

# AEFIS QuEST Faculty User Guide

Messiah College

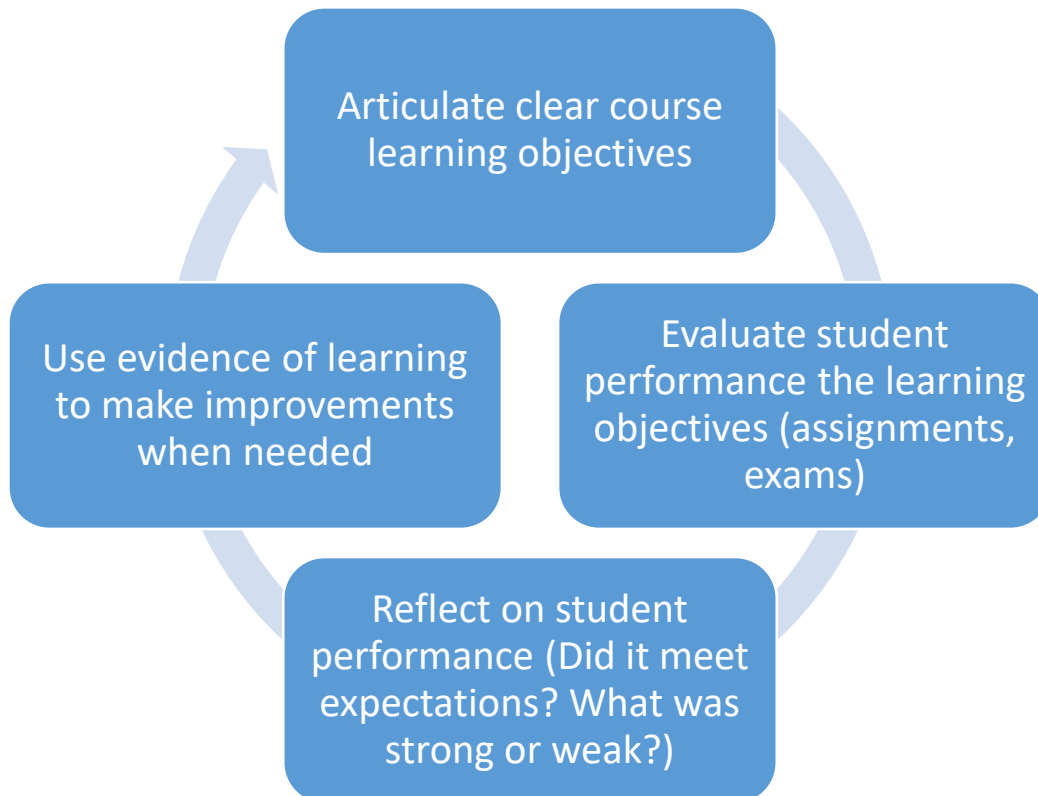
*Updated September 17, 2019*

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## The Purpose of Assessment

The purpose of assessment is to ensure our students are learning. Each course syllabus should articulate clear course learning objectives, instructors should use learning assessments (assignments, exams) that evaluate student performance on the course learning objectives, individual instructors and collective educational units should reflect on student performance on the learning objectives and program learning objectives, and educators and administrators should use evidence of student learning to make improvements when needed. Effective tools such as AEFIS in and of themselves will not make assessment meaningful; the way that we use our tools will determine their value. To put it simply, assessment efforts that focus on data input with no feedback are not valuable to our faculty or our students, and we would like to keep the purpose of assessment (i.e. ensuring students learn) at the center of all that we do. Thank you for participating in the assessment process in ways that help us keep student learning at the center.



## Assessment Language

Software systems use their own jargon, and this can be confusing. As you engage with AEFIS, here is a “translation” of AEFIS terms into curriculum and assessment terms we use on our campus.

<b>AEFIS Term</b>	<b>Messiah Term</b>
Program	Major, graduate degree, or certificate
Outcome Spaces	Undergraduate/Graduate Learning Objectives (ULOs/GLOs)
Student Outcome	Program Learning Objective (PLO)
Course Learning Outcome	Course Learning Objective
Educational Experience	Course

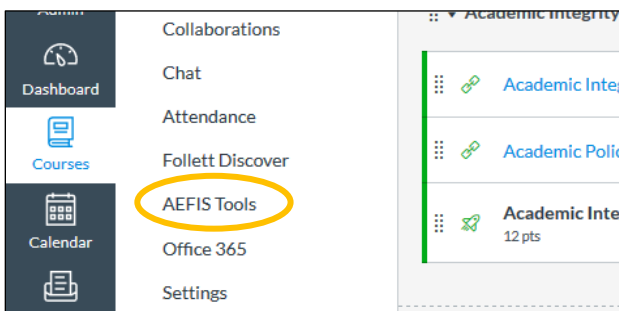
## Assignment Linking

In order to gain information on how well students are performing on QuEST learning objectives, faculty give students assignments and exams within the course. If you are assessing the learning for the QuEST objectives discretely (i.e. the student score or rubric line within the assignment does not include learning additional to the objective), you can report assessment scores by entering the scores in a Canvas assignment or multiple assignments and then linking that assignment/rubric line(s) to AEFIS. Alternatively, QuEST faculty can link the QuEST assessment rubric used in previous academic years. The goal is to provide the most authentic evidence of student performance on the learning objective possible.

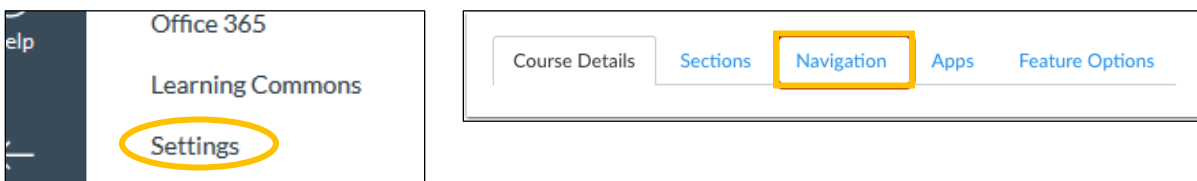
Before starting the linking process, determine whether you will be linking a course assignment or the QuEST assessment rubric. It may feel like this process has many steps. It goes fairly quickly.

