

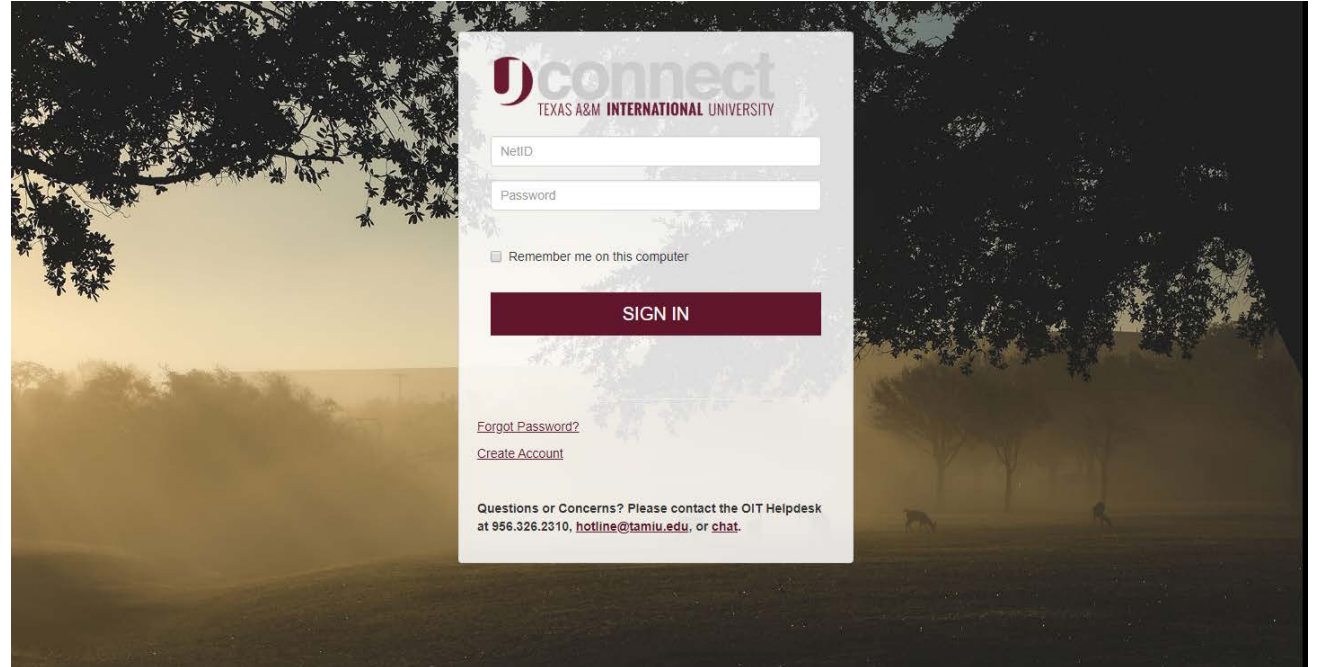
Using AEFIS for Uploading Evidence to Evidence Bank

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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, followed by a welcome message: "Welcome, Karol! 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)." A warning icon is present above the message.
- 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." Below this, a legend shows: "2731 Published Courses" (green dot), "0 Draft Courses" (red dot), and "0 In Revision Courses" (blue dot). A status bar at the bottom of this section states: "All courses in the catalog are Published." with a search icon and "COURSE EXP" text.
- Course Sections:** A section with a refresh icon, showing "Summer Session III 2020 [202050SS3]" and a search icon. Below this is a "Course Section Publish Progress" chart with a "100% 0 Total" indicator and three categories: "Approval Pending" (0), "Faculty Pending" (0), and "Publish" (0).
- My Course Evaluations:** A section with a refresh icon, showing "Summer Session II 2020 [202050SS2]" and a search icon. Below this is another "Course Section Publish Progress" chart with a "100% 0 Total" indicator and three categories: "Approval Pending" (0), "Faculty Pending" (0), and "Publish" (0).


