

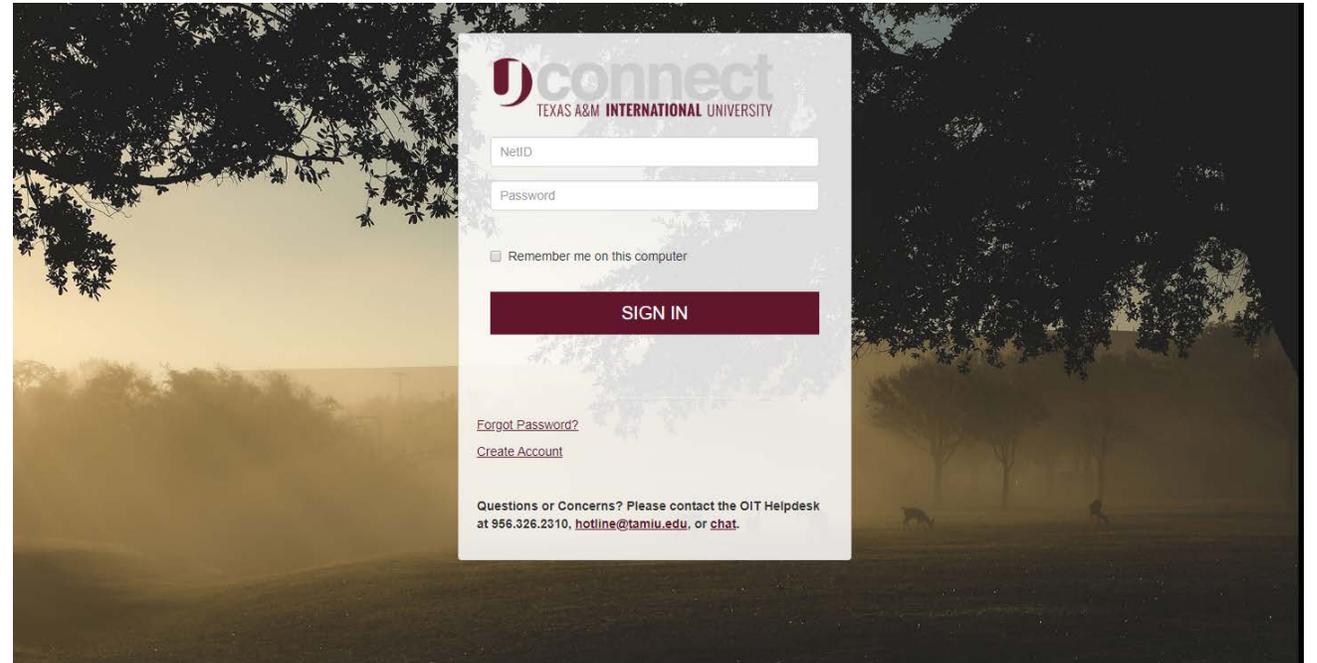
Using AEFIS for SACSCOC 5th Year Report

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

Logging into AEFIS

Website:
Tamiu.aefis.net

Make sure and have
Duo Connect to
login.



AEFIS Homepage

The screenshot displays the AEFIS Dashboard homepage. The top navigation bar includes a home icon and the text "AEFIS Dashboard". Below this, the Texas A&M International University logo is visible, along with a welcome message for "Karol" and the login time: "Your last sign in was Friday, July 17, 2020 10:07:17 AM Central Daylight Time".

The main content area is divided into several sections:

- My Course Sections & Syllabi:** A section with a refresh icon and a message: "No Course Sections. You have no course sections assigned to you for the current active term(s)." It includes a warning icon.
- Course Catalog:** A section with a refresh icon and a circular progress indicator showing "100% 2731 of 2731 Courses Published". Text indicates: "The AEFIS course catalog currently has 2731 courses listed." It includes a legend: "2731 Published Courses", "0 Draft Courses", and "0 In Revision Courses". A status bar below shows "All courses in the catalog are Published." with a search icon and "COURSE EXP".
- Course Sections:** A section with a refresh icon, showing "Summer Session III 2020 [202050SS3]" and a search icon "VIEW COURSE SECTIO". It includes a "Course Section Publish Progress" chart with a "100% 0 Total" indicator and a legend: "0 Approval Pending", "0 Faculty Pending", and "0 Publish".
- My Course Evaluations:** A section with a refresh icon and a "100% 0 Total" indicator.

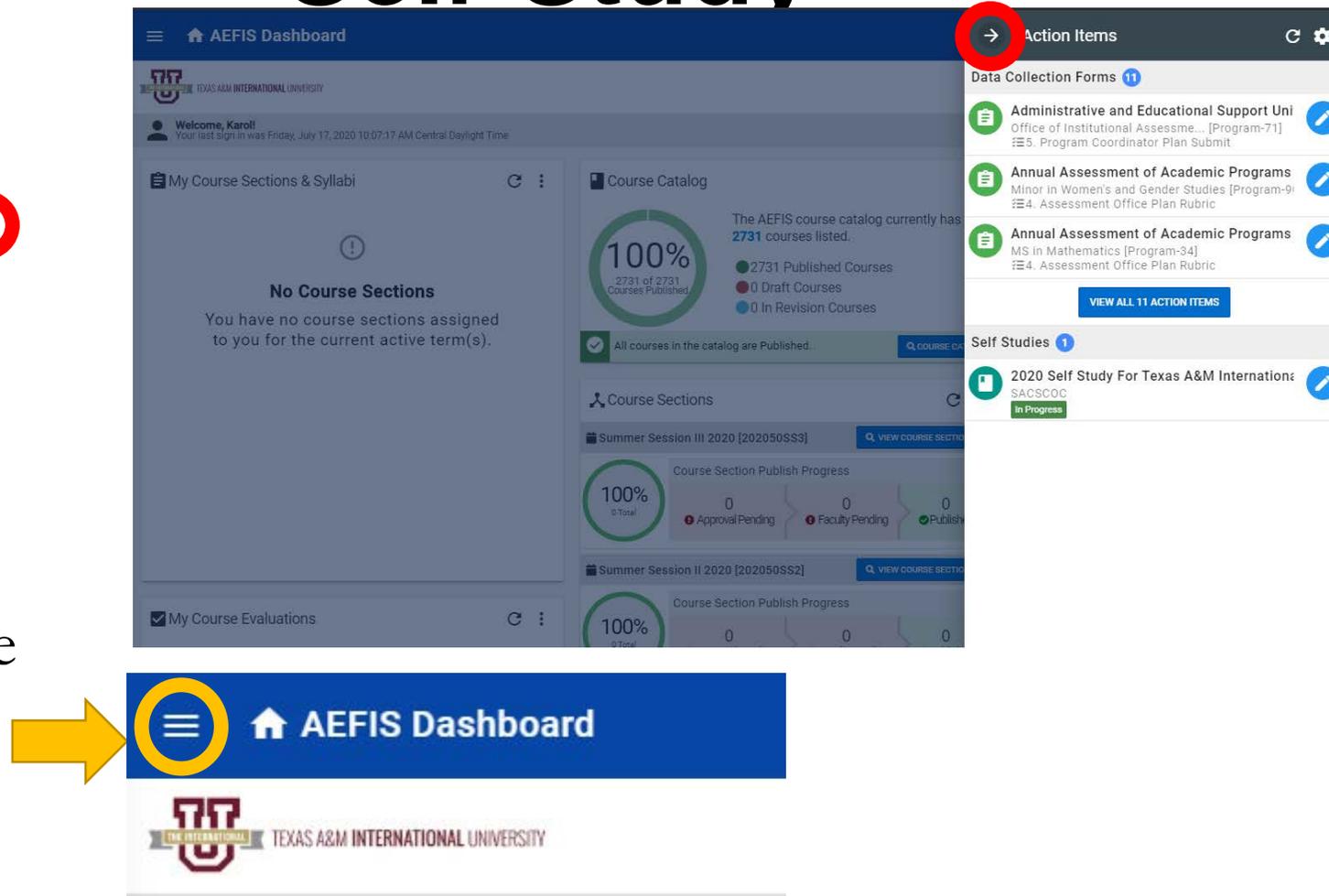
On the right side, there is a sidebar titled "Action Items" with a refresh and settings icon. It contains:

- Data Collection Forms 11:** A list of three items, each with a document icon and a pencil icon:
 - Administrative and Educational Support Uni: Office of Institutional Assessme... [Program-71] #5. Program Coordinator Plan Submit
 - Annual Assessment of Academic Programs: Minor in Women's and Gender Studies [Program-9] #4. Assessment Office Plan Rubric
 - Annual Assessment of Academic Programs: MS in Mathematics [Program-34] #4. Assessment Office Plan RubricA blue button "VIEW ALL 11 ACTION ITEMS" is located below the list.
- Self Studies 1:** A single item with a document icon and a pencil icon: "2020 Self Study For Texas A&M Internation: SACSCOC In Progress".

