

# AEFIS QuEST Faculty User Guide

Messiah University

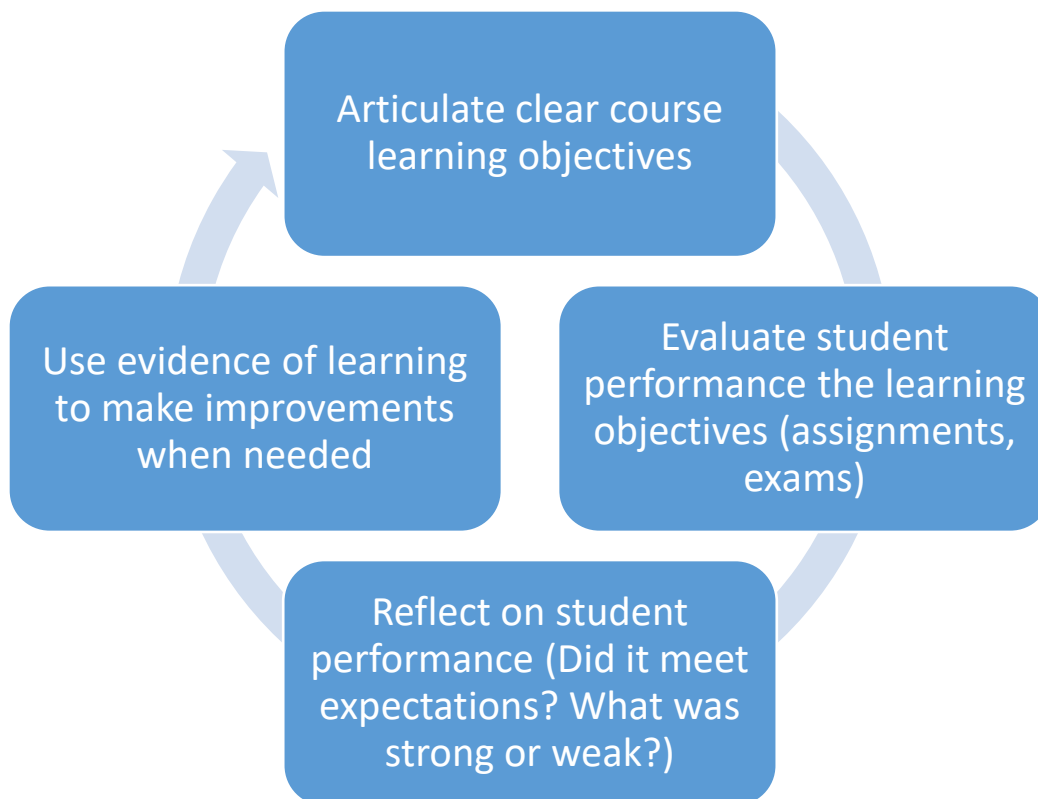
*Updated March 13, 2023*

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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

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.

The screenshot displays the 'Course Section Assignment Mapping' interface for 'MUGE 209 01: Survey of Christian Song'. The page is divided into several sections: 'Select an Outcome', 'Link Assignments', and 'ASSESSMENT'. The 'Select an Outcome' section shows two learning outcomes with their respective proficiency goals and scores. The 'Link Assignments' section shows a link to 'Song Leadership/Class Participation' with a max score of 250, no criteria, and a weight of 100%. A red arrow points to the turquoise icon next to the assignment link, indicating a valid linkage.

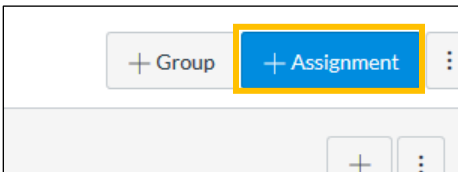
6. If you need to edit the proficiency ranges, click the grey “proficiency scale” next to the PLO. Edit the slider bars so the 3/proficient range starts at the assessment target (70 for general education courses; check with your chair/director for major/graduate program assignment linkages).

