How to Add Student Course Evaluation (SCEs) Questions to a Course Section as an Instructor

I.   Login to HelioCampus at https://tamu.aefis.net and authenticate via CAS. Once you login to AEFIS, on your dashboard, find the widget titled "**My Course Sections & Syllabi**". Click the pencil icon to access and manage **Course Section Home**
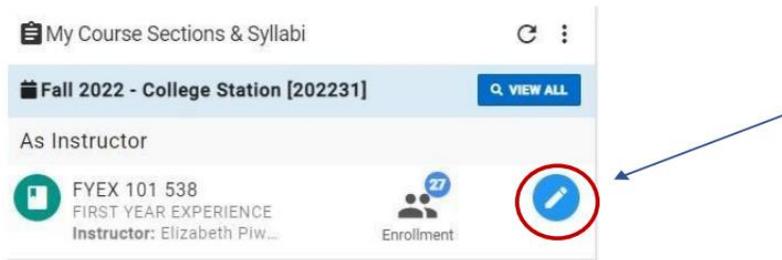
II.   Click "Survey Questions" on the left menu to open the survey questions dashboard for the course. Then click "**Edit**" to open the course **Question Designer**.
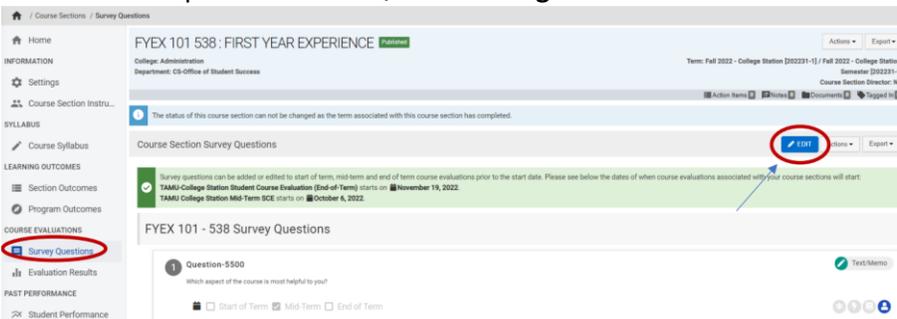
III.   You may select the "**eye**" icon to review any existing University, College, or Course Level questions. Select the "**Plus**" tile to add questions for the course

IV.   The default response option is "**Multi-Choice, Single Answer**". You can toggle between question type to select the category that best represents what you want to ask regarding your course. Once you have selected your preferred **Question Type** (in this case, we select "**Text/Memo**" for open-ended responses regarding the course.) Type your question in the content editor window and click **Save**
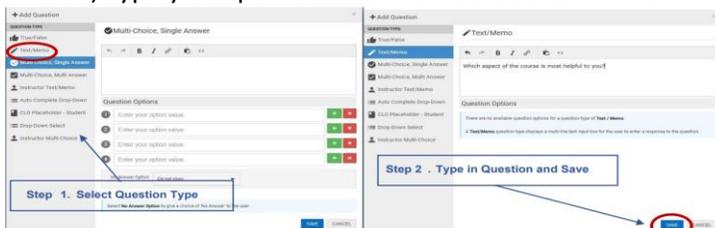
V. Now that you have added a question, you will return to the **Question Designer** dashboard. Select "**Mid-Term**" if you want this question for mid-term evaluation. Select "**End of Term**" if you want this question for end-of-term evaluation. You may also select both terms
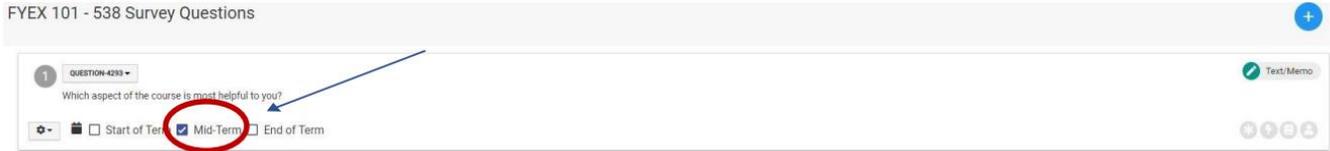
VI. Click Configuration Options and select "**Instructor Only**." This ensures student responses are only accessed by the instructor and no additional users associated with the course (Department Head, Department SCE Liaisons, etc.)