### Course Assignment Linking

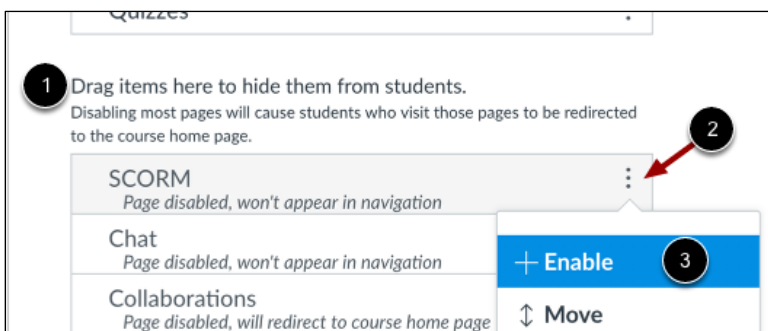
1. To link a course assignment, first log into Canvas. Open your QuEST course section.
2. Be sure that you have published your course section. In addition, be sure to publish the assignment that you will be using for your QuEST assessment. If you need assistance learning how to use Canvas, you can access the online [Canvas Instructor Guide](#) or contact ITS.
3. Select 'AEFIS Tools' in the menu on the left.



**Note:** If 'AEFIS Tools' does not appear in the menu, you must enable the tool in Canvas. To enable 'AEFIS Tools,' select 'Settings' in the menu on the left. Then, select the 'Navigation' tab in the middle of the page.

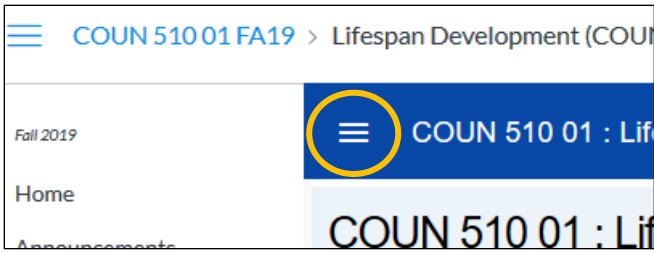


Toward the bottom of the page, there will be a list of hidden menu links [1]. Find the 'AEFIS Tools' link, and select the settings icon with the three dots to the right of the link [2]. Select enable [3].

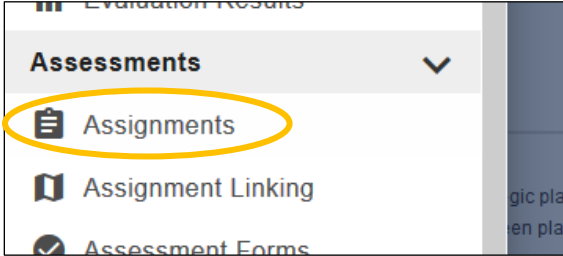


Then, you will be able to select 'AEFIS Tools' in the menu on the left.

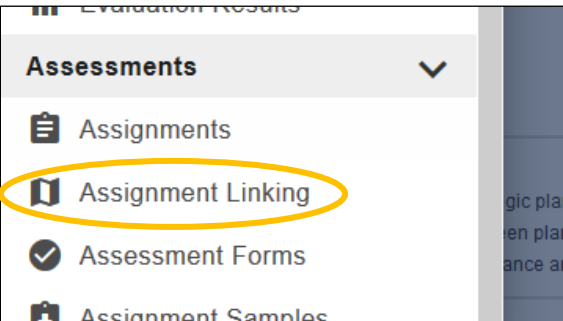
4. Select the AEFIS navigation tab with three horizontal lines in the top left corner of the **inner** window.



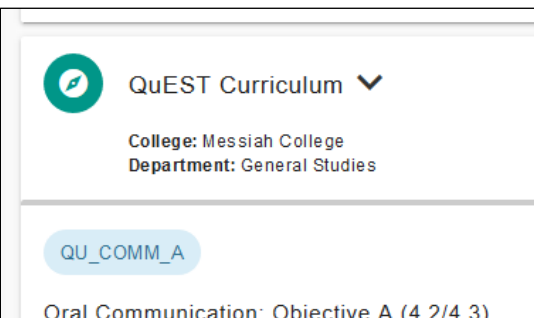
5. In the AEFIS navigation tab, select 'Assignments.' Then, confirm that the assessed assignment appears in the list of assignments. By selecting 'Assignments,' AEFIS will populate the Canvas course assignments into its program. Do not skip this step.



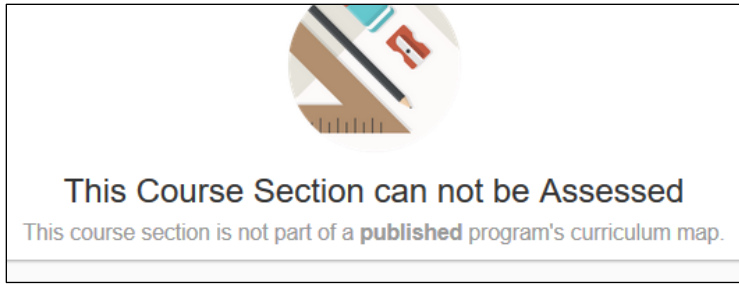
6. Select the AEFIS navigation tab with three horizontal lines in the top left corner of the inner window once again. This time, select 'Assignment Linking' in the navigation tab.



7. Scroll down and locate the QuEST Curriculum program next to a green compass. Your course may have assessed assignments scheduled with other departments.



**Note:** If your Assignment Linking page displays the text in the screenshot below or does not include the QuEST Curriculum header, then your course has not yet been included with QuEST’s assessment schedule in AEFIS.