## QuEST Rubric Linking

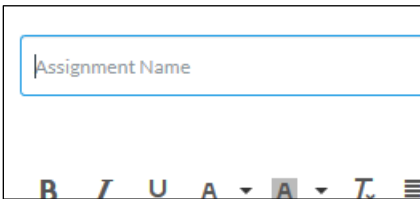
1. To link the QuEST assessment rubric, first log into Canvas. Open your QuEST course section.
2. Be sure that you have published your course section. If your course is unpublished, select the publish icon in the top right corner. If you need assistance learning how to use Canvas, you can access the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



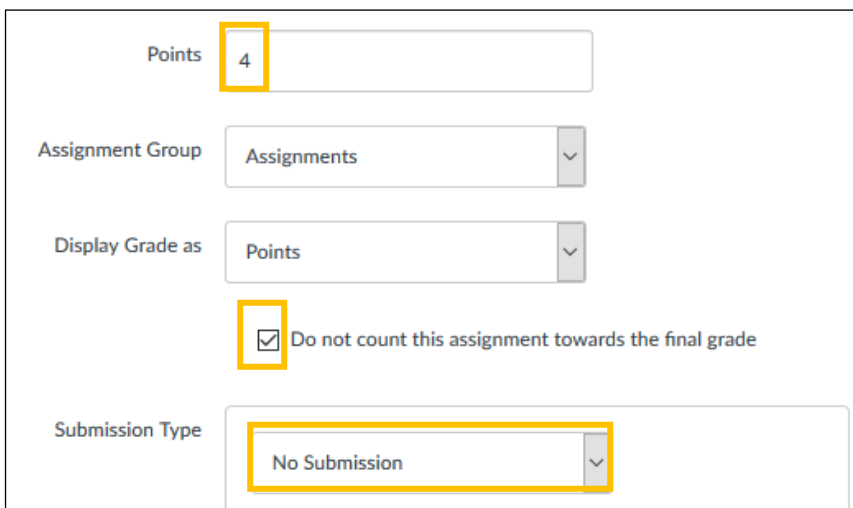
4. Select the blue '+ Assignment' icon in the top right corner.



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



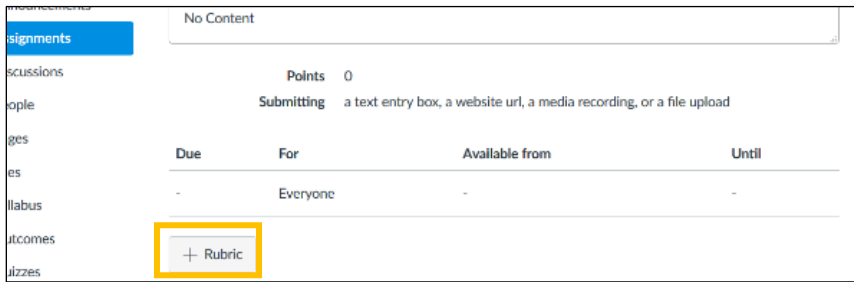
6. Scroll down and enter '4' in the 'Points' text box. Then, checkmark 'Do not count this grade towards the final grade.' Lastly, select 'No Submission' in the 'Submission Type' dropdown box.

A screenshot of the Canvas interface showing the 'Points' text box with '4' entered, the 'Do not count this grade towards the final grade' checkbox checked, and the 'Submission Type' dropdown box set to 'No Submission'.

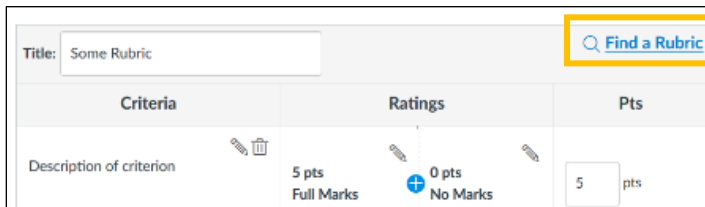
7. Scroll down to the bottom of the page and select the blue 'Save' icon.



