

AEFIS Faculty User Guide

Messiah University

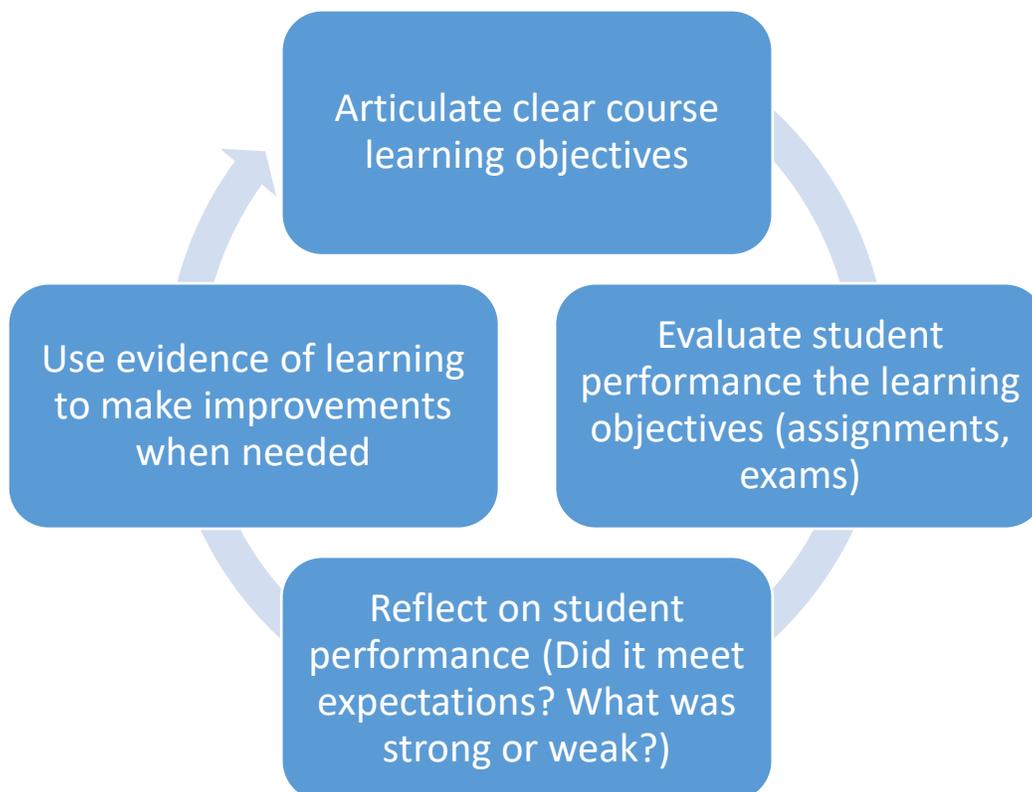
Updated March 13, 2023

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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

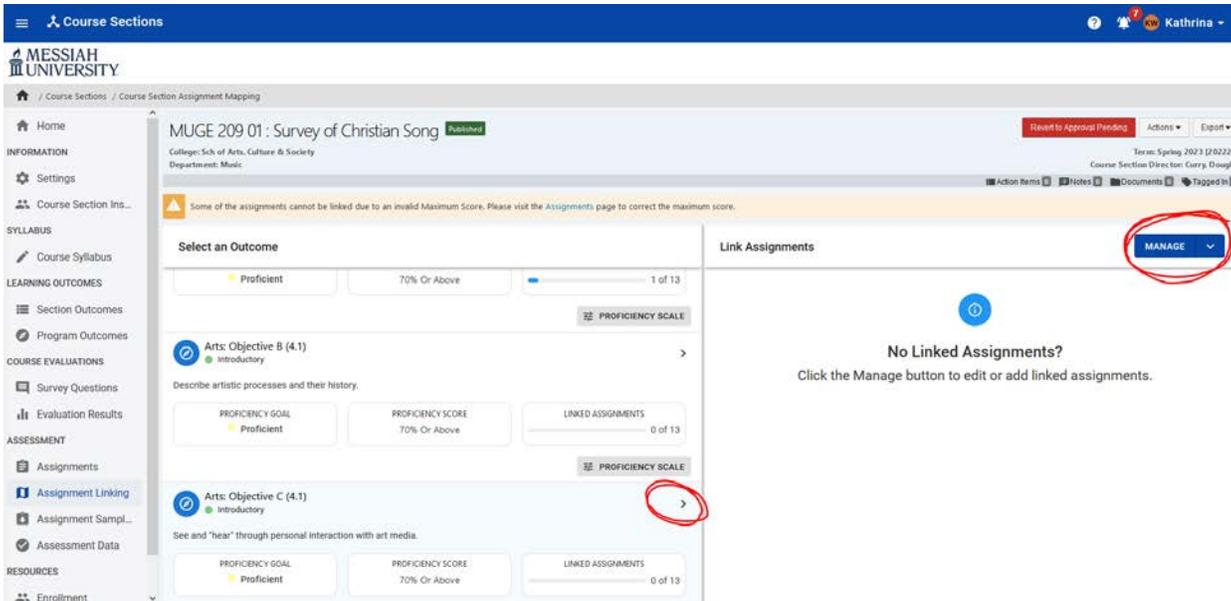
Software systems use their own jargon, and this can be confusing. As you engage with AEFIS, here is a “translation” of AEFIS terms into curriculum and assessment terms we use on our campus.