On the right side, there is a sidebar titled "Action Items" with a refresh and settings icon. It contains a section for "Data Collection Forms" with 11 items:

- 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 Rubric)

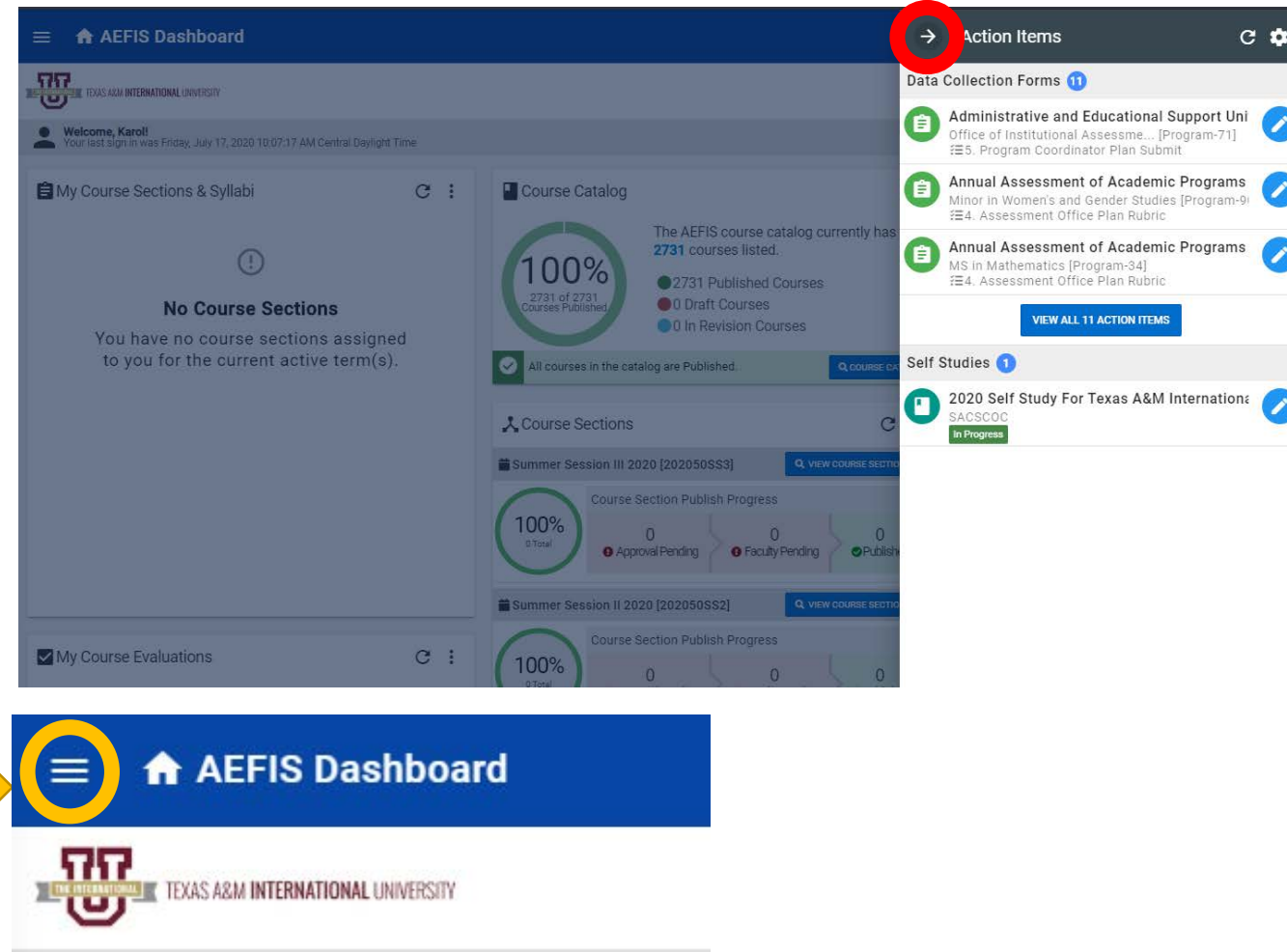
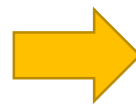
A blue button labeled "VIEW ALL 11 ACTION ITEMS" is located below the list. Below the action items is a section for "Self Studies" with 1 item:

- 2020 Self Study For Texas A&M Internationa: SACSCOC (In Progress)

Entering the Evidence Bank

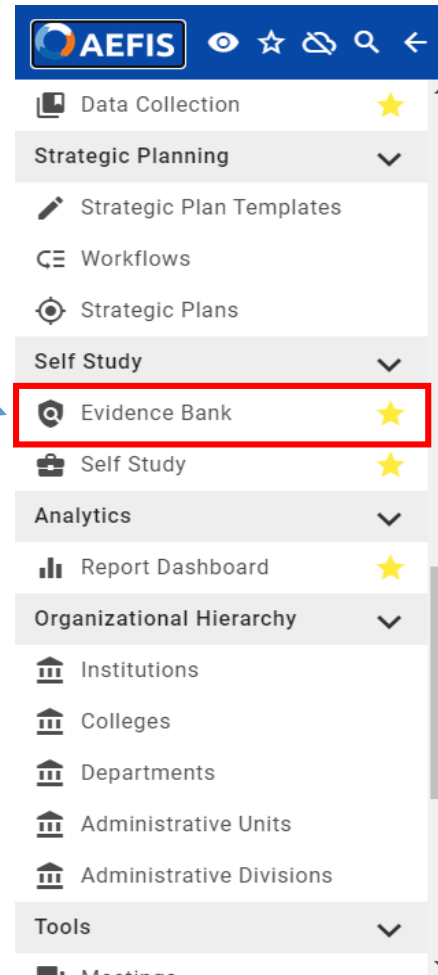
Send the Action Items area away by clicking the arrow. 

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



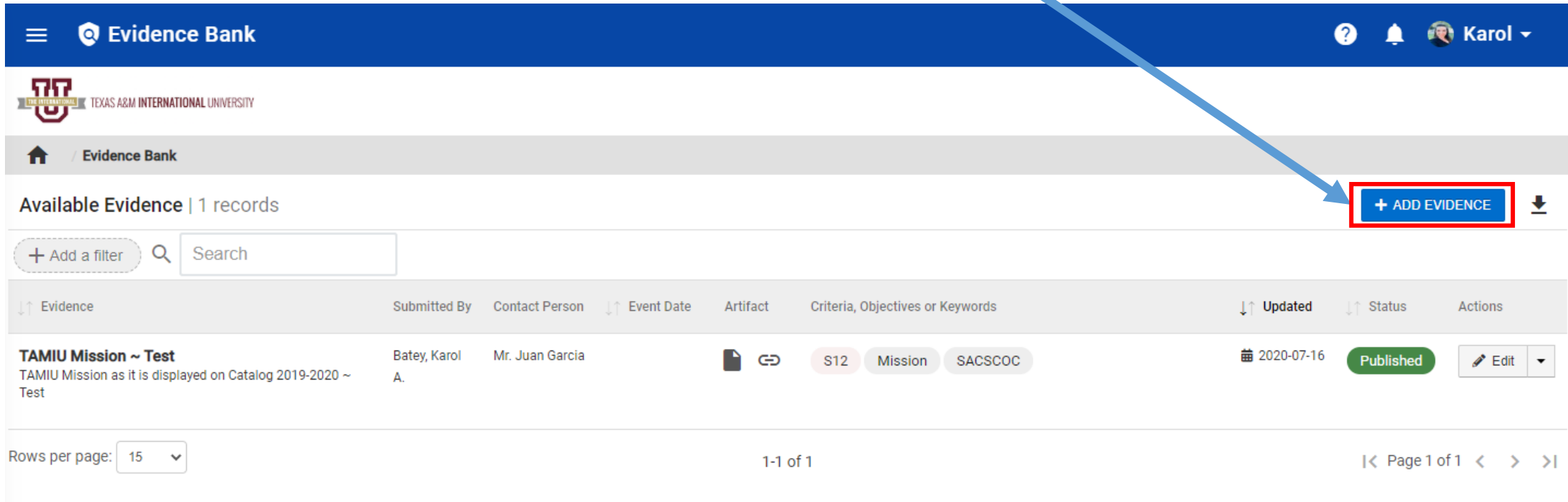
Entering the Evidence Bank

Click on the Area Titled
“Evidence Bank”