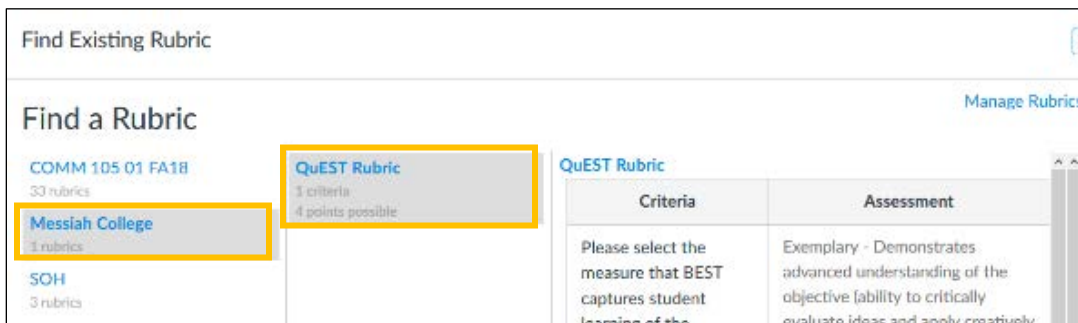
8. Select '+ Rubric' toward the left side of the page.



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



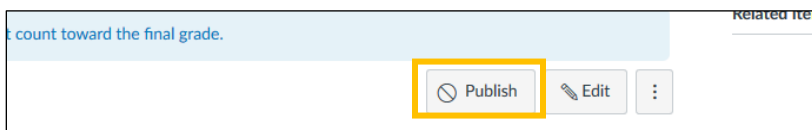
10. Select 'Messiah College' on the left side of the window, and then 'QuEST Rubric' in the next column.



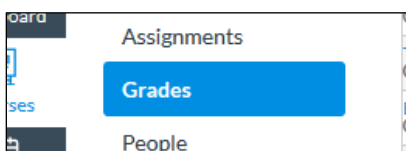
11. Scroll down and select 'Use This Rubric' near the bottom of the window.



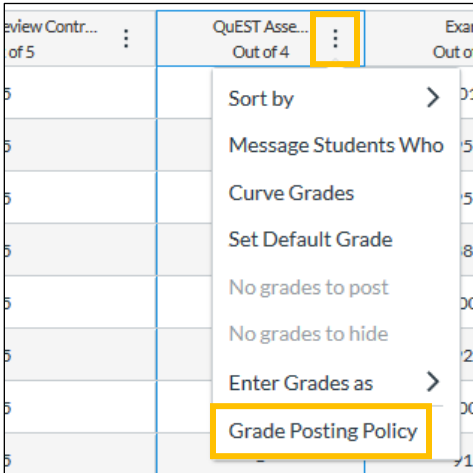
12. Select 'Publish' near the top of the page.



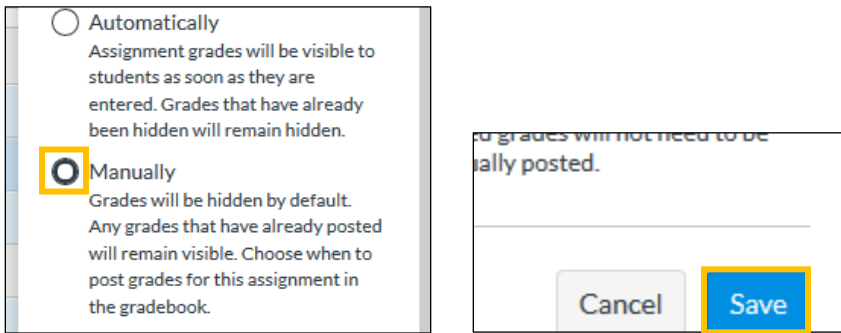
13. To make the grade not viewable to students, first select 'Grades' in the menu on the left.



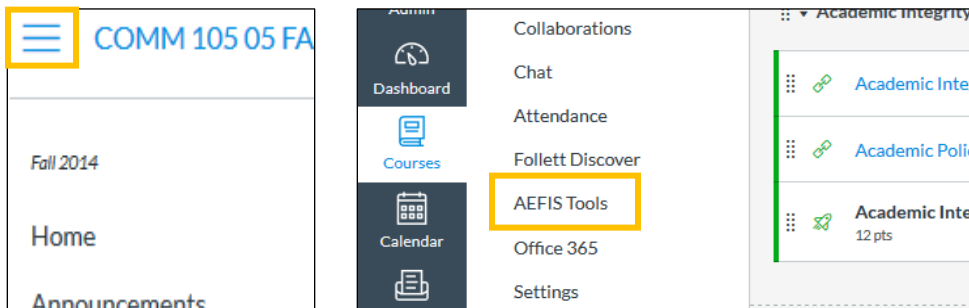
14. Locate the QuEST Assessment in the row of assignments. Select the three dots icon to the right of the assignment name, and select 'Grade Posting Policy' at the bottom of tab.