Entering the SACSCOC 5th Year Self-Study

Send the Action Items area away by clicking the arrow. 

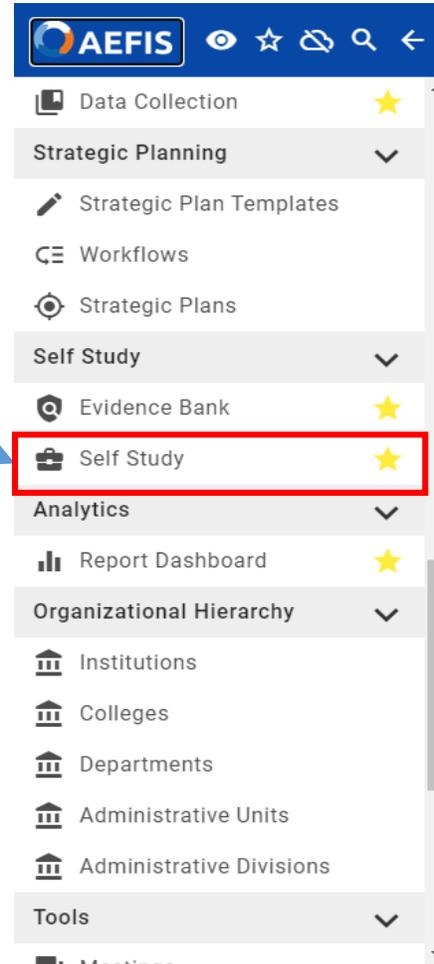
Click on the AEFIS Main Menu button (three white horizontal lines in the top left corner)



The screenshot shows the AEFIS Dashboard interface. At the top left, there is a blue header with a home icon and the text 'AEFIS Dashboard'. Below this, the dashboard displays various sections: 'My Course Sections & Syllabi' (showing 'No Course Sections'), 'Course Catalog' (showing '100%' progress for 2731 published courses), 'Course Sections' (showing '100%' progress for Summer Session III 2020), and 'My Course Evaluations'. On the right side, there is a 'Data Collection Forms' section with 11 items, including 'Administrative and Educational Support Uni...', 'Annual Assessment of Academic Programs' (Minor in Women's and Gender Studies), and 'Annual Assessment of Academic Programs' (MS in Mathematics). Below this is a 'Self Studies' section with 1 item: '2020 Self Study For Texas A&M Internation: SACSCOC In Progress'. A red circle highlights the 'Action Items' header with a white arrow pointing right. A yellow arrow points to the 'Main Menu' button (three white horizontal lines) in the top left corner of the dashboard.

Entering the SACSCOC 5th Year Self-Study

Click on the Area Titled
“Self Study”



Entering the SACSCOC 5th Year Self-Study

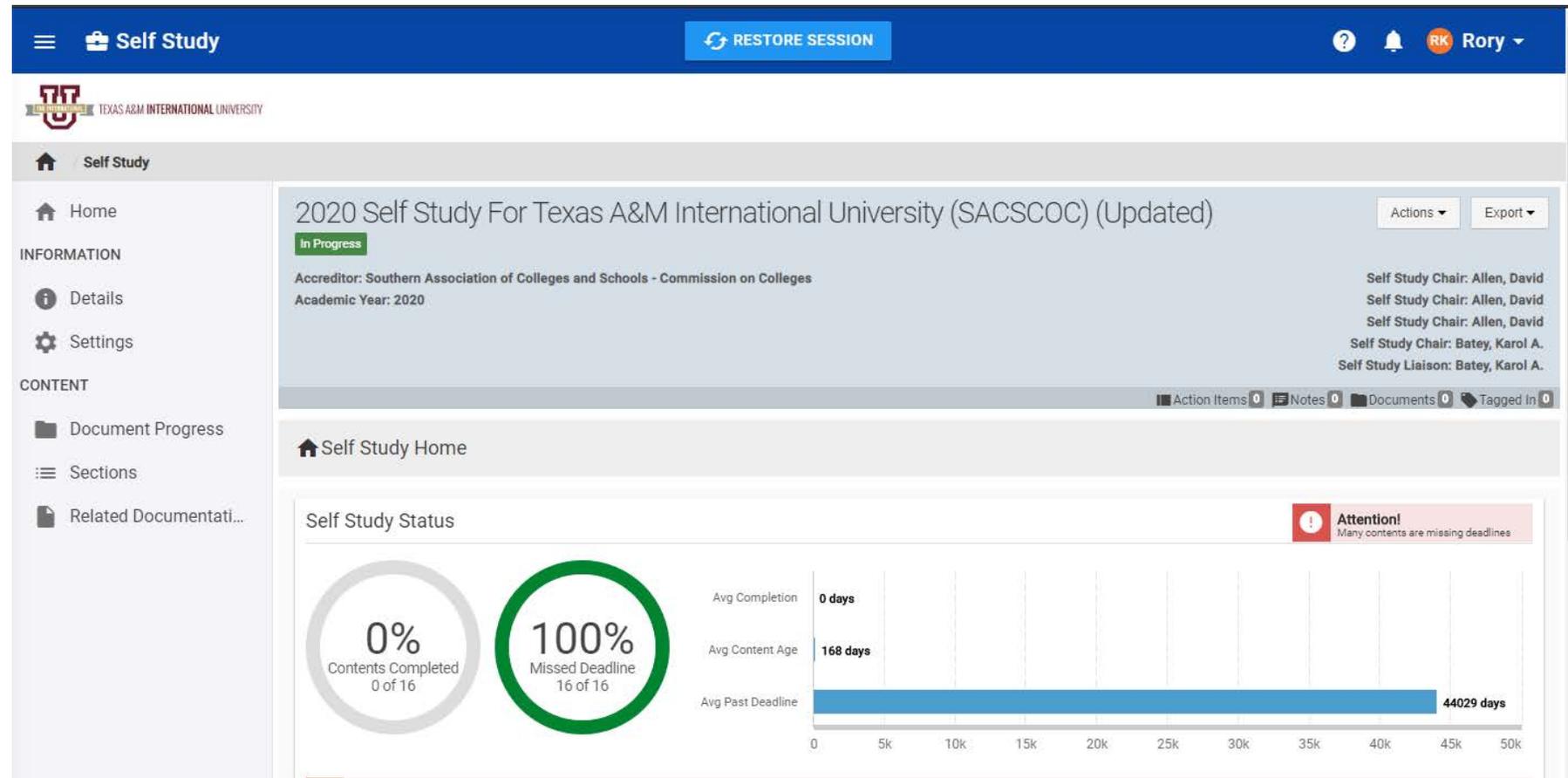
The screenshot shows the 'Self Study' dashboard for Texas A&M International University. The page title is 'Self Study' and the user is logged in as 'Karol'. The dashboard displays 'Available Self Studies | 2 records'. A search bar and a '+ Add a filter' button are present. A table lists the self-study records. The first record is '2020 Self Study For Texas A&M International University (SACSCOC) (Updated)' with a status of 'In Progress'. The 'Manage' button for this record is highlighted with a red box and a blue arrow.

