

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**

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Fall 2022 - College Station [202231]	Q VIEW ALL
As Instructor	
FYEX 101 538 FIRST YEAR EXPERIENCE Instructor: Elizabeth Piw	Enrollment

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**

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Test/Skelso	n # B / # B +	/ Test.Mento	• = B Z & C O
Multi-Choice, Multi-Answer		Multi-Checke, Single Armeer	Which aspect of the course is most helpful to you?
Auto Complete Drop-Driven	Question Options	Im Auto Complete Droj-Down	Question Options
CLO Placeholder - Madere Drep Dover Select	Enter your option value. Enter your option value.	CLD Placatolite - Studier ME Drop Down Select	There are no available constant optime for a constant type of "but / Menne A The SMenne constant type depices a model for that Papel for the two are to only a magnetize to be constant
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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

FYEX TOT - 538 Survey Questions	•
(1) oversmon-ess - Which aspect of the course is most helpful to you?	🖉 Text/Memo
Start of Terr Z Mid-Terr End of Term	0000

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.)

Step 1. Click Configuration Options	FYEX 101 - 538 Survey Questions Step 2. Select "Instructor Onl and Save
YEX 101 - 538 Survey Questions	Configuration Options ou? ou? Answer Required Add Comment Field Display Options Horizontally Ascending Numeric Valuer Instructor Only

VII. After you have added all your questions, select "**Exit**" to return to the survey dashboard. Your question(s) have been recorded

> VIEW LIBRARY	* •	Co	ourse Section Question Designer
VIII.	Click the "Publish Questio	ns " icon.	
		III Action Ite	ms 💽 📼 Notes 🖸 🖿 Documents 🖸 🏷 Tagged In 🖸
Course Se	ction Survey Questions		✓ EDIT Actions ▼ Export ▼ ?
Survey Ques	Questions Are Not Published tions are Not Published. Survey Questions for this course section WI	LL NOT be added until the questions are published. After you have completed adding/editing your questions, click the Publish Questions	PUBLISH QUESTIONS

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.

FYEX 101 538 : FIRST YEAR EXPERIENCE Pressed	Actions - Export -
College: Administration Term: Department: CS-Office of Student Success	Fall 2022 - College Station [202231-1] / Fall 2022 - College Station- Semester [202231-1] Course Section Director: NA
	🗏 Action Items 💁 🖪 Notes 💁 🖿 Documents 💁 🔖 Tagged In 💁
The status of this course section can not be changed as the term associated with this course section has completed.	
Course Section Survey Questions	► EDIT Actions ▼ Export ▼
	Preview
Survey questions can be added or edited to start of term, mid-term and end of term course evaluations prior to the start date. Please see below the dates of when course evaluations TAMU-College Statistic starting Course Evaluations (Terd-of-Term) starts on November 19, 2022. TAMU College Statistic starts on Course 4, 2022.	ons associated with your course secti View Start Term View Mid-Term
FYEX 101 - 538 Survey Questions	View End Term ✓View All

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

Add Question		x
STION TYPE True/False	▲ Instructor Multi-Choice	
Text/Memo	↑ # B I # 10 ↔	
Multi-Choice, Single Answer		
Multi-Choice, Multi Answer		
Instructor Text/Memo		
Auto Complete Drop-Down	Question Options	
CLO Placeholder - Student		
Drop-Down Select	Increa	Question Options
Instructor Multi-Choice	No Answer option Course Section Director	
Î	Enter you a Teaching Assistant	Include Instructor Teaching Assistant
	2 Enter your option whe	
	Enter your option value.	No Answer Option Course Section Director
1. Select Instructor -b	based	Instructor V
suesuon type	Select No Answer Option to give a choice of No Answer' to the user.	No Answer Not Teaching Assistant
	Step 2 . Open "Include" Drill Down Menu	