AEFIS Term	Messiah Term
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

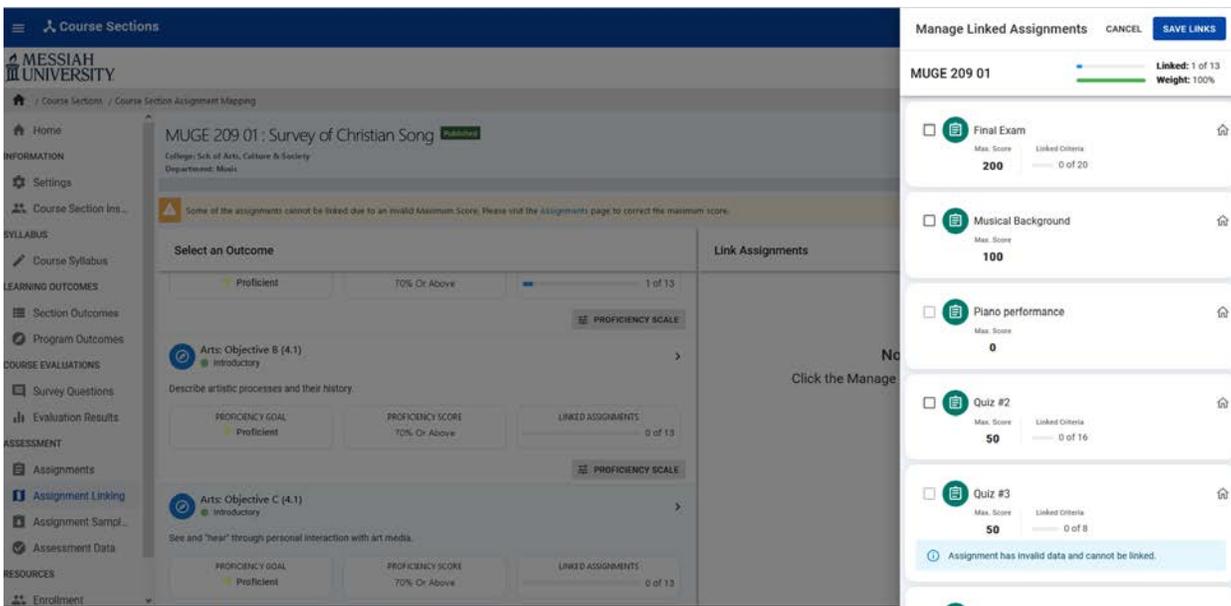
Assignment Linking

AEFIS: New Assignment Linking Directions

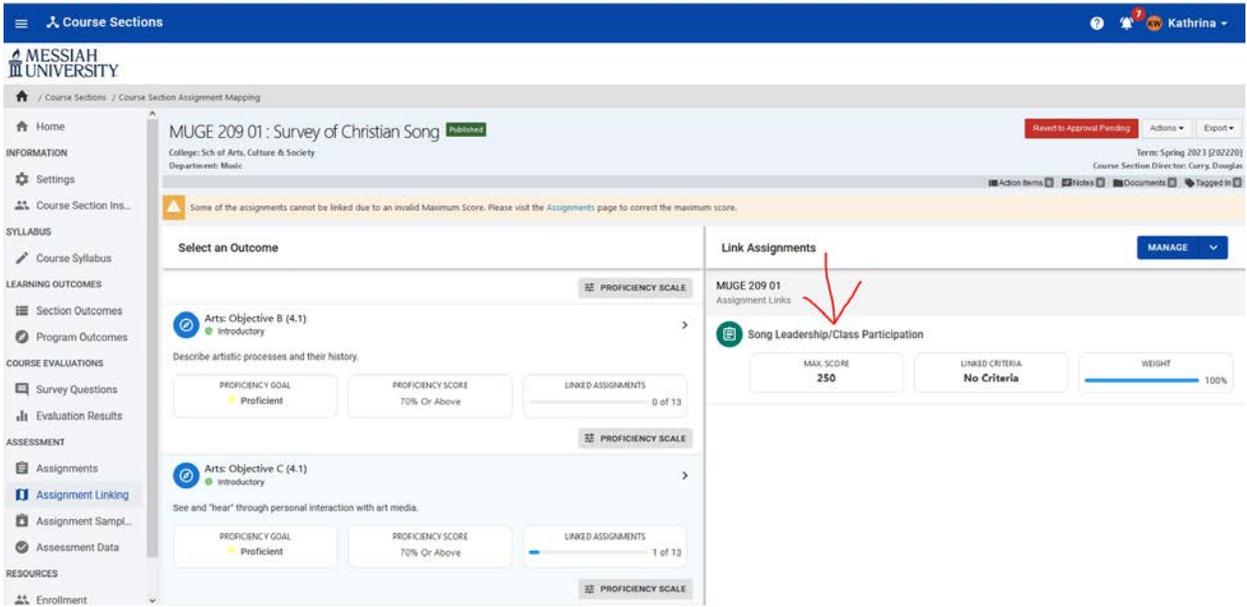
1. Go to your course section in AEFIS or Canvas.
2. Click “assignments” in the left navigation, then click the blue “refresh LMS assignments” to ensure your Canvas assignments are synced with AEFIS.
3. Click “assignment linking” in the left navigation.