Adding Evidence

Select blue “+ADD EVIDENCE”
button



The screenshot shows the Evidence Bank interface. At the top, there is a blue header with the Evidence Bank logo and user information for Karol. Below the header, there is a navigation bar with a home icon and the text 'Evidence Bank'. The main content area displays 'Available Evidence | 1 records'. A search bar with a filter icon and a search input field is present. Below the search bar, there is a table with columns for Evidence, Submitted By, Contact Person, Event Date, Artifact, Criteria, Objectives or Keywords, Updated, Status, and Actions. The table contains one record for 'TAMIU Mission ~ Test'. At the bottom, there is a pagination section with 'Rows per page: 15', '1-1 of 1', and navigation arrows.

Evidence Bank

TEXAS A&M INTERNATIONAL UNIVERSITY

Home / Evidence Bank

Available Evidence | 1 records

+ Add a filter Search

Evidence	Submitted By	Contact Person	Event Date	Artifact	Criteria, Objectives or Keywords	Updated	Status	Actions
TAMIU Mission ~ Test TAMIU Mission as it is displayed on Catalog 2019-2020 ~ Test	Batey, Karol A.	Mr. Juan Garcia			S12 Mission SACSCOC	2020-07-16	Published	Edit

Rows per page: 15 1-1 of 1 |< Page 1 of 1 < > >|

Adding Evidence

A pop-up window will appear. Please fill out the following fields:

- Title of Evidence
- Contact Person
- Description of the Evidence
- Related Item selections:
 - First Dropdown - Select “Add to Accreditor”
 - Second Dropdown – Select “SACSCOC...”
 - Third Dropdown – **MAKE NO SELECTION**
- Click the cloud or drag the attachment to the blue-dash box to add your attachment.

When you’re ready to add your evidence you can click the green “Approve” button.

New Improvement Evidence

Enter a title for the evidence

Enter Title Action Date

Enter a contact person

Enter Contact Enter a supporting URL

Enter Supporting URL

Enter a description for the evidence

Enter a Description

Standards, Outcomes or Keywords Related to this Evidence

Select a related item to add

Add to Accreditor

Next, select an accreditor

SACSCOC

Next, select the accreditor criteria you would like to add

Select criteria

+ ADD

File Attachments

Drop file or click to add attachment

Submitted By: System AEFIS on July 17, 2020

APPROVE SAVE EVIDENCE CANCEL

Adding Evidence

The screenshot shows the Evidence Bank interface. At the top, there is a blue header with a menu icon, the text "Evidence Bank", and user information for "Karol". Below the header is the Texas A&M International University logo. The main content area shows "Available Evidence | 1 records" with a "+ ADD EVIDENCE" button and a search bar. A table lists the evidence record:

Evidence	Submitted By	Contact Person	Event Date	Artifact	Criteria, Objectives or Keywords	Updated	Status	Actions
TAMIU Mission ~ Test TAMIU Mission as it is displayed on Catalog 2019-2020 ~ Test	Batey, Karol A.	Mr. Juan Garcia			S12 Mission SACSCOC	2020-07-16	Published	Edit

At the bottom, there is a "Rows per page: 15" dropdown, "1-1 of 1" pagination, and "Page 1 of 1" navigation.

You are now done adding your evidence for the SACSCOC 5th Year Report. It will now be accessible to place in your narrative



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.tamtu.edu/adminis/ie/Accreditation.shtml#fifthyear>