If the message appears for your QuEST course section, contact an Assessment of Student Learning administrator by emailing [assessmentga@messiah.edu](mailto:assessmentga@messiah.edu).

- The QuEST objectives will appear below the QuEST Curriculum header. Determine which QuEST objective is scheduled for assessment. Then, select the blue pencil icon to the right of the objective that is scheduled for assessment.

QuEST Curriculum ▾  
College: Messiah College  
Department: General Studies

QU\_KOB\_A

Knowledge of the Bible: Objective A (4.5)  
Reflect on how the Bible functions as an ancient text with authority for Christian belief and practice.

Curriculum Mapping	Linked Assignments
<p>Introduction</p> <p>1 Below Basic   2 Basic   3 Proficient   4 Advanced</p>	<p>No Linked Assignments</p> <p>Assignments have not been linked</p>

- A list of your Canvas course section assignments populates in the new window. Select a checkbox to link an assignment grade to the QuEST objective. If multiple assignments are used to evaluate the learning, you may select each of them for assessment reporting.

GLO 3 A		TOTAL WEIGHT: 100%	
	Assignment	Max. Score	Weight
<input type="checkbox"/>	Assignment		
<input type="checkbox"/>	Professional Organization Checklist	20	0
<input checked="" type="checkbox"/>	Licensure/Certification Worksheet	20	100.00
<input type="checkbox"/>	Essay Exam Part 1	20	0

If you are using a rubric, and only certain rubric lines relate to the QuEST course learning objective, please link only those rubric lines. To link specific rubric lines for assessment, select the blue 'link rubrics' option under the assignment name. (The 'link rubrics' option will only appear if a rubric has been added to an assignment in Canvas.) Check the boxes next to the assessed criteria to link rubric lines.

GLO 3 A	
<input type="checkbox"/>	Assignment
<input type="checkbox"/>	Mock Session Reflection Forms <a href="#">link rubrics</a>
<input type="checkbox"/>	Process Group Reflections

<input checked="" type="checkbox"/>	Mock Session Reflection Forms <a href="#">link grade</a>
<u>Criteria</u>	
<input checked="" type="checkbox"/>	Client Background Description
<input type="checkbox"/>	What went well

10. The assignment weight appears in the box to the right. When linking one assignment, the weight will be 100%.

If linking multiple assignments, ensure that the weight percentages of the checked assignments are equal. AEFIS automatically equalizes the weights when choosing four or less assignments. If you link five or more assignments, then you must manually enter the weight distribution in the box to total 100%.

GLO 3 A		TOTAL WEIGHT: 100%	
<input type="checkbox"/>	Assignment	Max. Score	Weight
<input checked="" type="checkbox"/>	Professional Organization Checklist	20	50.00
<input checked="" type="checkbox"/>	Licensure/Certification Worksheet	20	50.00

11. Scroll down to the 'Total Score Rubric Settings' area. Here, you will adjust the sliders to determine the levels of student success.

Move the basic slider to **60%**, the proficient slider to **70%**, and the advanced slider to **90%**. (Note: These levels are different when using the QuEST Rubric linking.)

Total Score Rubric Settings

The slider shows a horizontal scale from 0 to 100. Below the scale are four boxes representing performance levels: 1 (Below Basic, 0% to 59%), 2 (Basic, 60% to 69%), 3 (Proficient, 70% to 89%), and 4 (Advanced, 90% to 100%). Sliders are positioned at 60%, 70%, and 90% for levels 2, 3, and 4 respectively.

Use these rubric values when linking new assignments

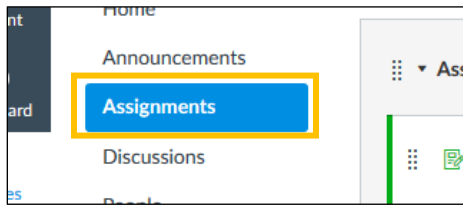
[SAVE AND REPLACE](#)

12. Select the blue 'Save and Replace' icon at the bottom of the window.

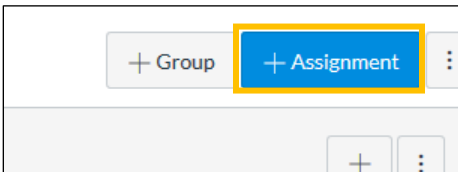
13. Be sure to grade the assessed assignment(s) in Canvas. If you linked a rubric line for assessment, be sure to grade each rubric line in Canvas for the assessed assignment.

## QuEST Rubric Linking

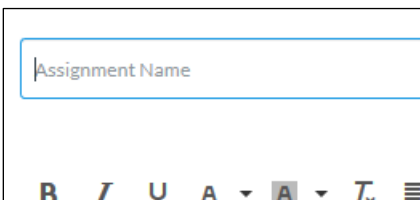
1. To link the QuEST assessment rubric, first log into Canvas. Open your QuEST course section.
2. Be sure that you have published your course section. If your course is unpublished, select the publish icon in the top right corner. If you need assistance learning how to use Canvas, you can access the online [Canvas Instructor Guide](#) or contact ITS.
3. Select the 'Assignments' tab on the left.



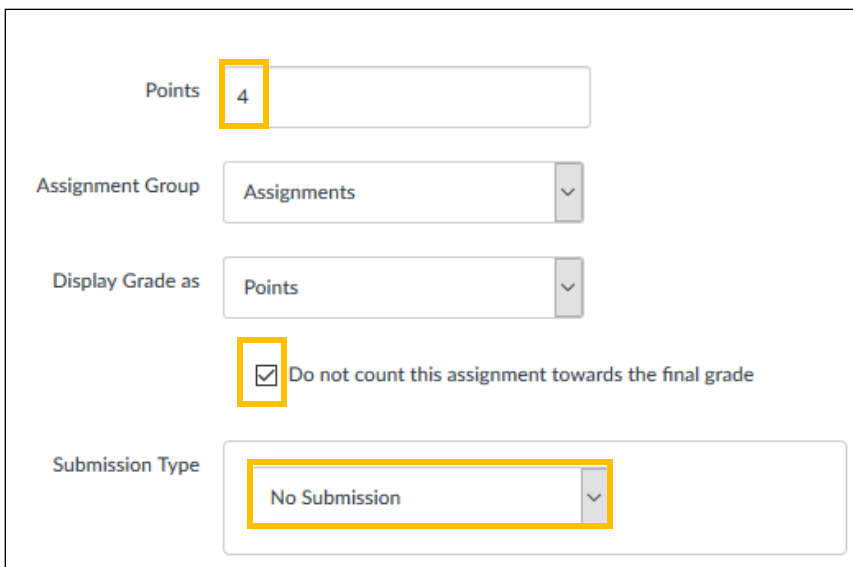
4. Select the blue '+ Assignment' icon in the top right corner.



