Data Collection Details Report

See the content of assessment forms with feedback included

Annual program assessment is documented in AEFIS through the Data Collection solution. This is a form-based solution that allows academic and academic/student support and administrative unit users to document and submit their annual assessment plans and reports through a multi-step, feedback-based workflow.

The Data Collection Details Report allows Assessment Liaisons (Academic and Support) to see a static version of the assessment form. This means Liaisons are able to see the current contents of the assessment form for which the report is generated.

Follow the instructions below to generate the Data Collection Details Report WITH FEEDBACK INCLUDED.

INSTRUCTIONS

1. Log in to AEFIS using your NetID and password: https://tamu.aefis.net.

2. Close the Action Items list and click on the “hamburger” menu icon in the top left corner of the screen in the blue bar.

3. Toward the bottom of the list under Analytics, select Report Dashboard.

4. Scroll down to the bottom of the page to locate the Data Collection Reports section. Select Data Collection Details.

5. In the Data Collection Schedule menu, you will notice a long list of past and present assessment cycles. If you wish to see the contents of ACTIVE assessment forms (e.g., AY20-21 or AY21-22), you will always select one of the following:

   Academic Programs: Academic Program Assessment, 21-22 Distance Education Program Effectiveness

   Support Units: Support Unit Assessment (w/ Liaison)
6. Under **Academic Year**, select the assessment cycle of the form(s) you wish to see.

7. Under **College**, select your college or division. It should be the only one that appears in this list.

8. Under **Department**, select one or more departments. A black check mark will appear to the right of a department when it is selected in the list. You can also choose to select/deselect all.

9. Under **Program**, you will find that the program list is filtered down by your Department selections. Select the program(s) or unit(s) for which you wish to run the report.

10. The **Form Section** parameter includes a list of all headings and subheadings within an assessment form. To see the contents of a form with ALL information included, including feedback provided up to this point, simply click “Select All”.

11. The **Form Item** parameter includes a list of all individual items within an assessment form. Just as with the **Form Section** parameter, simply click “Select All.”

12. Run the report.

   *Please note that you can customize the selections under Form Section and Form Item. These instructions are specifically covering how to run a report that shows the full contents of the form, feedback included.*

**UNDERSTANDING THE REPORT**

If you selected multiple programs, they will be listed one at a time, one below the other. **We recommend only generating reports for one program/unit at a time to avoid long loading times.** The College/Division, Department, and Program names will be displayed at the top of the report.
The dark gray boxes in the report table are the Form Sections (i.e., headings and subheadings within an assessment form), and the light gray boxes indicate the individual Form Items. All information in the white areas is information entered by Program Coordinators, Liaisons, or OIE&E.

Notice that linked Supporting Documents are clickable and will open in a new window when clicked.

**EXPORTING THE REPORT**

Above the generated report, click the Export button:

⚠️ If you wish to Print the report, we recommend exporting to **PDF** first. Otherwise some of the information may be cut off of the final document.

⚠️ The exports to **Excel** and **CSV** are currently UNDER CONSTRUCTION. Please Export to **PDF**.