Owner	Name	Academic Year	Sections	Accreditor	Updated	Status	Actions
Texas A&M Internatic	2020 Self Study For Texas A&M International University (SACSCOC) (Updated)	2020	16	Southern Association of Colleges and Schools - Commission on Colleges	2020-07-17	In Progress	Manage

Select the Manage button to enter the SACSCOC 5th year Report

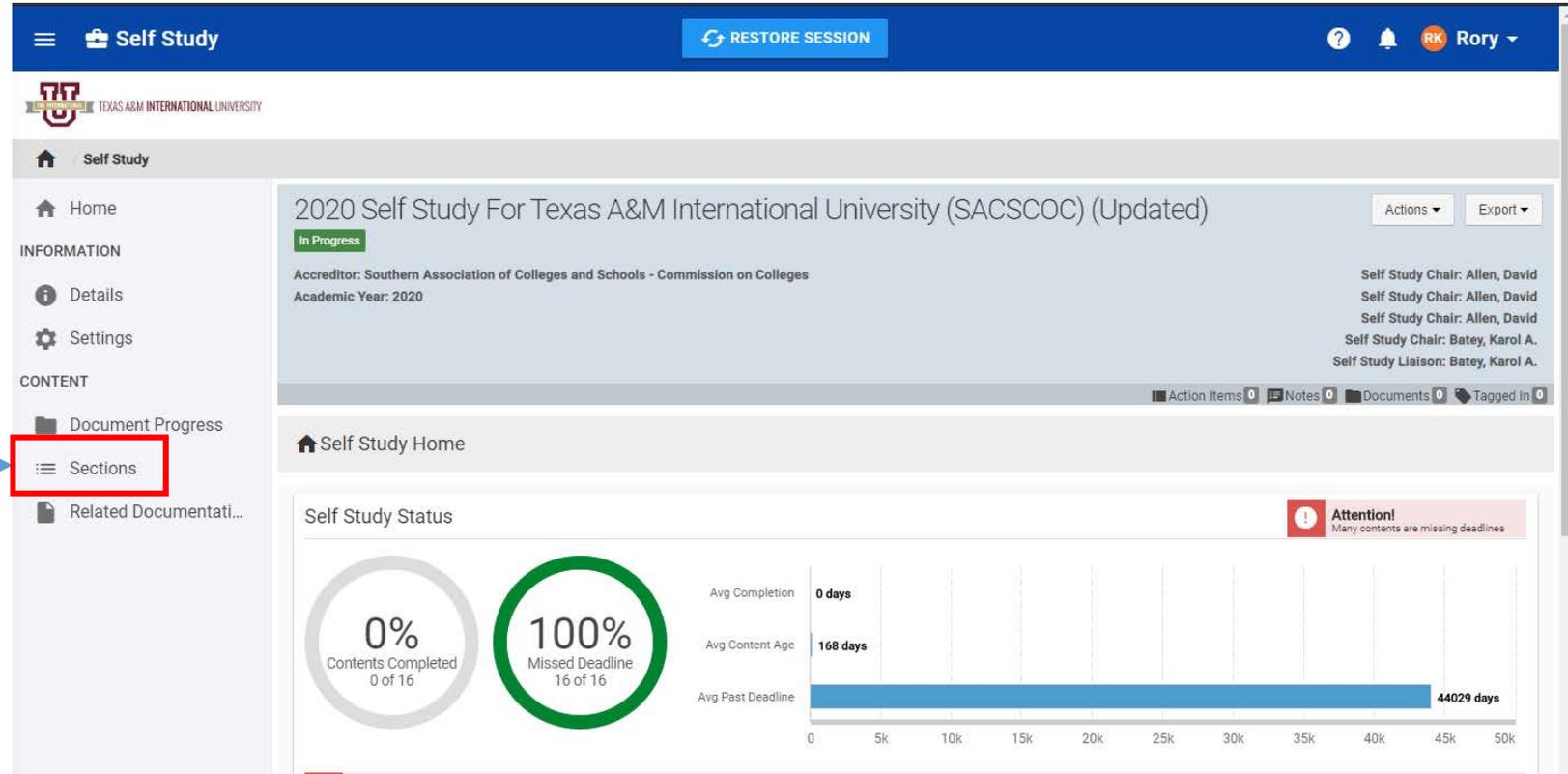
SACSCOC 5th Year Home Page

You will be re-directed to the Home page of the SACSCOC 5th year. You will find the status of the report, and be given a glance of the report's progress



Getting to Your Writing Assignment

To enter the different writing sections of the report click on “Sections” located on the left side panel.



The screenshot shows the 'Self Study' application interface. The top navigation bar includes a 'RESTORE SESSION' button and a user profile for 'Rory'. The left sidebar contains a menu with 'Sections' highlighted in a red box. The main content area displays the title '2020 Self Study For Texas A&M International University (SACSCOC) (Updated)' and a 'Self Study Status' dashboard. The dashboard includes a 'Self Study Status' section with a red 'Attention!' warning: 'Many contents are missing deadlines'. The status is visualized with two circular gauges: '0% Contents Completed 0 of 16' and '100% Missed Deadline 16 of 16'. A bar chart shows 'Avg Past Deadline' at 44029 days. Other metrics include 'Avg Completion: 0 days', 'Avg Content Age: 168 days', and 'Avg Past Deadline: 44029 days'.

Getting to Your Writing Assignment

Select the Edit Content icon (Pencil) in the corresponding writing section for which you are entering information.

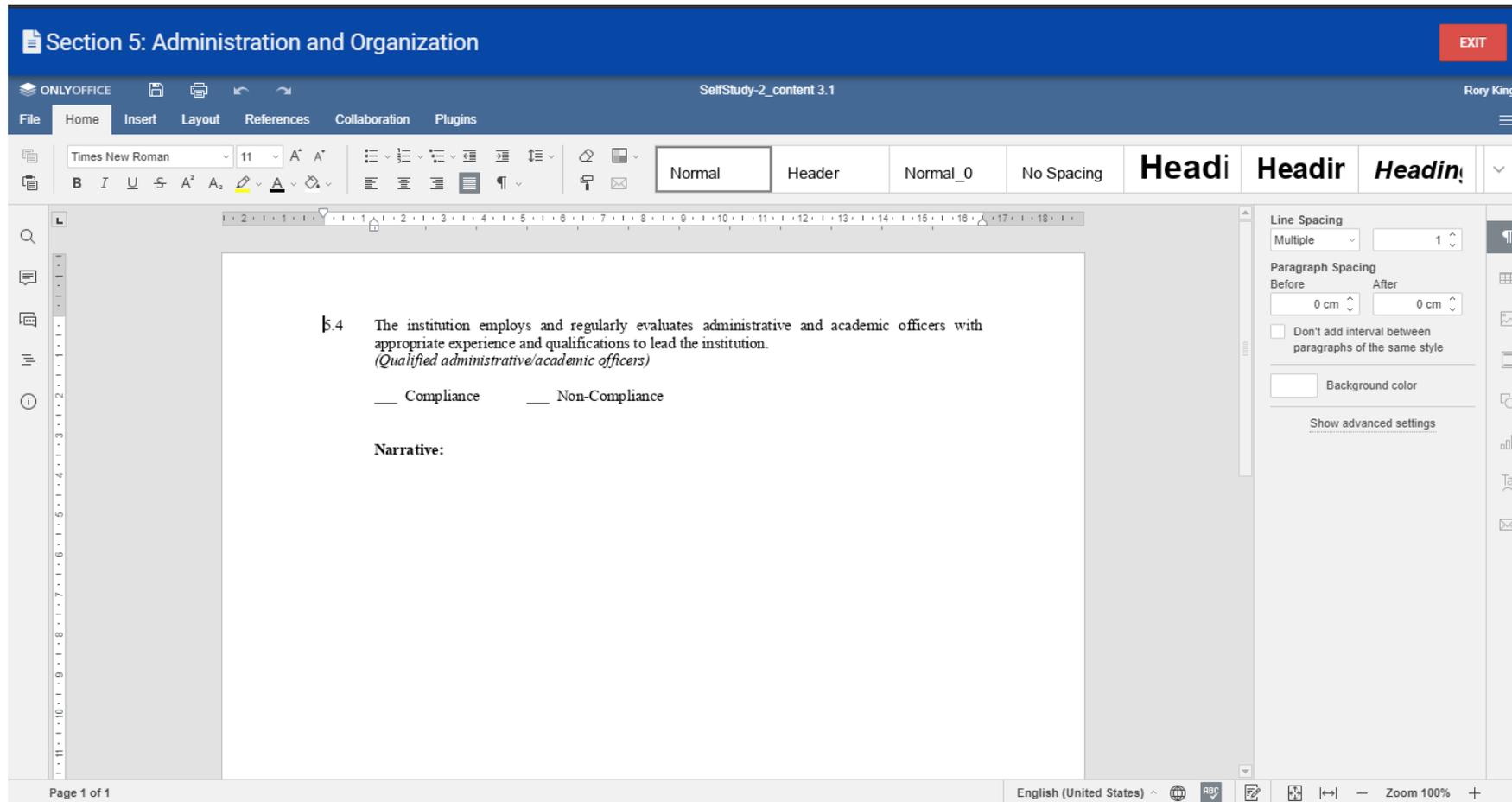
The screenshot shows a 'Self Study' interface with a blue header bar. The header contains a menu icon, the text 'Self Study', a 'RESTORE SESSION' button, and a user profile for 'Rory'. The main content area displays a list of writing sections, each with a blue pencil icon, a status indicator, and a 'Not Compliant' status. The sections are:

- Governance Control (in progress, Not Compliant)
- Institutional Information for Reviewers (in progress, Not Compliant)
- The Fifth-Year Compliance Certification (in progress, Not Compliant)
- Section 5: Administration and Organization (Self Study Section Editor: Rory King, in progress, Not Compliant)
- Section 6: Faculty (in progress, Not Compliant)

The pencil icon for 'Section 5: Administration and Organization' is circled in red, indicating it is the target for selection.