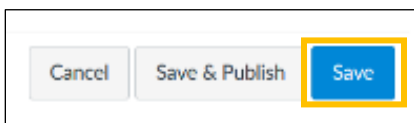
5. In the 'Assignment Name' text box near the top of the page, name the assignment "QuEST Assessment."



6. Scroll down and enter '4' in the 'Points' text box. Then, checkmark 'Do not count this grade towards the final grade.' Lastly, select 'No Submission' in the 'Submission Type' dropdown box.

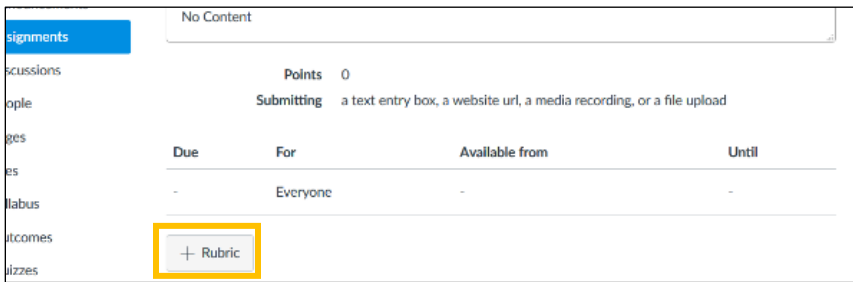
A screenshot of the Canvas assignment settings form. The 'Points' field contains the number '4'. The 'Do not count this assignment towards the final grade' checkbox is checked. The 'Submission Type' dropdown menu is set to 'No Submission'. The 'Points' field, the checkbox, and the 'Submission Type' dropdown are highlighted with yellow rectangular boxes.

7. Scroll down to the bottom of the page, and select the blue 'Save' icon.

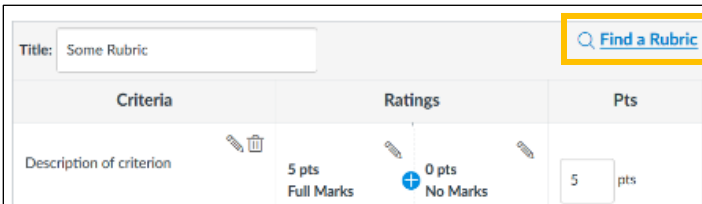




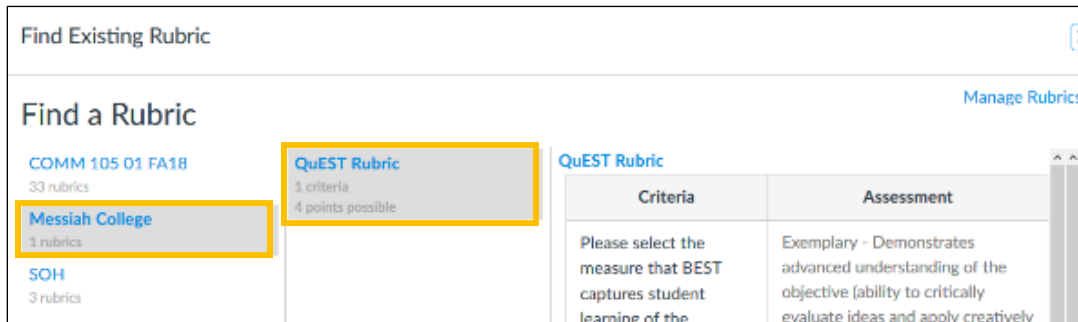
8. Select '+ Rubric' toward the left side of the page.



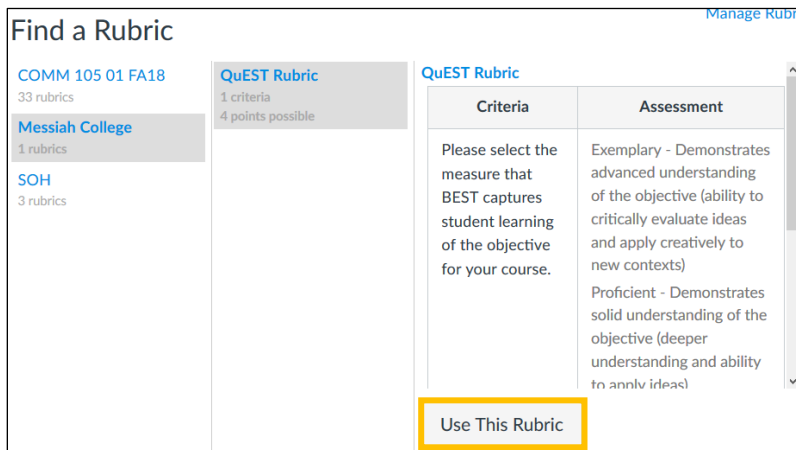
9. Select 'Find a Rubric' toward the right side of the page.



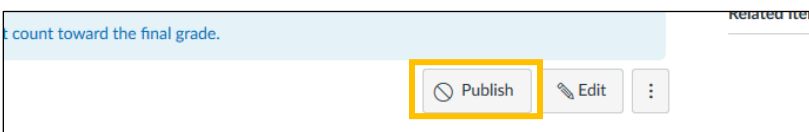
10. Select 'Messiah College' on the left side of the window, and then 'QuEST Rubric' in the next column.