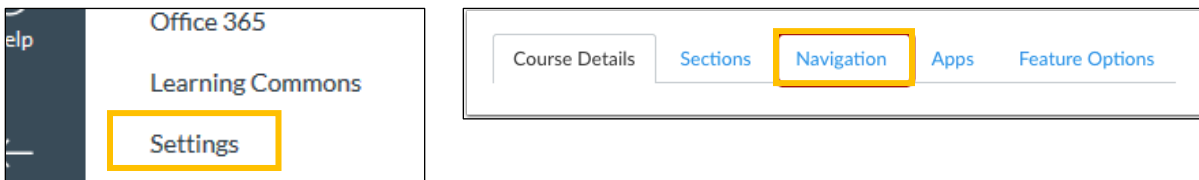
15. In the tab that opens from the right of the screen, select 'Manually.' Then scroll down and select 'Save.'



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.

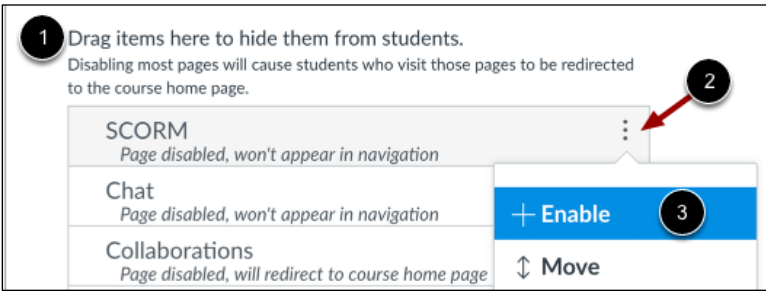


*Note:* If 'AEFIS Tools' does not appear in the menu, you must enable the tool in Canvas. To enable 'AEFIS Tools,' select 'Settings' in the menu on the left. Then, select the 'Navigation' tab in the middle of the page.



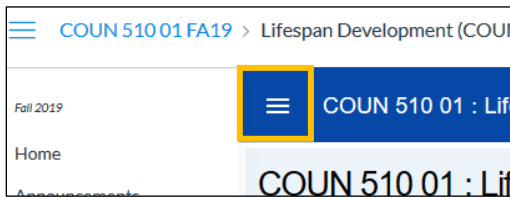


Toward the bottom of the page, there will be a list of hidden menu links [1]. Find the 'AEFIS Tools' link, and select the settings icon with the three dots to the right of the link [2]. Select enable [3].

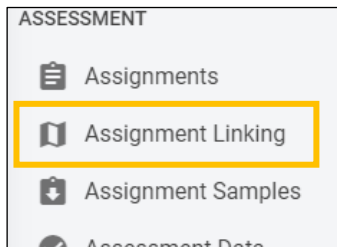


Finally, **select save** at the bottom of the page. Then, you will be able to select 'AEFIS Tools' in the menu on the left.

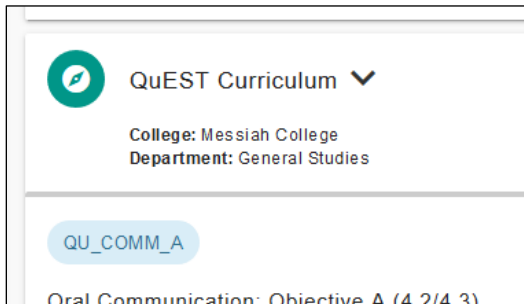
17. Select the AEFIS navigation tab with three horizontal lines in the top left corner of the inner window.