4. Find the outcome you wish to link in the left side of the assignment linking screen, then click the carrot next to that outcome or anywhere on the PLO. The “manage” button on the right will turn blue.



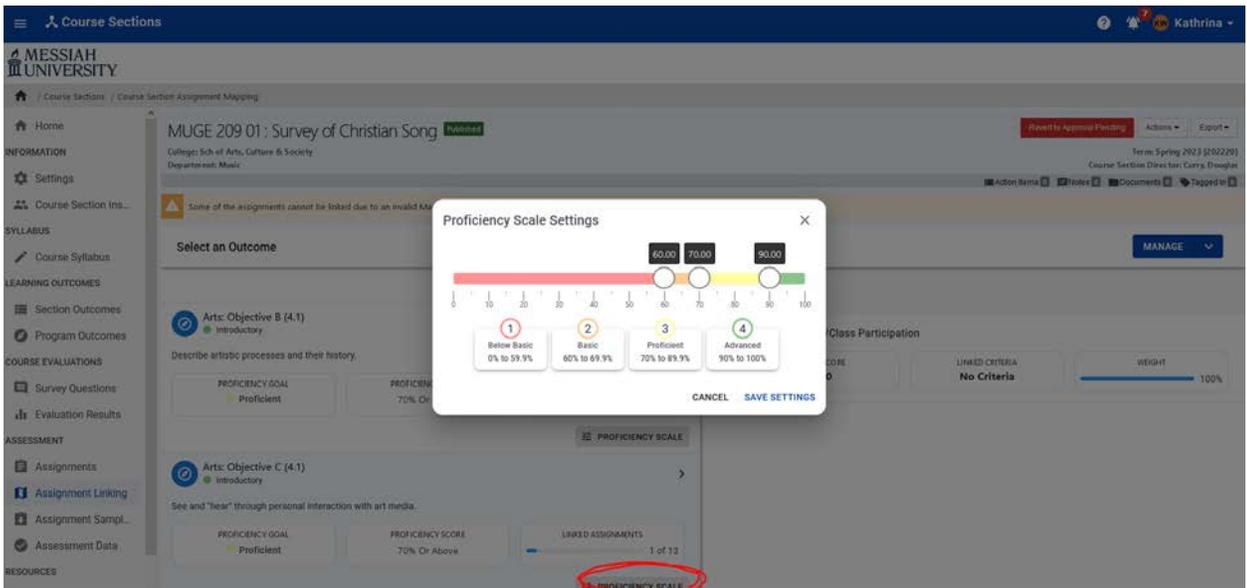
5. Click the blue “manage” button. Your Canvas assignments will appear in a pop-up screen on the right. Select the assignment(s) you wish to link, then click the blue “save links” button.