Writing Your Narratives

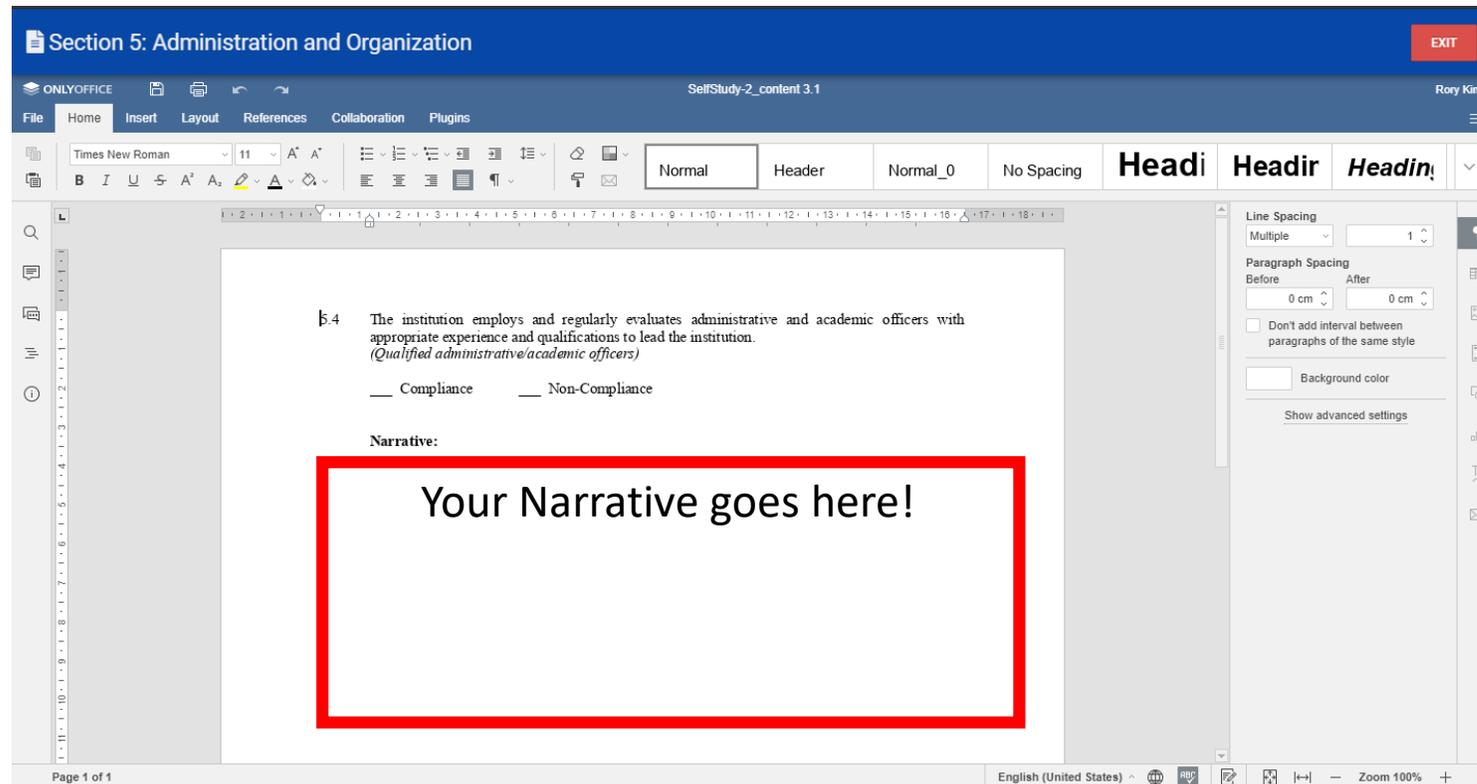
The screen below will open. You are now ready to begin writing your narrative.



How-To Write Your Narrative

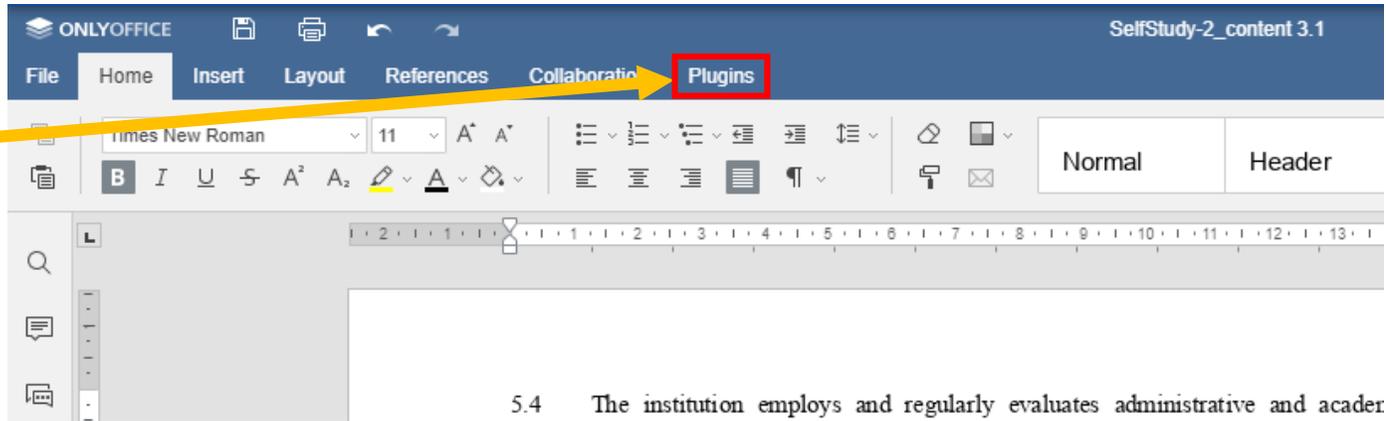
Feel free to copy/paste from another source (Word document) or type directly into AEFIS.

For example: You can copy the related section from the 2015 TAMIU Decennial Review, edit the section to address the current standards, and paste here into AEFIS.

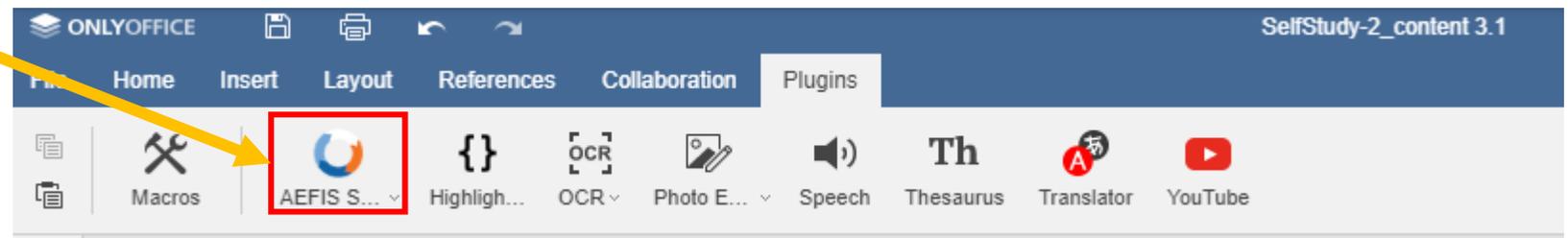


Adding Evidence/Supporting Documentation to the Narrative

Click the menu selection “Plugins” to access the menu ribbon to add your evidence to the narrative.