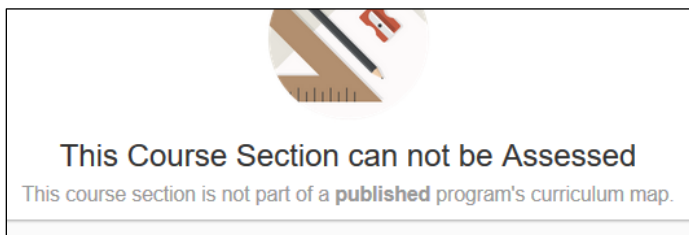
1. Select the AEFIS navigation tab with three horizontal lines in the top left corner of the inner window. Scroll down to 'Assessment' and select 'Assignment Linking' near the bottom of the navigation tab. **Do not** select 'Assignment Linking' under 'Your Section History' if it appears.



19. 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).

20. 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.

The screenshot shows the QuEST Curriculum interface for 'QU\_KOB\_A'. At the top, it displays 'QuEST Curriculum' with a dropdown arrow, 'College: Messiah College', and 'Department: General Studies'. Below this, the objective 'QU\_KOB\_A' is identified as 'Knowledge of the Bible: Objective A (4.5)' with the description 'Reflect on how the Bible functions as an ancient text with authority for Christian belief and practice.' The 'Curriculum Mapping' section shows four levels: '1 Below Basic', '2 Basic', '3 Proficient', and '4 Advanced'. The 'Linked Assignments' section on the right shows a blue pencil icon in a yellow box, a warning icon, and the text 'No Linked Assignments'.

*Note:* At the bottom of the assignment linking page, some sections will allow you to link assignments to course objectives outside of the scheduled assessment. **Ignore these linkage options.** You can select the caret to hide this section.

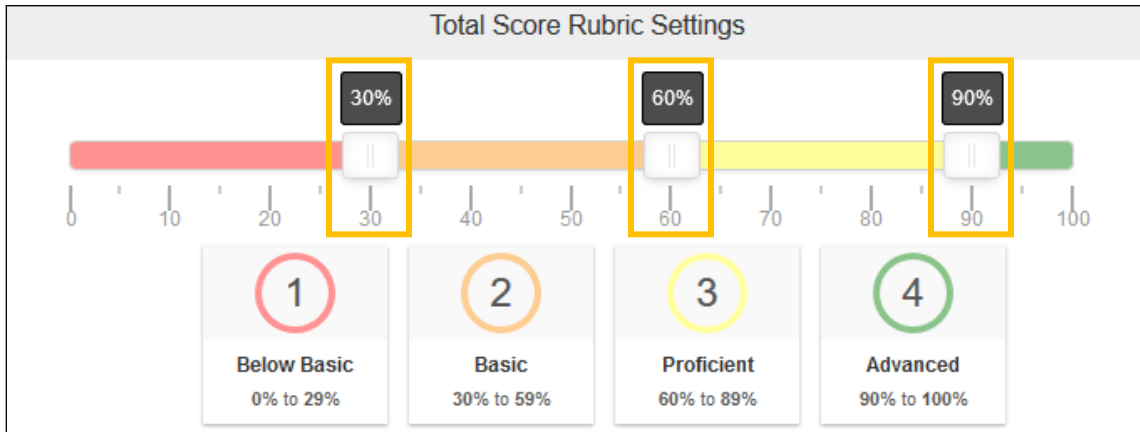
The screenshot shows the course outcomes interface for 'COUN 587 02 : Marriage,Couple,Family Practcm'. It displays 'CLOs available to assess: 3'. The 'Course Outcomes and Rubrics' section shows 'C4876' with the description 'Recognize methods of advocacy for policies, programs and services that respond equitably to couples and families' and a '1 Novice' level. The 'Linked Assignments' section on the right shows a blue pencil icon in a yellow box, a warning icon, and the text 'No Linked Assignments'.

21. 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%	
	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 type="checkbox"/>	QuEST Assessment	4	0

22. 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.)



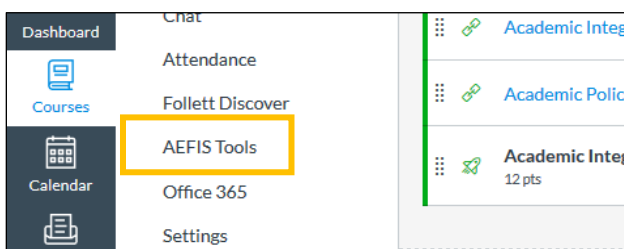
23. Select the blue 'Save and Replace' icon at the bottom of the window.

