):** One item: 'ENGL 4399-202 Senior Seminar - WIN' with a checkmark icon, 'Assessment for WIN Spring 2022'.

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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

The screenshot displays the Course Section Page for ENGL 4399 202: Senior Seminar - WIN. The page is published and includes a navigation sidebar on the left with categories like INFORMATION, SYLLABUS, LEARNING OUTCOMES, COURSE EVALUATIONS, PAST PERFORMANCE, and ASSESSMENT. The main content area shows course details, a description of the capstone course, the instructor Nathaniel Racine, and a Course Section Checklist with a 33% completion rate. The checklist items are organized into three columns: Syllabus Form Design, Course Section Assignments, and Course Section Design.

**ENGL 4399 202 : Senior Seminar - WIN** Published

College: College of Arts & Sciences  
Department: Humanities

Term: Spring 2022 [202220]  
Course Section Director: Racine, Nathaniel

Action Items 0 | Notes 0 | Documents 0 | Tagged In 0

### Course Section Home

#### Course Details

Last imported from university systems on Oct 12, 2017

**Description**  
A special topics capstone course required of all English and English Language Arts majors. Course readings, class discussions, and writings will focus on a highly defined issue in the study of literature or language. All senior seminars will require that students develop and demonstrate command of the research process and superior writing skills as this is a WIN-designated course. To earn credit for this course, students must earn a grade of "C" or better. Prerequisites: Senior Standing in English Major.

**Instructor**  
Racine, Nathaniel

#### Course Section Checklist

33% COMPLETE

Syllabus Form Design	Course Section Assignments	Course Section Design
<input type="radio"/> Import Syllabus Defaults	<input checked="" type="checkbox"/> Create Assignments	<input type="radio"/> Create Section CLOs (SCLOs)
<input type="radio"/> Complete Syllabus Form	<input type="radio"/> Link Assignments	<input checked="" type="checkbox"/> Publish course section *



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# Assignments

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

The screenshot displays the LMS interface for the course ENGL 2322 201: British Lit Through N. The left-hand menu is visible, with the 'Assignments' item highlighted. The main content area shows the course details, including the course title, college, and department. Below this, there is 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') and 'Course Section A' (with sub-items 'Create Assign' and 'Link Assignm'). At the bottom, there is a 'Course Section at a glance' section with a 'TOTAL ENROLLMENT' bar and a 'SECTION C' bar.

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# Assignments Homepage

You are now on your assignments page. Your assignments from Blackboard should be displayed here.

The screenshot shows the Blackboard interface for the course ENGL 2322 201: British Lit Through Neoclass. The page is titled "Course Section Assignments" and includes a navigation sidebar on the left with options like Home, INFORMATION, Course Section Instru..., SYLLABUS, LEARNING OUTCOMES, COURSE EVALUATIONS, and PAST PERFORMANCE. The main content area displays the course name, a "Published" status, and a "Revert to Approval Pending" button. Below this, there is a notification that the LMS assignments were refreshed on Mar 28, 2022, at 2:10:09 PM. The "Course Section Assignments" section features buttons for "REFRESH LMS ASSIGNMENTS", "ADD ASSIGNMENT", and "Export". A filter bar shows "All Assignments", "Incomplete", and "Completed" options. The assignment list includes "Essay 1 DRAFT" (in progress, Blackboard Assignment, Due: Mar 8th, 2020, Max. Score: 100) and "Essay 1 FINAL".

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# Creating a New Assignment to Link

If you will be creating a new assignment to link to the assessment process, click the blue +ADD ASSIGNMENT button.

ENGL 2322 201 : British Lit Through Neoclass Published

College: College of Arts & Sciences  
Department: Humanities

Term: Spring 2022 [202220]  
Course Section Director: Nolan, William

The last date the LMS assignments were refreshed was Mar 28, 2022, 2:10:09 PM.

Course Section Assignments

[REFRESH LMS ASSIGNMENTS](#) [+ ADD ASSIGNMENT](#) [Assignment Scoring](#) [Export](#)

All Assignments Incomplete Completed

Essay 1 DRAFT

In progress Blackboard Assignment Due: Mar 8th, 2020 Max. Score: 100

Essay 1 FINAL

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# Creating a New Assignment to Link

The New Assignment Box will appear. You will fill out the following:

1. Name of Assignment
2. Maximum Score: 20
3. Assignment Description:  
Re-enter your title

A screenshot of the 'Add Assignment' dialog box in a learning management system. The dialog box is titled '+ Add Assignment' and contains several input fields and options. Three orange circles with white numbers 1, 2, and 3 are overlaid on the form to indicate the steps to be followed. Step 1 points to the 'Enter a name for the assignment' text input field. Step 2 points to the 'Maximum Score' spinner field, which is currently set to 100. Step 3 points to the 'Enter a description for the assignment' text area. Below these fields are two dropdown menus: 'Assignment Type' (set to 'Select an assignment type') and 'Rubric Visibility for Students' (set to 'Display final score and points with the rubric levels'). At the bottom, there are three date and time pickers for 'Start Date', 'Due Date', and 'Score Due Date'. Below these is a dashed blue box containing a cloud upload icon and the text 'Drop files or click to add attachments'. At the very bottom right are 'SAVE' and 'CANCEL' buttons.