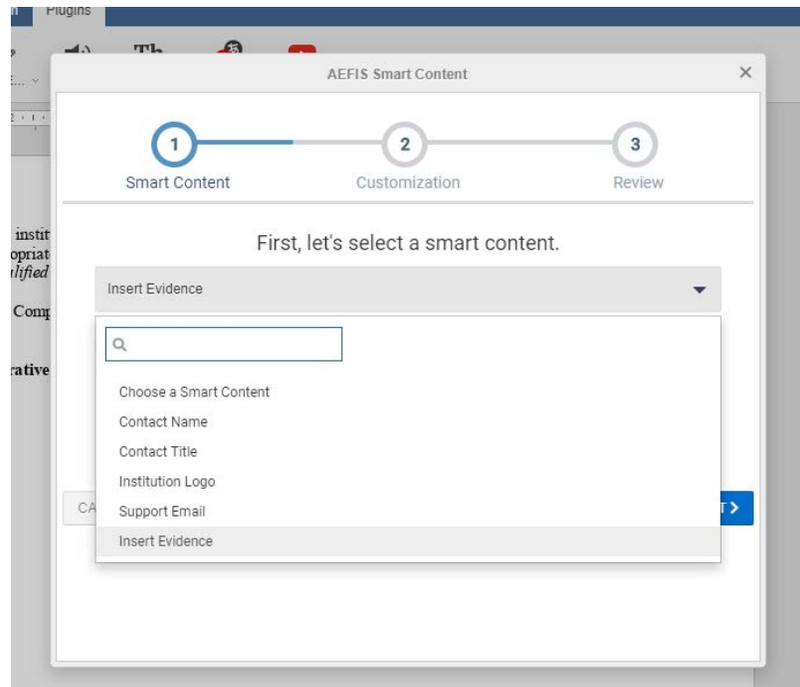
Select the AEFIS Icon to add evidence from the evidence bank.



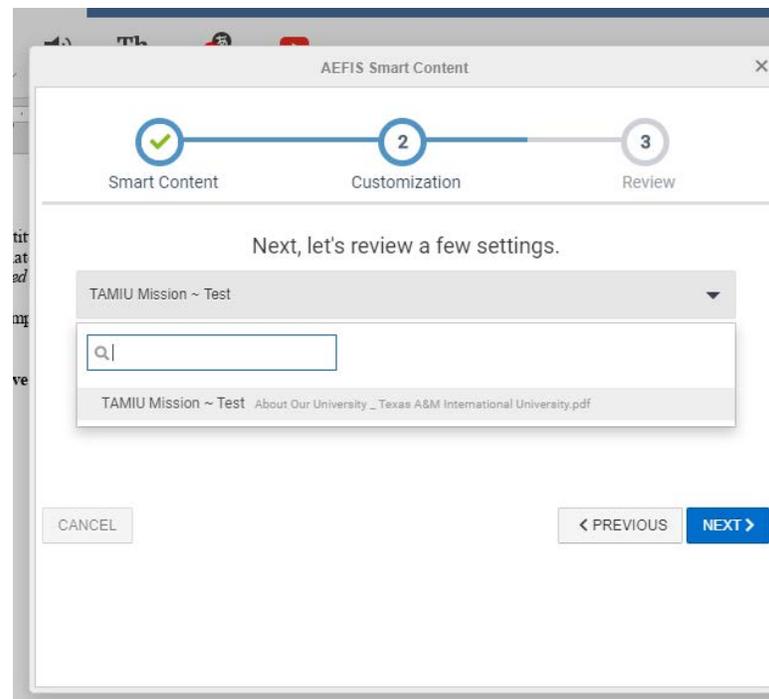
Please Note: To add your evidence to the narrative you must have already uploaded it to the evidence bank. If you have not already added your evidence please click [here](#) for the PowerPoint on “How-To Add Evidence to Evidence Bank”

Adding Evidence/Supporting Documentation to the Narrative

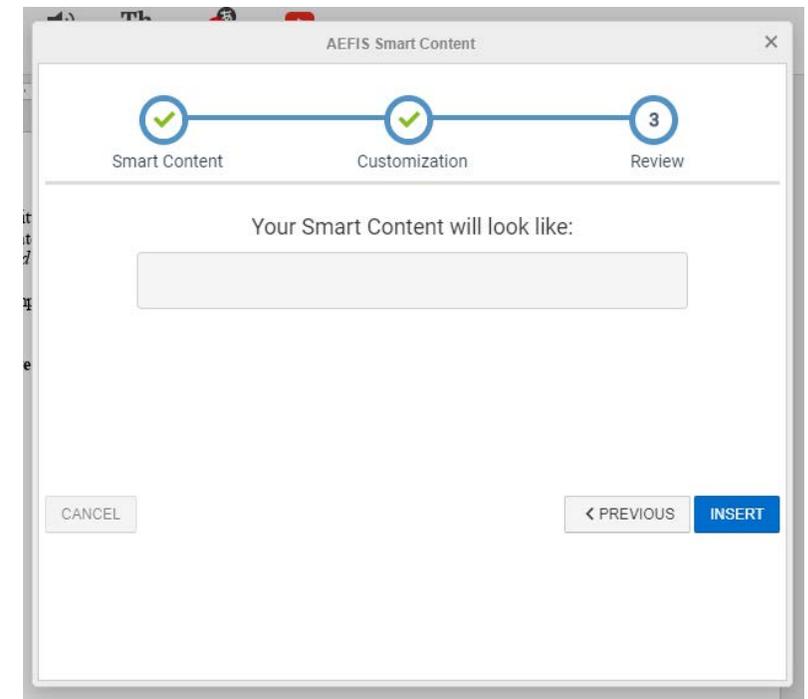
A pop-up window will appear with the following instructions to select the kind of content you wish to add. Select “Insert Evidence” and “Next”



Select the title of the evidence you need to add and “Next”



To finish please click “Insert” to add it to the narrative.



Features Available in AEFIS

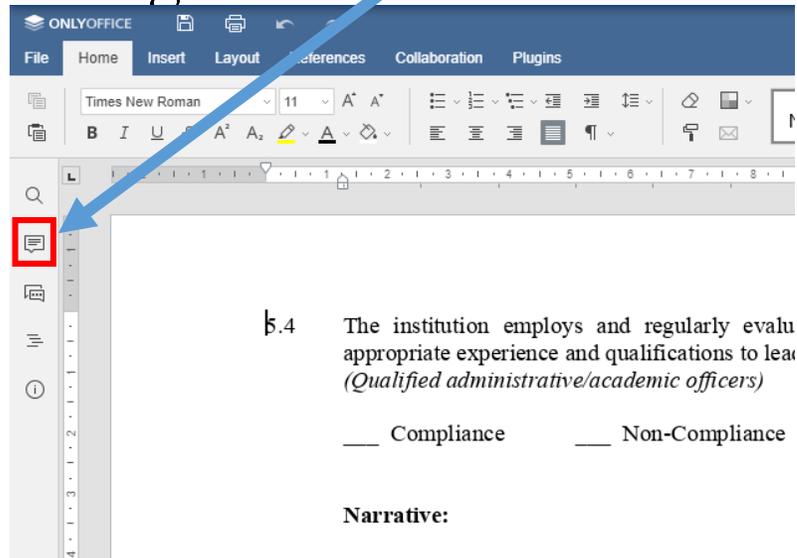
There are a wide-array of features available for you to use while writing your narrative:

- Add Comments to Document
- Adding Comments to Specific Phrases or Words
- Chat with Co-Contributors
- Exporting Your Narrative