Click "✓" to save changes.

VII. After you have added all your questions, select "**Exit**" to return to the survey dashboard. Your question(s) have been recorded
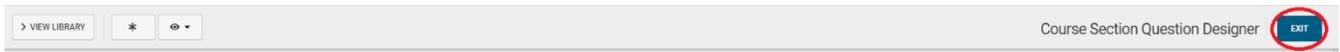
VIII. Click the "**Publish Questions**" icon.
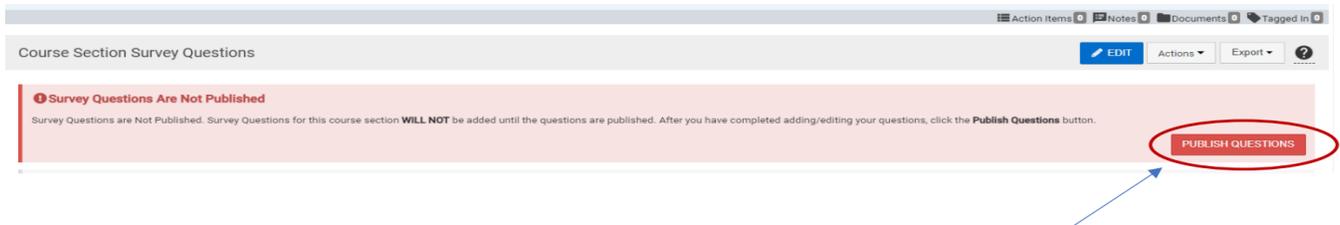
Note: Once Survey Questions are published, any subsequent changes made will not require you to publish again.

IX.   You may preview what you have created. To do so, select the "**Actions**" dropdown tool and click the "**Preview**" icon. This tool provides instructors with the ability to preview questions as it will look when surveys are deployed to students, as well as avoid any duplications or additional errors.
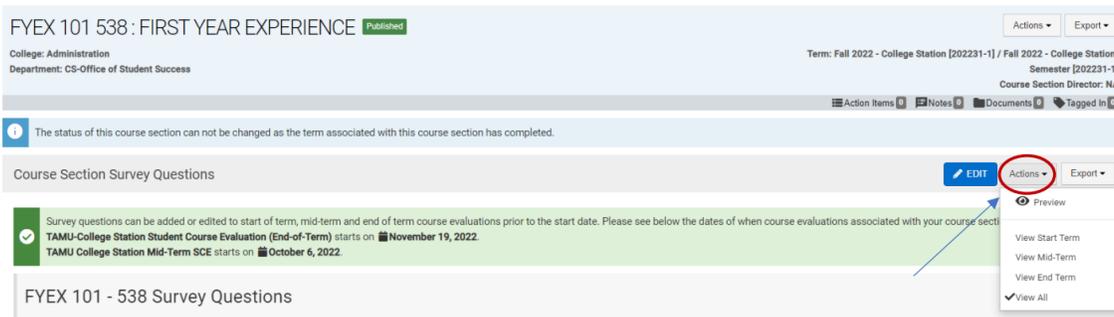
Note: If you would like to add a question pertaining to the evaluation of individual instructor/ teaching Assistant, select **Instructor Text/Memo** for short response questions **or Instructor Multi-Choice** for multiple choice questions. (EX: "The Teaching Assistant was willing to help me").

Once you have selected preferred question type, under **Question Options**, select either Instructor or Teaching Assistant or both as the unit to be measured