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

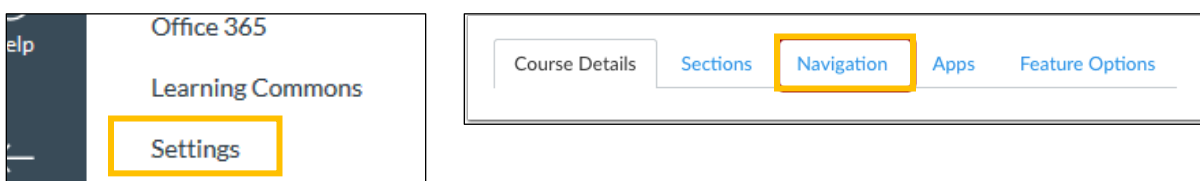
## Course Section Assessment Data

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 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.

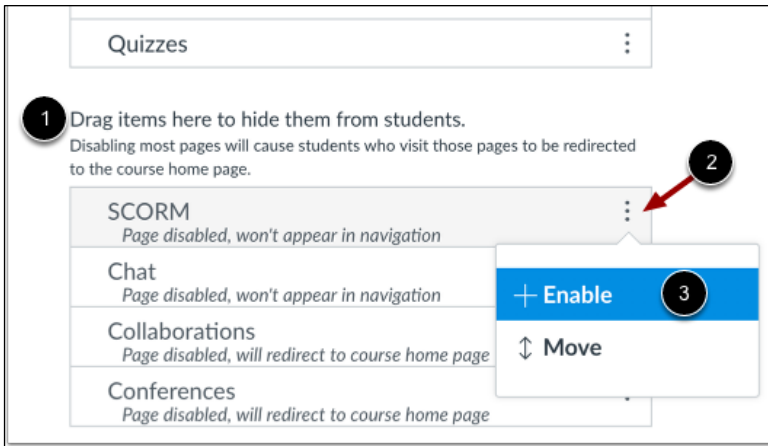
1. To view course section assessment data, first log into Canvas. Open a course section that includes a linked and graded QuEST assignment.
2. Select 'AEFIS Tools' in the menu on the left.



*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.

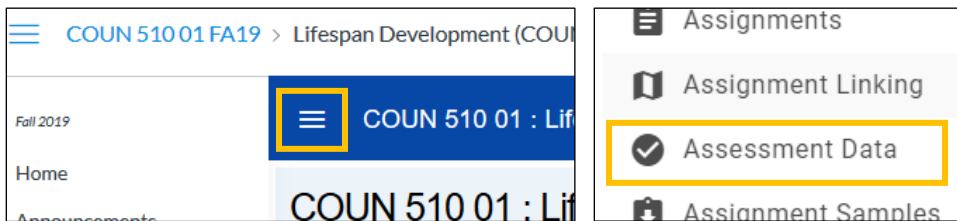


Toward the bottom of the page, there will be a list of hidden menu links [1]. Find the 'AEFIS Tools' link and select the settings icon with the three dots to the right of the link [2]. Select enable [3].



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.

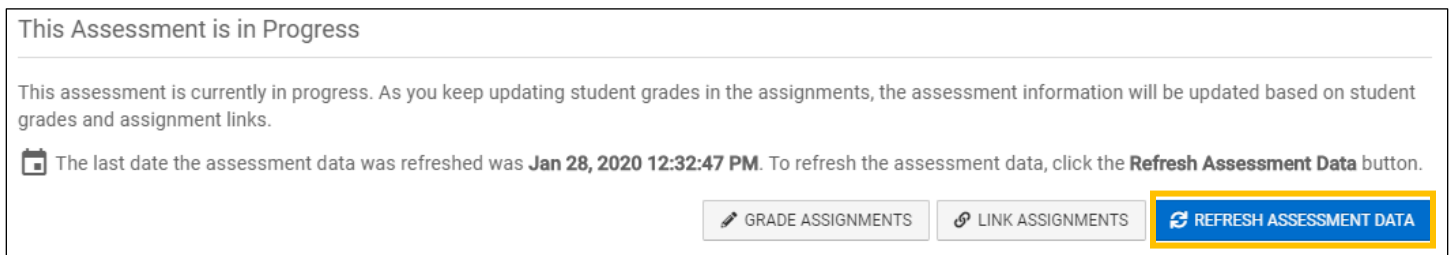


4. Under 'Assessments for this Section,' you will see the QuEST Curriculum assessing your course section. Select the people icon to its right.