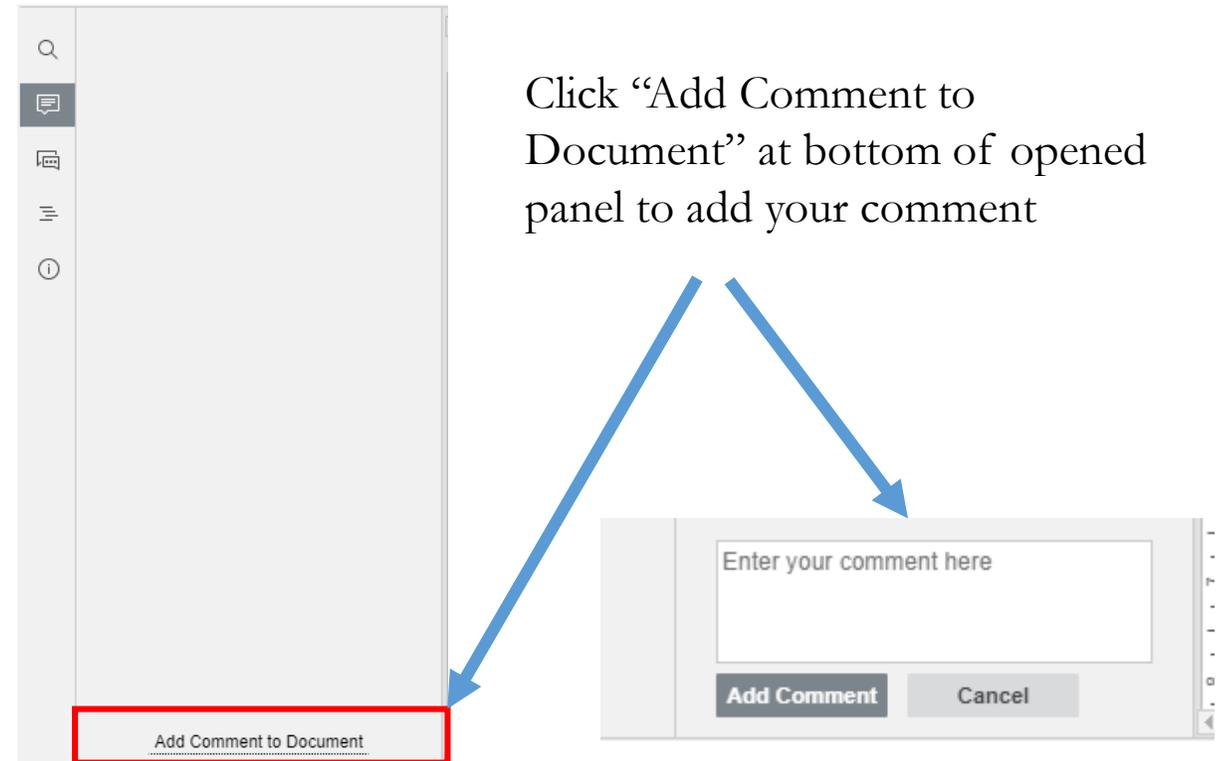
The following slides will explain how to do each of these features.

Add Comments to Document

In the far left panel, select the message icon.

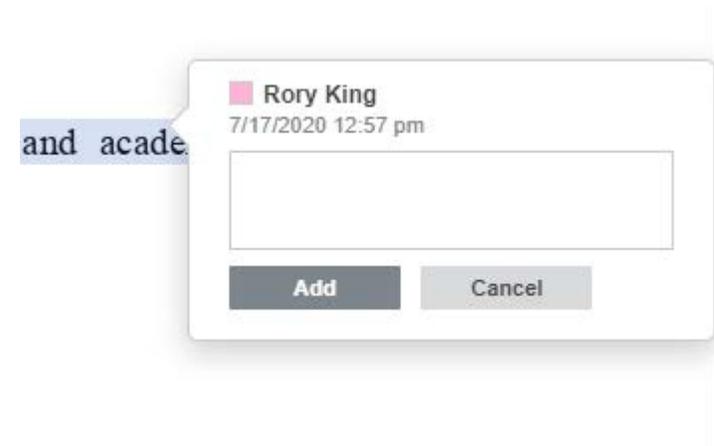
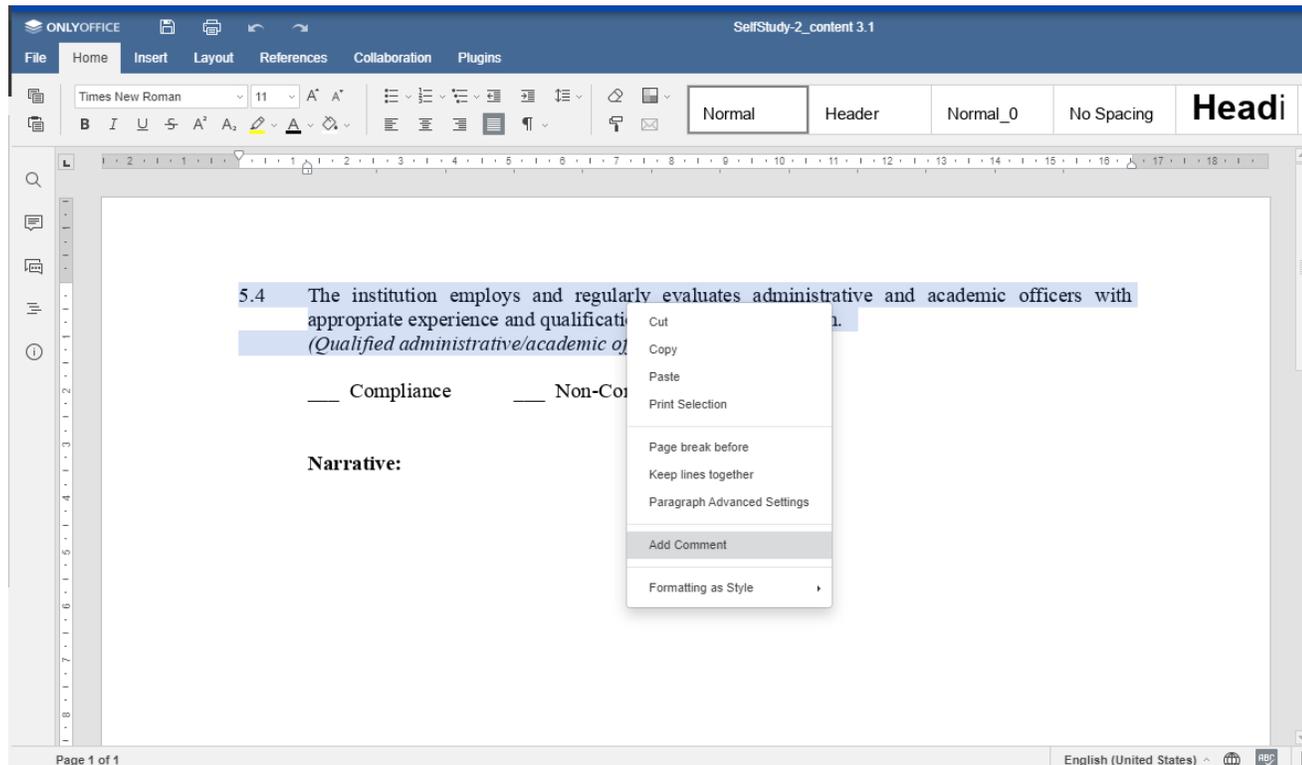


Click “Add Comment to Document” at bottom of opened panel to add your comment



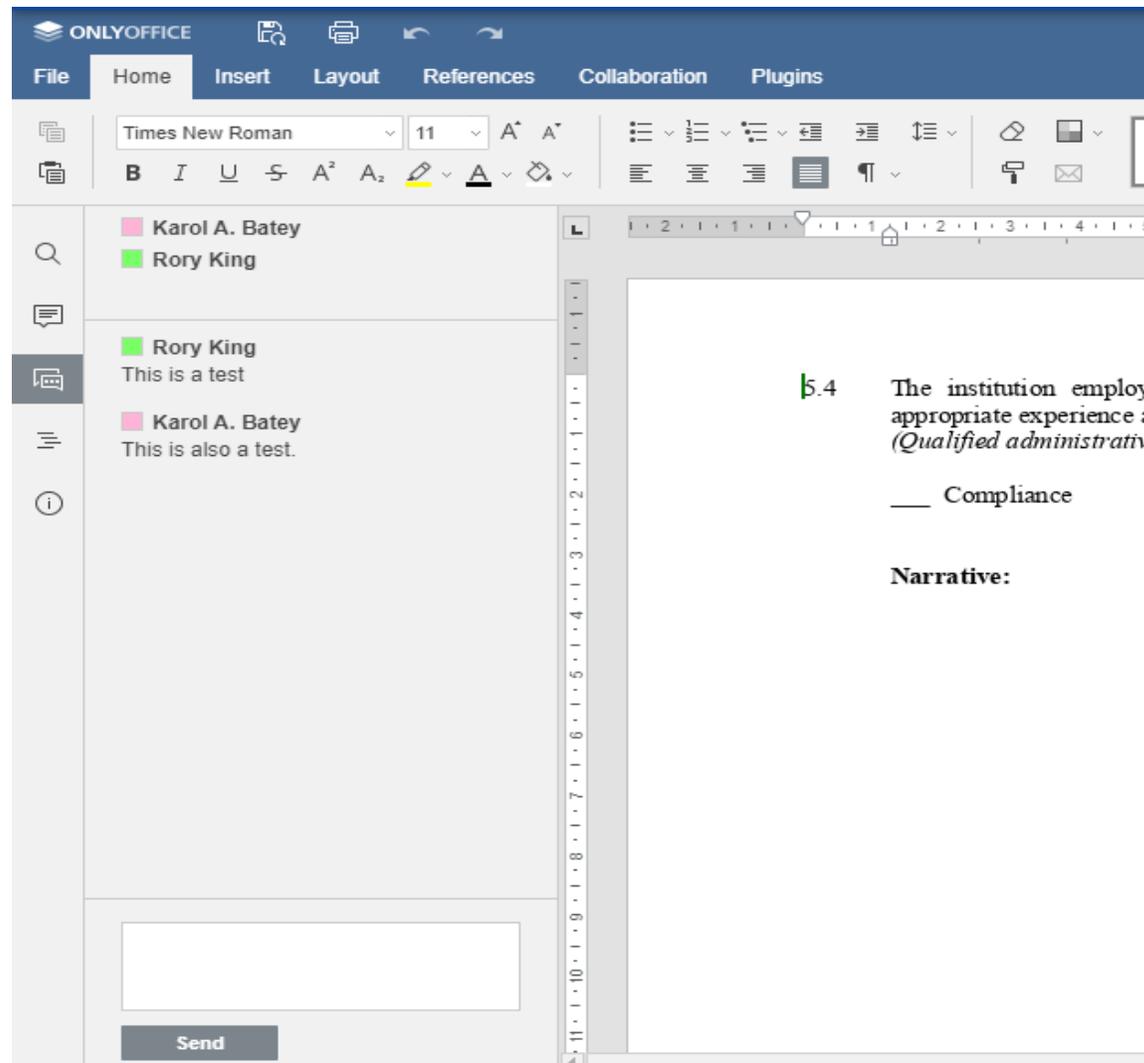
Adding a Comment to a Specific Phrase or Word