After you save, your linked assignment will appear on the right under assignment links. The turquoise icon indicates a valid assignment linkage.



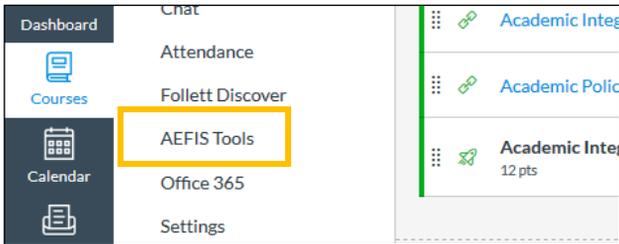
6. If you need to edit the proficiency ranges, click the grey “proficiency scale” next to the PLO. Edit the slider bars so the 3/proficient range starts at the assessment target (70 for general education courses; check with your chair/director for major/graduate program assignment linkages).



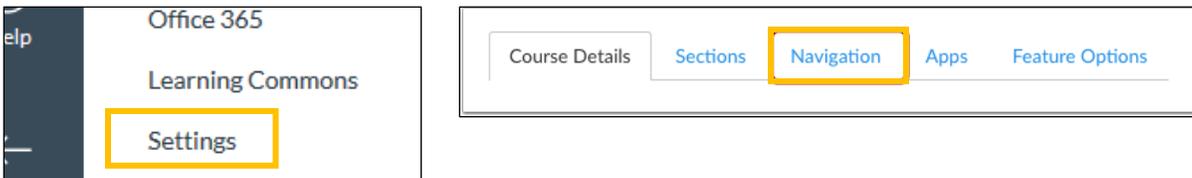
Course Section Assessment Data

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 Assessment of Student Learning Office then aggregates 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.

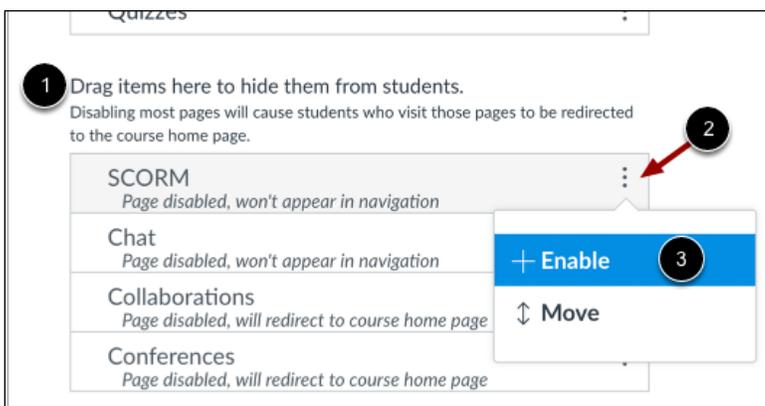
1. To view course section assessment data, first log into Canvas. Open a course section that includes a linked and graded assignment.
2. Select 'AEFIS Tools' in the menu on the left.



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 'Navigation' in the middle of the page.

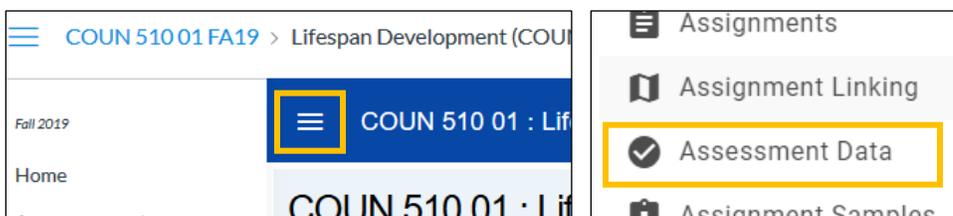


Toward the bottom of the page, there will be a list of hidden menu links [1]. Find the AEFIS Tools link, and select the settings icon with the three dots to the right of the link [2]. Select enable [3].



Finally, **select save** at the bottom of the page. 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 Data' in the navigation tab.



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

Program Assessments for this Section

Assessment for Social Work (BSW)

Term: Fall 2019 Ended: Jan 28th, 2020
Enrollment: 22 Outcomes to Assess: 3

100%
Goal Met

Note: The data may not display until the next day after linking an assignment.