5. If the linked assignment has been graded, AEFIS displays a grid of the student name and performance in relation to each QuEST objective. 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.

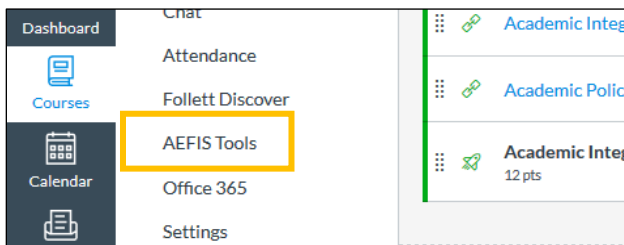


6. After viewing the data, select the red 'Exit' icon in the top right corner.

## Past Student Performance

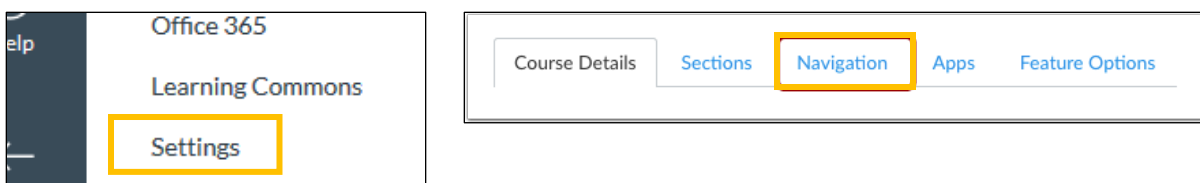
AEFIS enables faculty to view student performance concerning past outcome achievement. Faculty can view how individual students enrolled in the faculty's course section have previously performed in relation to the various PLOs and ULOs/GLOs.

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

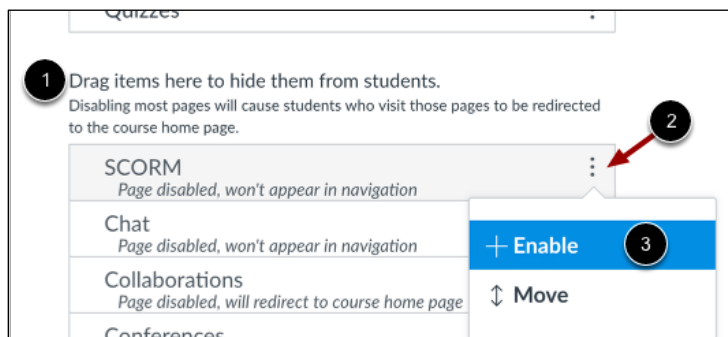


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To enable 'AEFIS Tools,' select 'Settings' in the menu on the left. Select the 'Navigation' tab in the middle of the page.

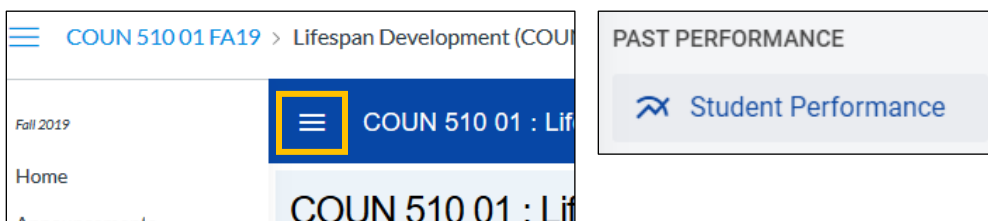


Toward the bottom of the page, there will be a list of hidden menu links [1]. Find the 'AEFIS Tools' link and select the settings icon with the three dots to the right of the link [2]. Select enable [3].



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 '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.