Highlight over a word or phrase in the content section to add direct feedback or commentary by right clicking the highlight and selecting “Add Comment”



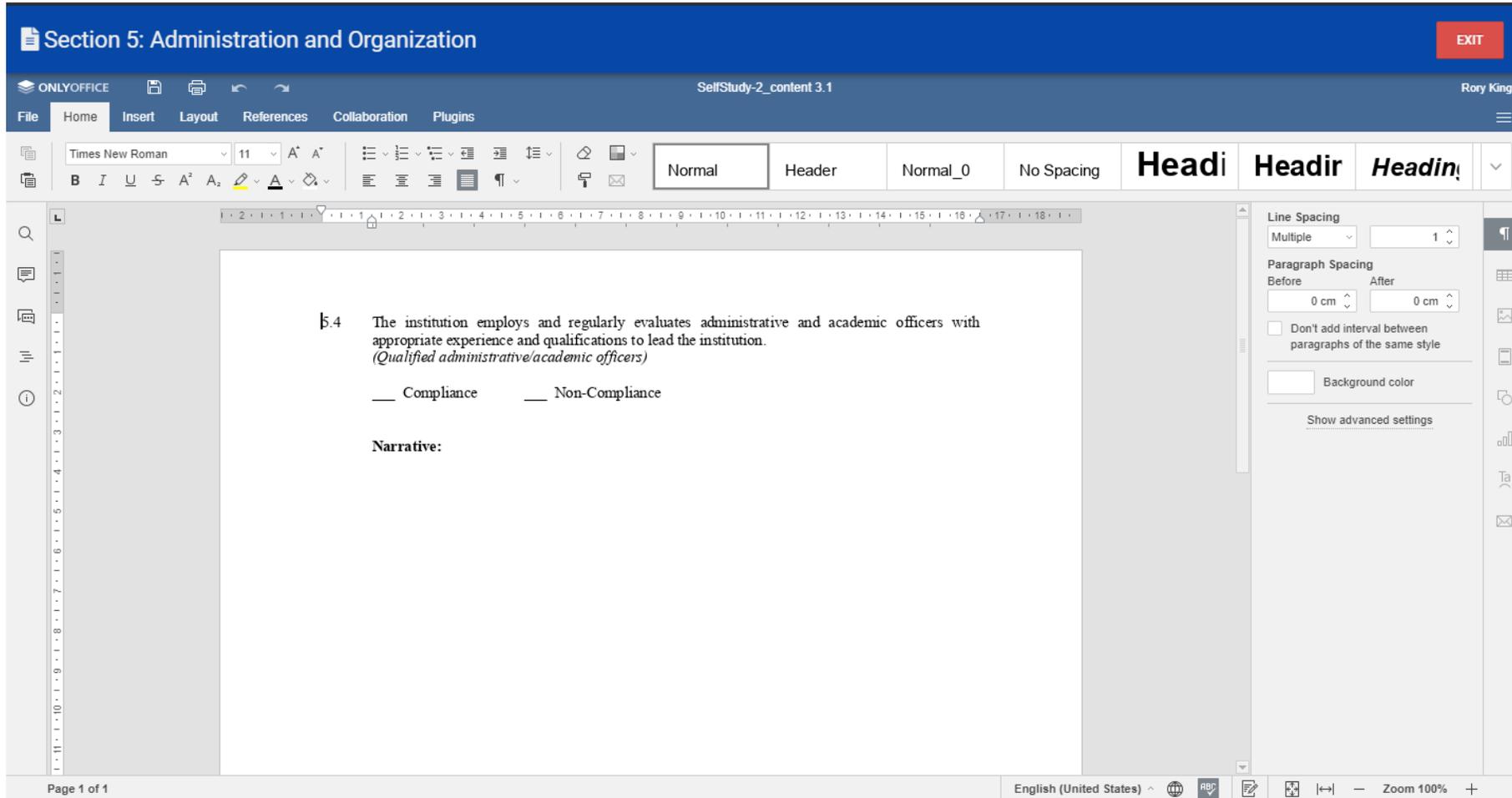
Chatting with Co-Contributors

- Multiple users can chat directly in the content section by selecting the chat icon.
- Chatting can only be utilized while logged in at the same time on the same section
- Chats are not saved or archived, and can only be accessed during the time you are in the particular section.



Export Individual Content Sections

The document below will open to this page where you can begin writing your narrative.



Export Individual Content Sections

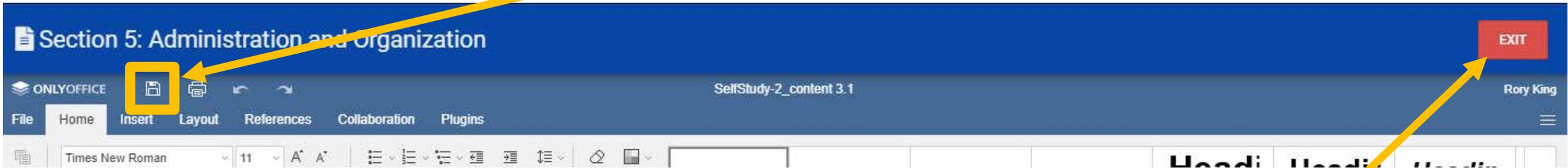
Select “File” and
“Download as...”

You are able to export
the content in the
following formats
displayed here



How-To Save and Exit

To save your progress click the floppy disk icon to save the document as is.



To exit the document click the red button on right hand side entitled “EXIT”

Submitting

This is for Section Narrators ONLY

Once you are ready to submit your narrative, please save and exit the document. This action will take you back to the page where all sections are listed.