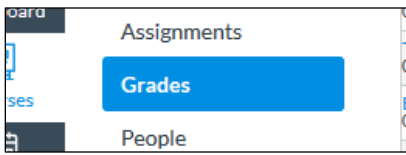
11. Scroll down and select 'Use This Rubric' near the bottom of the window.



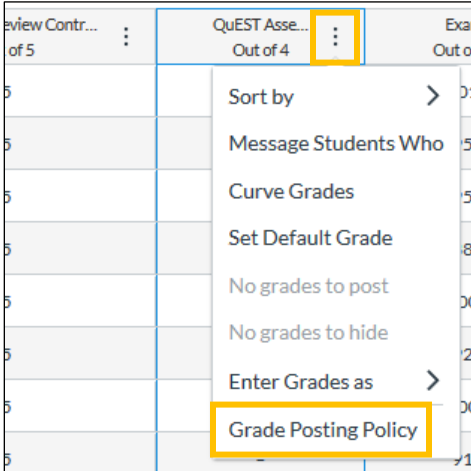
12. Select 'Publish' near the top of the page.



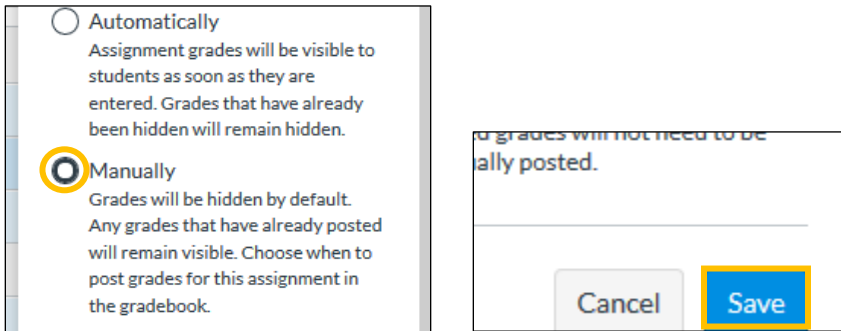
13. To make the grade not viewable to students, first select 'Grades' in the menu on the left.



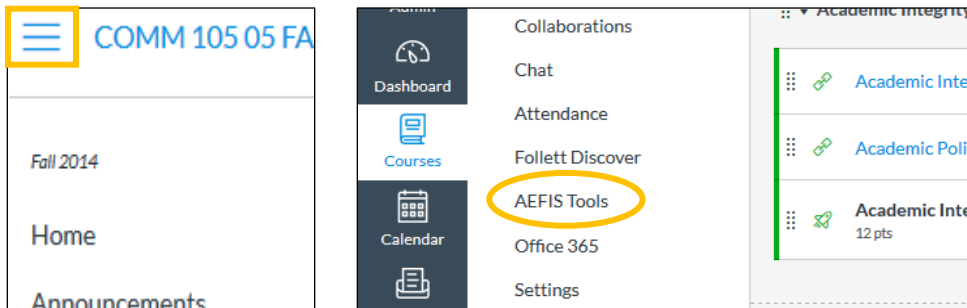
14. Locate the QuEST Assessment in the row of assignments. Select the three dots icon to the right of the assignment name, and select 'Grade Posting Policy' at the bottom of tab.



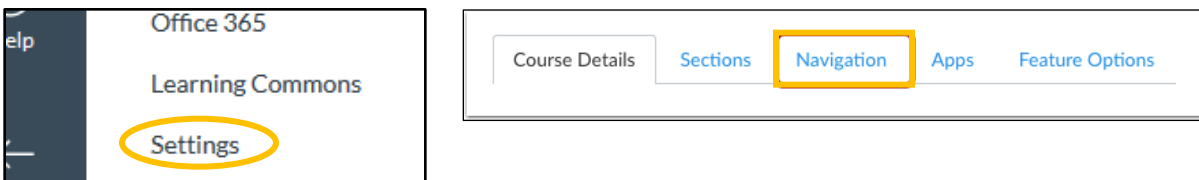
15. In the tab that opens from the right of the screen, select 'Manually.' Then scroll down and select 'Save.'



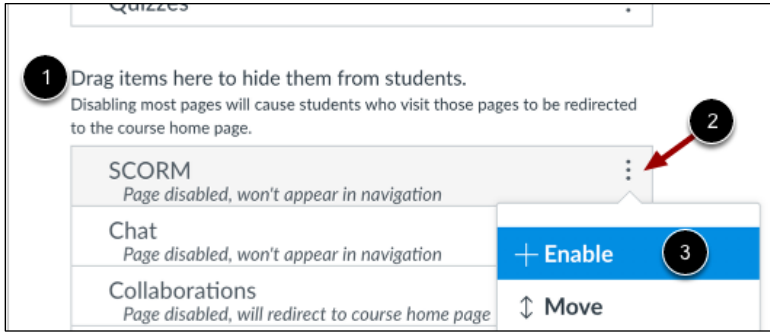
16. Select the icon with three horizontal lines in the top left corner to open the Canvas navigation menu. Then select 'AEFIS Tools' in the column of options.



Note: If 'AEFIS Tools' does not appear in the menu, you must enable the tool in Canvas. To enable 'AEFIS Tools,' select 'Settings' in the menu on the left. Then, select the 'Navigation' tab in the middle of the page.

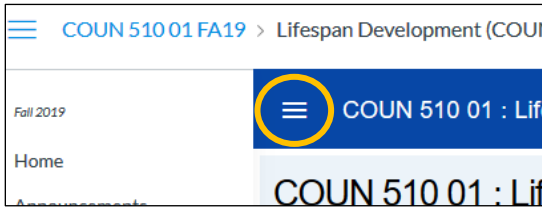


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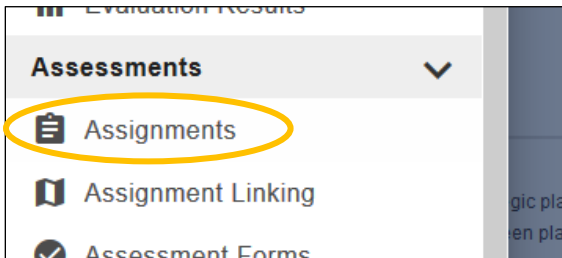


Then, you will be able to select 'AEFIS Tools' in the menu on the left.