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# Creating a New Assignment to Link

The screenshot shows the 'Add Assignment' form in AEFIS. It includes fields for 'Enter a name for the assignment', 'Maximum Score' (set to 100), 'Enter an assignment description', 'Assignment Type' (set to 'No Submission in AEFIS'), and 'Rubric Visibility for Students' (set to 'Display final score and points with the rubric levels'). There are also fields for 'Start Date', 'Due Date', and 'Grading Due Date'. A dashed blue box highlights the 'Drop files or click to add attachments' area. The 'SAVE' and 'CANCEL' buttons are at the bottom right.

The New Assignment Box will appear. You will fill out the following:

4. Assignment Type = No Submission in AEFIS
5. Rubric Visibility for students = Display final score and points with the rubric levels
6. Start Date: Select today's date
7. Due Date: Select tomorrow's date
8. Grading Due Date: Last day of submission

Once you have finished click Save



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# Creating a New Assignment to Link

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

The screenshot shows the Blackboard LMS interface for a course section. The page title is "ENGL 2322 201 : British Lit Through Neoclass" with a "Published" status. The course information includes "College: College of Arts & Sciences" and "Department: Humanities". The term is "Spring 2022 [202220]" and the course section director is "Nolen, William".

The page displays a list of "Course Section Assignments". The list includes:

- Test Assignment**: Status "draft", "No Submission in AEFIS", Start: Mar 28th, 2022, Due: Mar 29th, 2022, Scoring Due: Jun 13th, 2022, Max. Score: 20.
- Essay 1 DRAFT**: Status "in progress", "Blackboard Assignment", Due: Mar 8th, 2020, Max. Score: 100.
- Essay 1 FINAL**: Status "in progress", "Blackboard Assignment", Due: Mar 8th, 2020, Max. Score: 100.

A yellow arrow points to the "Test Assignment" entry in the list.

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# ADDING RUBRIC TO YOUR CREATED ASSIGNMENT

GO **BEYOND**>

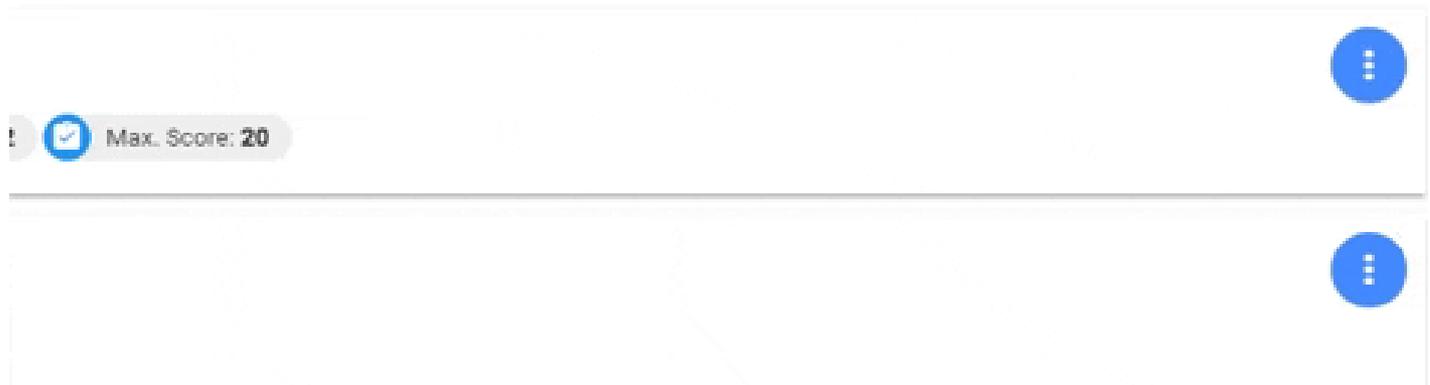


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# Adding Rubric

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. The left-hand navigation menu includes sections for 'HOME', 'INFORMATION', 'PARTICIPATION', and 'SCORING'. The 'Scoring Criteria' option is highlighted with a hand cursor. The main content area shows the 'Assignment Home' page with a pencil icon and the message 'Currently in Draft status'. Below this is the 'Assignment Information' section with various status indicators.