1. Scroll to the section you are ready to submit.

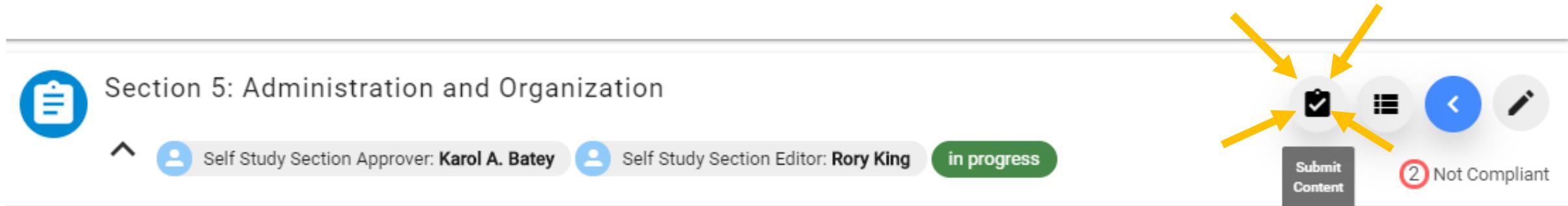
The screenshot displays the 'Self Study' interface. At the top, there is a blue navigation bar with a hamburger menu, the text 'Self Study', a 'RESTORE SESSION' button, and user information including a question mark, a notification bell with a '1' badge, initials 'RK', and the name 'Rory'. Below the navigation bar is a list of sections. Each section card includes a clipboard icon, the section title, an 'in progress' status badge, and a 'Not Compliant' indicator (a red circle with a '2'). The section 'Section 5: Administration and Organization' is highlighted with a yellow arrow pointing to its action button, which is a blue circle containing three vertical white dots. Other sections include 'Governance Control', 'Institutional Information for Reviewers', 'The Fifth-Year Compliance Certification', and 'Section 6: Faculty'. The 'Section 5' card also shows 'Self Study Section Approver: Karol A. Batey' and 'Self Study Section Editor: Rory King'.

2. Hover your mouse on the action button, the blue button with three vertical white dots.

Submitting

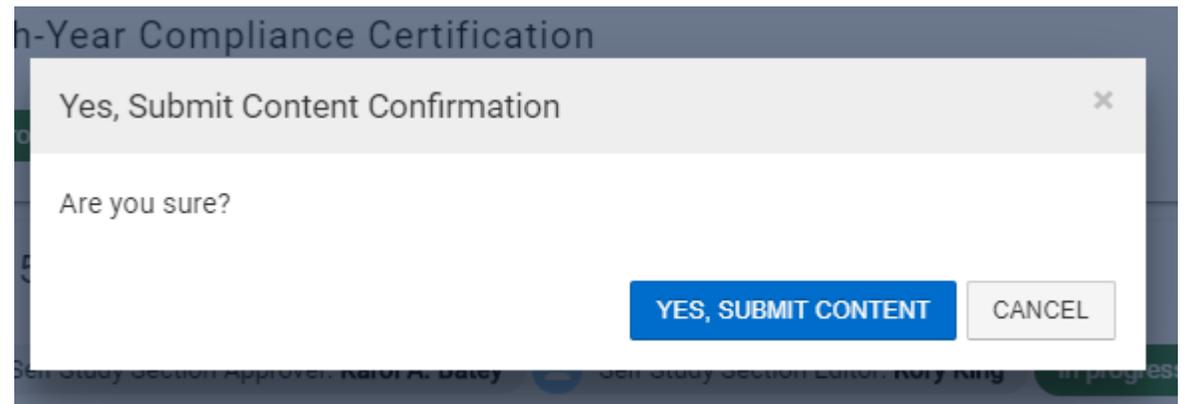
This is for Section Narrators ONLY

3. Click on the image of a clipboard with a check mark to submit your narrative.



4. A pop-up box asking if you're sure you want to submit will appear.

5. Click "Yes, Submit Content"



Giving Feedback to Writers

This is for Section Approvers ONLY

Once you are ready to give feedback to the narrative please save and exit the document. This action will take you back to the page where all sections are listed.

The screenshot shows the 'Self Study' interface. The top navigation bar includes a 'RESTORE SESSION' button and a user profile for 'Rory'. The main content area displays a list of sections, each with a status indicator and a 'Not Compliant' notification. The section 'Section 5: Administration and Organization' is highlighted, showing its approver (Karol A. Batey) and editor (Rory King). A blue button with three vertical white dots is visible next to this section, indicating the action button for giving feedback.

Section Name	Status	Compliance	Action
Governance Control	in progress	Not Compliant	Feedback
Institutional Information for Reviewers	in progress	Not Compliant	Feedback
The Fifth-Year Compliance Certification	in progress	Not Compliant	Feedback
Section 5: Administration and Organization	in progress	Not Compliant	Feedback
Section 6: Faculty	in progress	Not Compliant	Feedback

1. Scroll to the section you wish to give feedback on

5. Click “Yes, Submit Content”

2. Hover your mouse on the action button, the blue button with three vertical white dots.

Giving Feedback to Writers

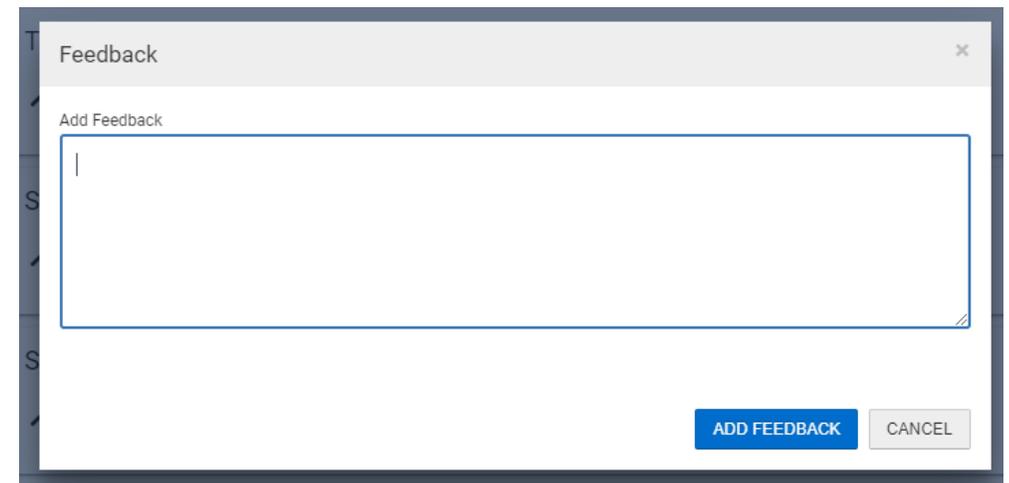
This is for Section Approvers ONLY

3. Click on the feedback button, the talk bubbles image.



4. A pop-up box will appear to provide feedback to writers.

5. Type in your feedback and click "ADD FEEDBACK" to add it to the section



Approving or Denying Sections

This is for Section Approvers ONLY

The screenshot shows the 'Self Study' interface. At the top, there is a blue header with a menu icon, 'Self Study', a 'RESTORE SESSION' button, and user information for 'Rory'. Below the header is a list of sections, each with a blue document icon, a title, an 'in progress' status, and a 'Not Compliant' indicator. The sections are: 'Governance Control', 'Institutional Information for Reviewers', 'The Fifth-Year Compliance Certification', 'Section 5: Administration and Organization', and 'Section 6: Faculty'. The 'Section 5' entry is highlighted with a yellow arrow pointing to its action button (a blue circle with three vertical white dots). The 'Section 5' entry also shows 'Self Study Section Approver: Karol A. Batey' and 'Self Study Section Editor: Rory King'.

1. In the Sections Page, scroll to the section you wish to approve or deny.

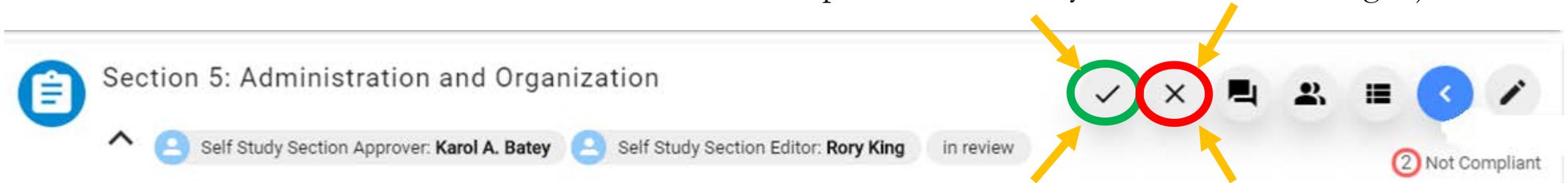
2. Hover your mouse on the action button, the blue button with three vertical white dots.

Approving or Denying Sections

This is for Section Approvers ONLY

3. You are now ready to approve or deny. Please select the appropriate button:

- Checkmark ✓ for approve
- X for deny. ✕ - Rejection automatically opens a box for additional feedback which MUST be provided as to why the narrative is being rejected.



- Once approved, the narrative moves to Dr. David Allen and Ms. Karol Batey for further feedback.
- Denials return the narrative to authors to make appropriate changes



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 information and tutorials:

<https://www.tamiu.edu/adminis/ie/Accreditation.shtml#fifthyear>