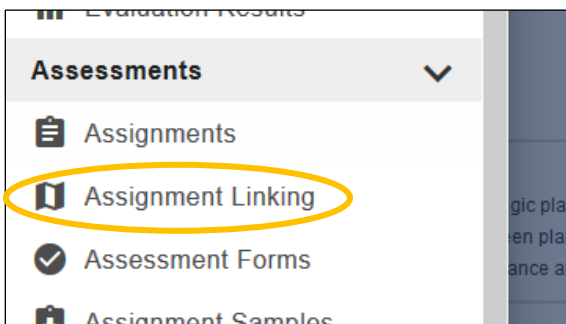
17. Select the AEFIS navigation tab with three horizontal lines in the top left corner of the inner window.



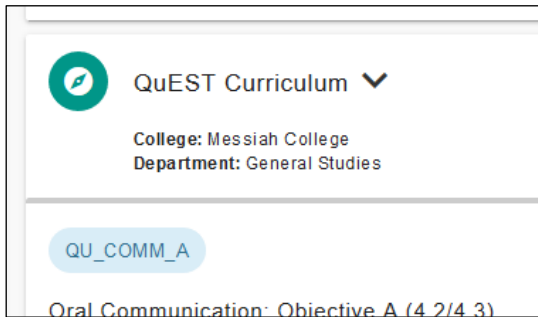
18. In the AEFIS navigation tab, select 'Assignments.' Then, confirm that the QuEST Assessment assignment appears in the list of assignments. By selecting 'Assignments,' AEFIS will populate the Canvas course assignments into its program. Do not skip this step.



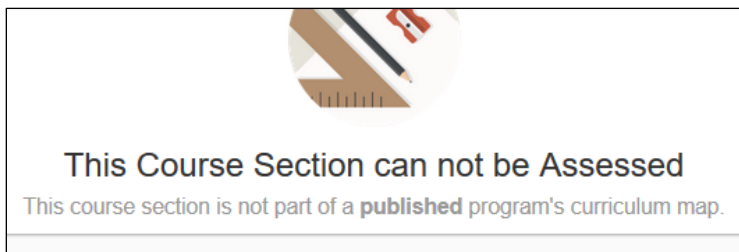
19. Select the AEFIS navigation tab with three horizontal lines in the top left corner of the inner window once again. This time, select 'Assignment Linking' in the navigation tab.



20. Scroll down and locate the QuEST Curriculum program next to a green compass. Your course may have assessed assignments scheduled with other departments.

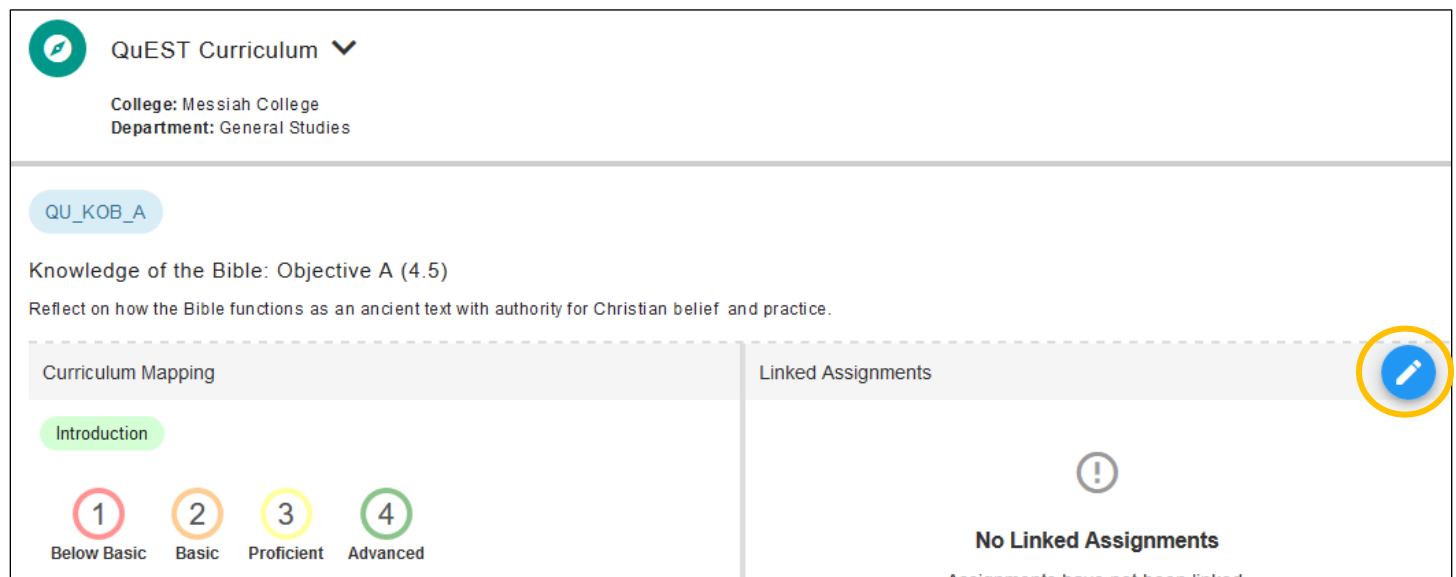


*Note:* If your Assignment Linking page displays the text in the screenshot below, then your course has not yet been included with QuEST’s assessment schedule in AEFIS.



If the message appears for your QuEST course section or does not include the QuEST Curriculum header, contact an Assessment of Student Learning administrator by emailing [assessmentga@messiah.edu](mailto:assessmentga@messiah.edu).