- The page will display the achievement of the ULOs/GLOs as default. To display the achievement of PLOs and course objectives, select the Outcome Spaces dropdown bar and choose 'Program.'

- Scroll down to view the student achievement data of PLOs and course objectives within the section.
- To view individual student data, select the blue 'View Form' icon near the top of the page.

- 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.

Assessment results automatically pull from Canvas each night. If assignment linkages were recently created, then select the blue 'Refresh assessment data' icon. The form may take a minute to load.

This Assessment is in Progress

This assessment is currently in progress. As you keep updating student grades in the assignments, the assessment information will be updated based on student grades and assignment links.

The last date the assessment data was refreshed was **Jan 28, 2020 12:32:47 PM**. To refresh the assessment data, click the **Refresh Assessment Data** button.

GRADE ASSIGNMENTS

LINK ASSIGNMENTS

REFRESH ASSESSMENT DATA

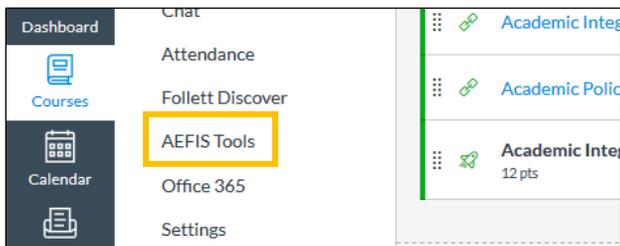
- After viewing the data, select the red 'Exit' icon in the top right corner.

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.

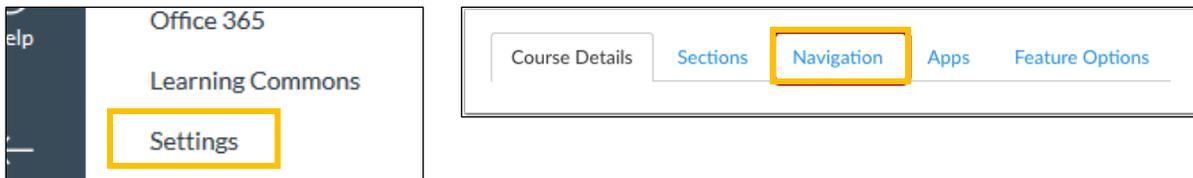
- First, log into Canvas. Open one of your course sections.

2. Select 'AEFIS Tools' in the menu on the left.

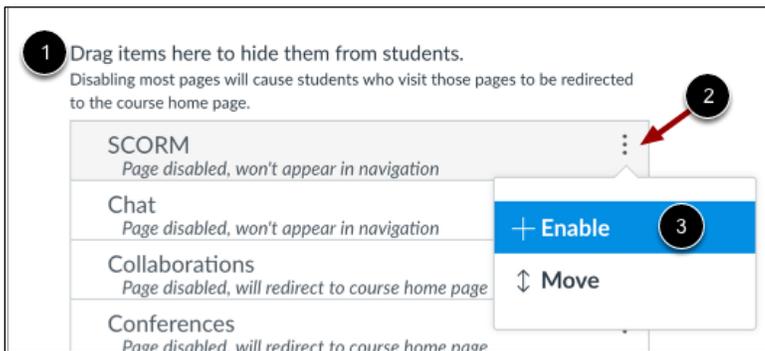


Note: If AEFIS Tools does not appear in the menu, you must enable the tool in Canvas.

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

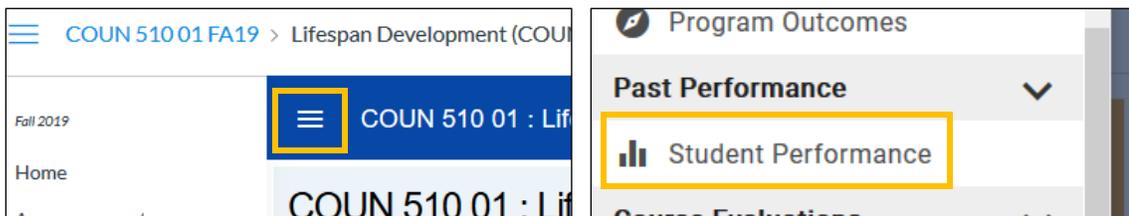


Toward the bottom of the page, there will be a list of hidden menu links [1]. Find the AEFIS Tools link, and select the settings icon with the three dots to the right of the link [2]. Select enable [3].



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.