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

Action Items 0 / Notes 0 / Documents 0 / Tagged In 0

Assignment Home

Currently in **Draft** status

Once you have completed setting up your assignment, you may **Publish** to make it available.

Assignment Information

Test Assignment

Max. Score: 20 / No Submission in AEFIS / Manually entered Grade / Start: 03/28/2022 / Due: 03/29/2022 / 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

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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 (an exclamation mark inside a circle) followed by 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" with a close button (x) in the top right corner. It contains two text input fields: "Enter a Rubric Criteria Name" and "Enter the rubric criteria description." Below these is a "Rubrics" section with three buttons: "ADD NOT APPLICABLE", "USE POINT RANGE" (with a grid icon), and "+ ADD FROM LIBRARY". A hand cursor is pointing to the "+ ADD FROM LIBRARY" button. Underneath, there are two numbered rows (1 and 2) for adding rubric items. Each row has a text input for "Enter the rubric name.", a "Points:" field with "0.00", and a green "+" button and a red "X" button. 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" which is currently turned off. At the bottom right, there are "SAVE" and "CANCEL" buttons.

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# Adding Rubric

Use the “Keyword Search” to locate your outcome [domains](#) (WIN)

+ 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

Searching “WIN” will bring the WIN Rubric entered into 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”

WIN Rubric	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 id awareness of 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 and is ineffective
Style & Sentence Structure	Sophisticated, accurate, and effective	Usually sophisticated and mostly accurate	Unsophisticated but mostly accurate	Limited and imprecise	Unreadable
Grammar & Mechanics	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 rel sources or documentati evidence of plagiarism ex

### Test

**+ Add Rubric Criteria**

Q WIN

- Focus
  - WIN Rubric**
  - ① Unacceptable  
No Central Idea or awareness of an audience
  - ② Beginning  
1 Point  
Central idea and presentation is unclear and ambiguous
  - ③ Developing  
2 Points  
Central idea addressed and adequately presented
  - ④ Accomplished  
3 Points  
Clear Central idea and aware of appropriate audience
  - ⑤ Exemplary  
4 Points  
Clear Central Idea targeted to appropriate audience
- Grammar & Mechanics
  - WIN Rubric**
  - ① Unacceptable  
Unreadable

Save to Rubric Criteria Library

ADD CRITERIA
EXIT RUBRIC CRITERIA LIBRARY
CLOSE

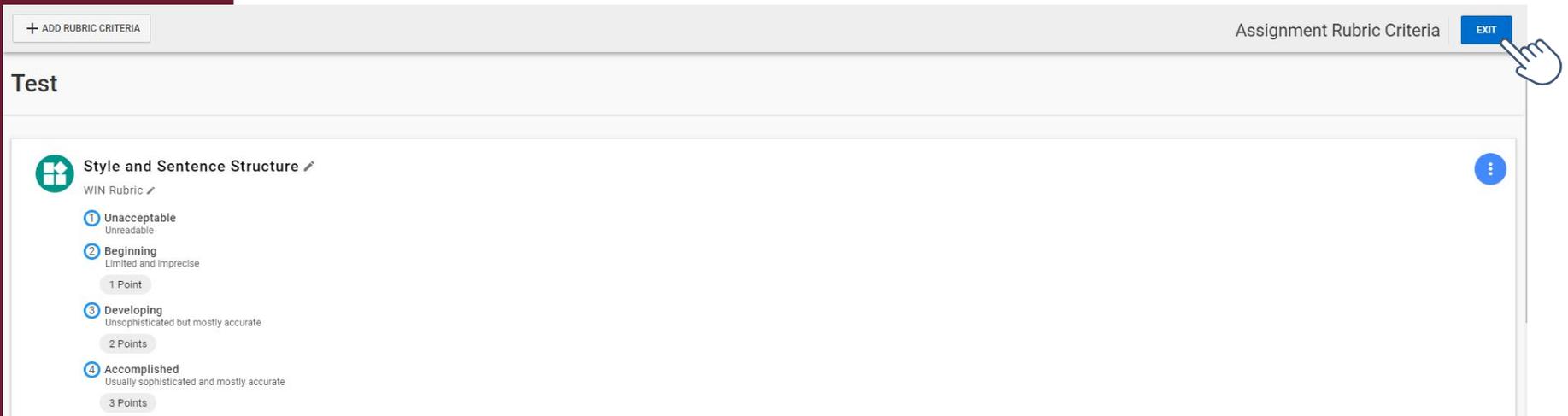


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# Adding Rubric

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 web interface for editing rubric criteria. At the top left is a button labeled '+ ADD RUBRIC CRITERIA'. At the top right, the text 'Assignment Rubric Criteria' is displayed next to a blue 'EXIT' button, which is being pointed to by a hand cursor. Below the header, the word 'Test' is visible. The main content area shows a rubric for 'Style and Sentence Structure' with a pencil icon for editing. The rubric is titled 'WIN Rubric' and includes four performance levels:

- 1 Unacceptable**  
Unreadable  
1 Point
- 2 Beginning**  
Limited and imprecise  
2 Points
- 3 Developing**  
Unsophisticated but mostly accurate  
3 Points
- 4 Accomplished**  
Usually sophisticated and mostly accurate  
4 Points

A blue three-dot menu icon is located in the top right corner of the rubric content area.



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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. On the left is a navigation sidebar with options: Home, INFORMATION (Details, Scoring Criteria), PARTICIPATION (Submissions), and SCORING (Scorebook). The main content area shows the assignment 'Test' in 'Draft' status. At the top right of the main area are buttons for 'Assignments', 'Publish', 'Actions', and 'Export'. A hand cursor is pointing at the 'Publish' button. Below this, the 'Assignment Scoring Criteria' section is visible, showing a rubric for 'Style and Sentence Structure' with a 'WIN Rubric' and two levels: '1 Unacceptable Unreadable' and '2 Beginning Limited and imprecise', with a total of '1 Point'.

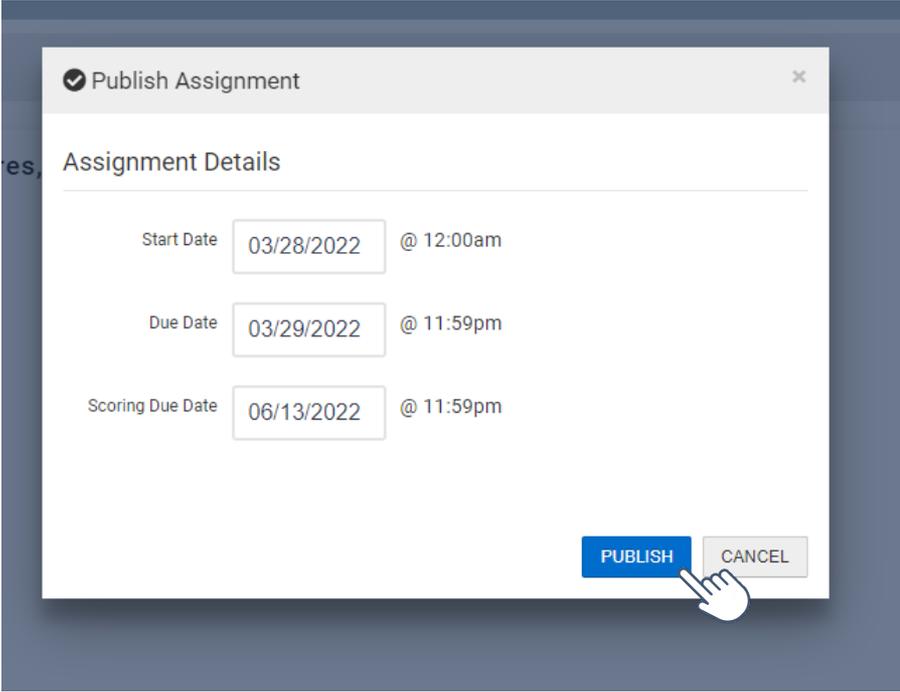
GO BEYOND >



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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

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# Starting your Assignment

## Click the Green “Start” button

The screenshot shows the Blackboard LMS interface for a course. The left sidebar contains navigation options: Home, INFORMATION (Details, Scoring Criteria), PARTICIPATION (Submissions), and SCORING (Scorebook). The main content area displays 'Test Pending' with a hand cursor pointing to the green 'Start' button in the top right corner. Below the test title, it shows 'Assignment Scoring Criteria' with a rubric for 'Style and Sentence Structure' (WIN Rubric) with three levels: 1 Unacceptable (Unreadable), 2 Beginning (Limited and imprecise, 1 Point), and 3 Developing (Unsophisticated but mostly accurate). The top right of the interface includes buttons for 'Assignments', 'Un-Publish', 'Start', 'Actions', and 'Export'.

## Click “Start”

The dialog box titled 'Start Assignment' contains the text: 'You are about to start this assignment. Are you sure?'. At the bottom right, there are two buttons: 'START' (highlighted with a hand cursor) and 'CANCEL'.

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You have finished creating 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#WINAssessment>

GO BEYOND>