21. The QuEST objectives will appear below the QuEST Curriculum header. Determine which QuEST objective is scheduled for assessment. Then, select the blue pencil icon to the right of the objective that is scheduled for assessment.

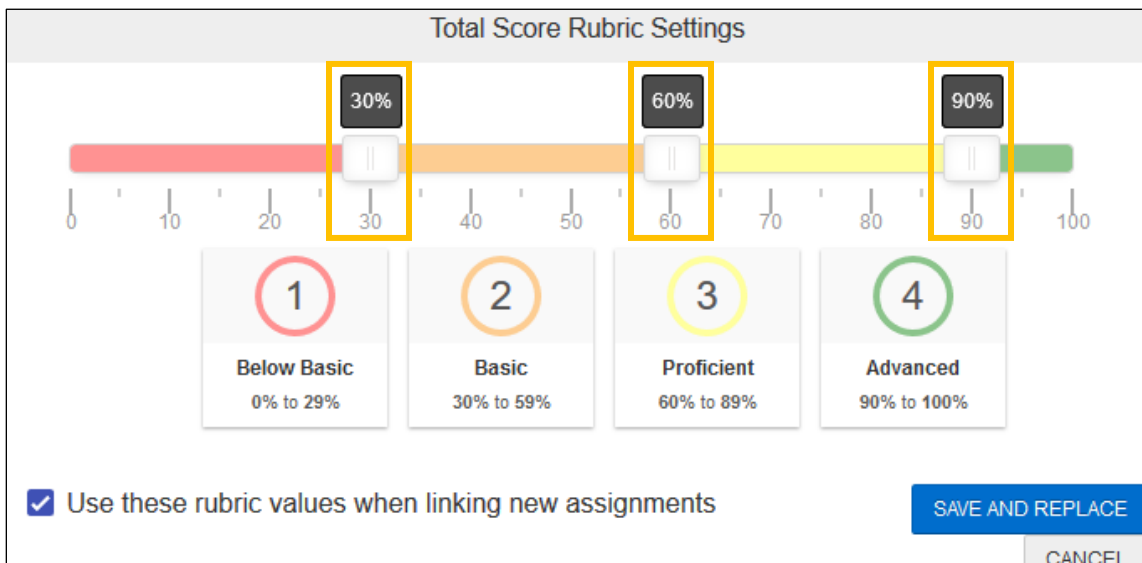


22. A list of course section assignments appears in the new window. Select the checkbox to link the QuEST Assessment assignment to the QuEST objective.

QU_KOB_A		TOTAL WEIGHT: 0%	
<input type="checkbox"/>	Assignment	Max. Score	Weight
<input type="checkbox"/>	Exam 1 (due 10/15)	0	0
<input type="checkbox"/>	Exam 2 (due finals week)	0	0
<input checked="" type="checkbox"/>	QuEST Assessment	4	0

23. Scroll down to the 'Total Score Rubric Settings' area. Here, you will adjust the sliders to determine the levels of student success.

Move the basic slider to **30%**, the proficient slider to **60%**, and the advanced slider to **90%**. (These levels are different when using the course assignment linking.)



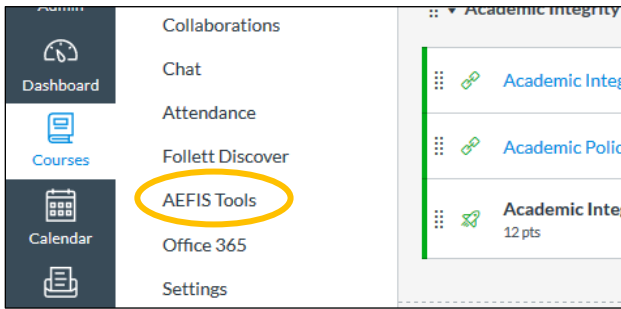
24. Select the blue 'Save and Replace' icon at the bottom of the window.

25. Be sure to grade the QuEST rubric in Canvas.

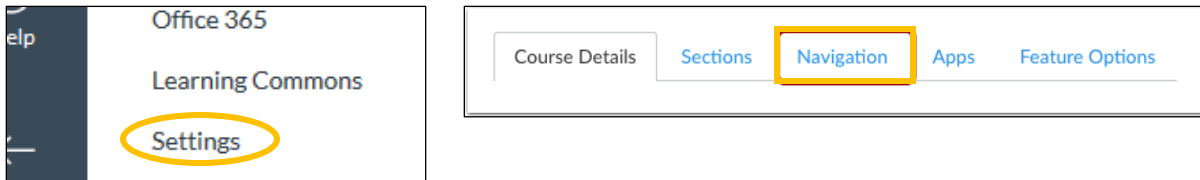
## Assessment Data

After linking and grading assessed assignments, assessment data will populate in AEFIS. Then, you will be able to view your course section assessment data. This feature classifies student performance into the proficiency ranges you set up. The Office of General Education & Common Learning and the Assessment of Student Learning Office then aggregate your student learning data in order to provide educators, administrators, students, and other college stakeholders information about student learning proficiency. The ability to examine aggregate reporting enables us to have more effective conversations about student learning, course objectives, instruction, and assessment, and to make improvements when they are needed.

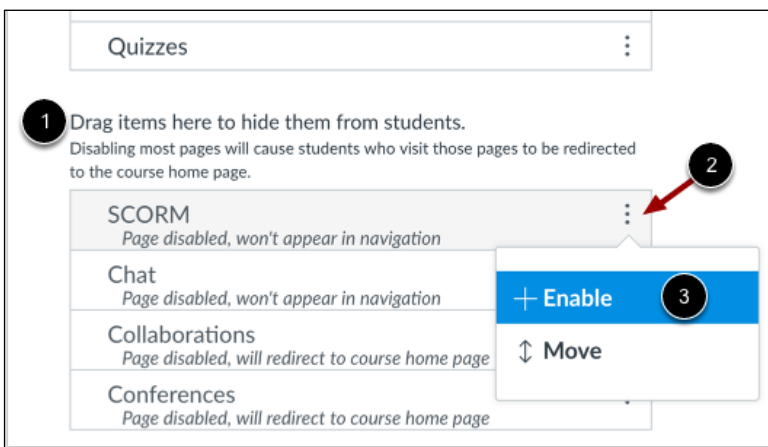
1. First, log into Canvas. Open a course section that includes an assessed assignment.
2. Select 'AEFIS Tools' in the menu on the left.



**Note:** If 'AEFIS Tools' does not appear in the menu, you must enable the tool in Canvas. To enable 'AEFIS Tools,' select 'Settings' in the menu on the left. Select the 'Navigation' tab in the middle of the page.

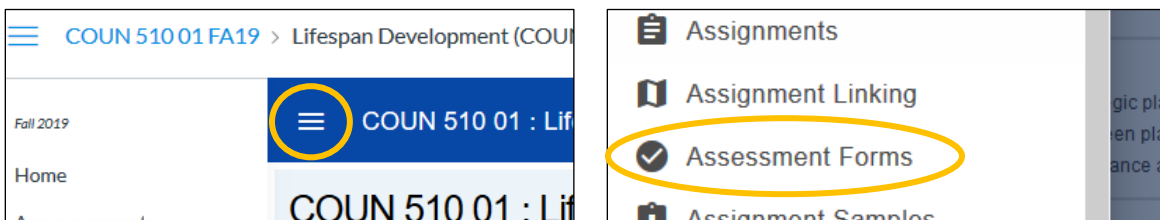


Toward the bottom of the page, there will be a list of hidden menu links [1]. Find the 'AEFIS Tools' link, and select the settings icon with the three dots to the right of the link [2]. Select enable [3].



Then, you will be able to select 'AEFIS Tools' in the menu on the left.

3. Select the AEFIS navigation tab with three horizontal lines in the top left corner of the inner window. Select 'Assessment Forms' in the navigation tab.



- Under 'Assessments for this Section,' you will see the degree program(s) assessing your course section. Select the blue eye icon to the right.



*Note:* If the semester has completed, you will select a gray graph icon instead of the blue eye icon.

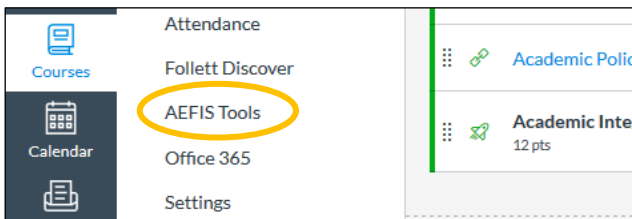
- AEFIS displays a grid of the student name and performance in relation to each PLO assessment. Select the numbers in the grid to view details about each student assessment. Select the red 'Exit form' icon in the top right corner to leave the form.

*Note:* The form may take several minutes to load.

## Past Student Performance

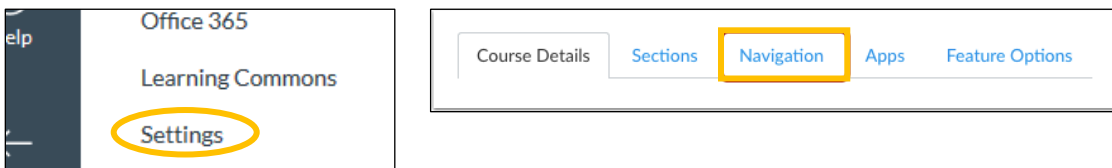
AEFIS enables faculty to view student performance concerning past outcome achievement. Faculty can view how individual students enrolled in the faculty's course section have previously performed in relation to the various PLOs and ULOs/GLOs.

- First, log into Canvas. Open one of your course sections.
- Select 'AEFIS Tools' in the menu on the left.

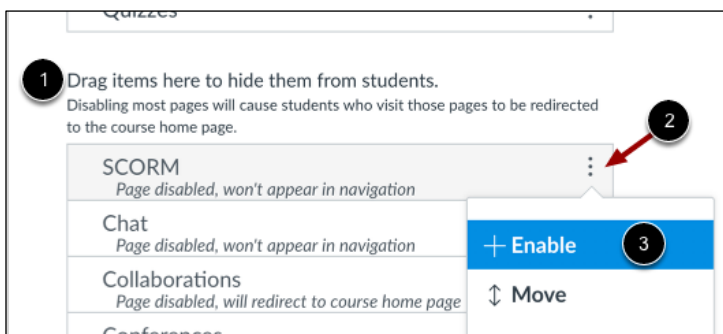


*Note:* If 'AEFIS Tools' does not appear in the menu, you must enable the tool in Canvas.

To enable 'AEFIS Tools,' select 'Settings' in the menu on the left. Select the 'Navigation' tab in the middle of the page.

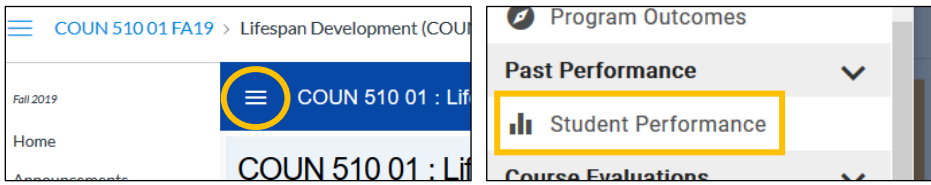


Toward the bottom of the page, there will be a list of hidden menu links [1]. Find the 'AEFIS Tools' link, and select the settings icon with the three dots to the right of the link [2]. Select enable [3].



Then, you will be able to select 'AEFIS Tools' in the menu on the left.

3. Select the AEFIS navigation tab with three horizontal lines in the top left corner of the inner window. Select 'Student Performance' in the navigation tab.



4. If students from the course section have received any past assessments, their achievement levels will display on this Student Performance page. Hover over the graphs to view more details about the past student achievement levels. Click on the blue eye icon to view a student outcome transcript.

