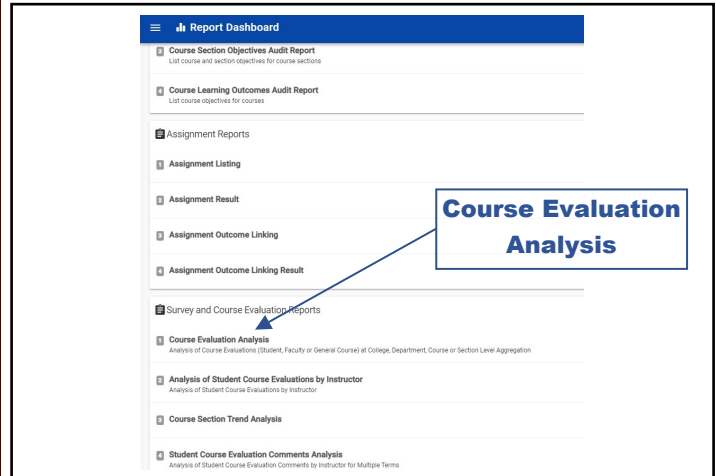
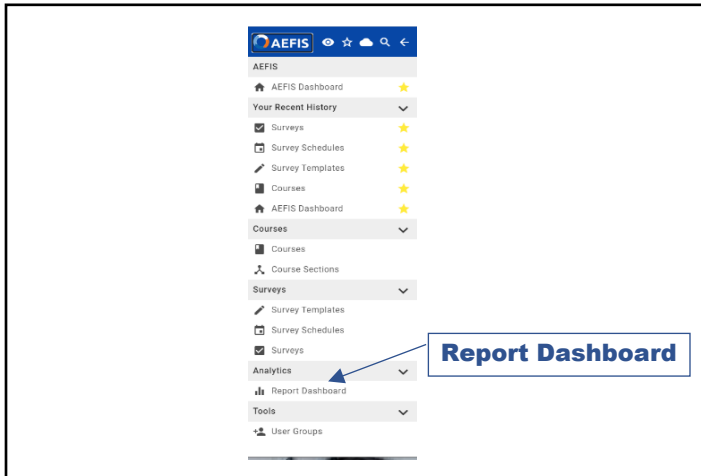


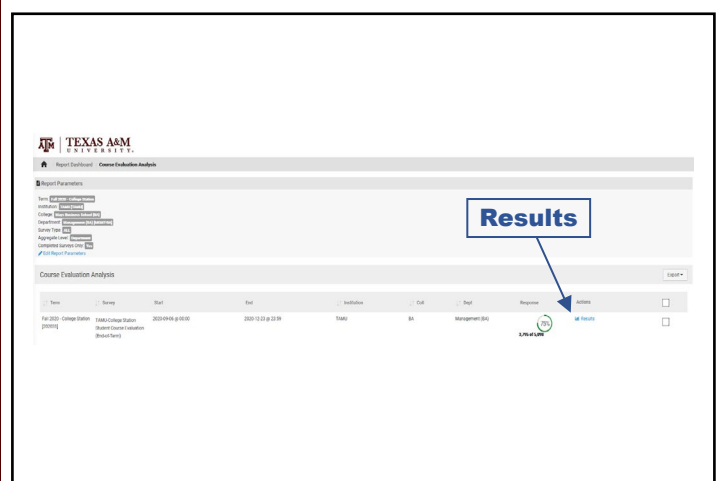
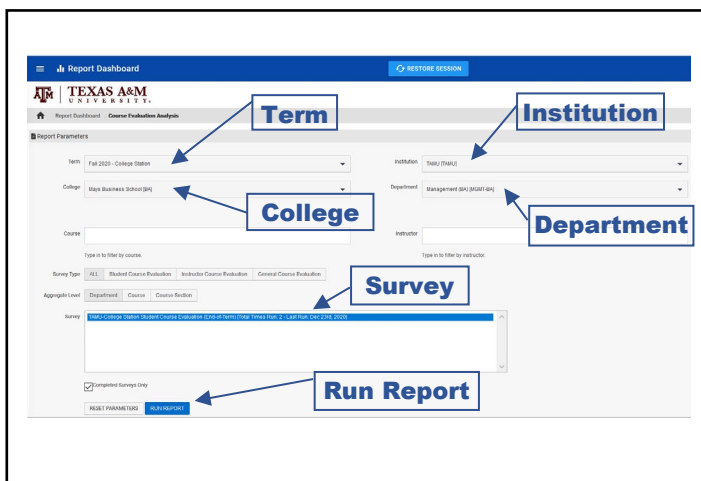
# Department Liaisons – How to Access and Download Student Course Evaluation (SCE) Department Level Reports

Follow These Simple Steps



1. Login to AEFIS at <https://tamu.aefis.net> and authenticate via CAS. Select **Report Dashboard** using the AEFIS menu.

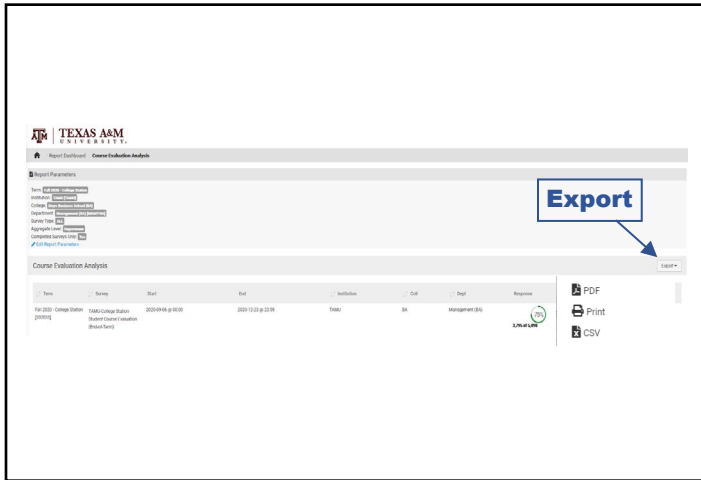
2. On the Report Dashboard, click **Course Evaluation Analysis**.



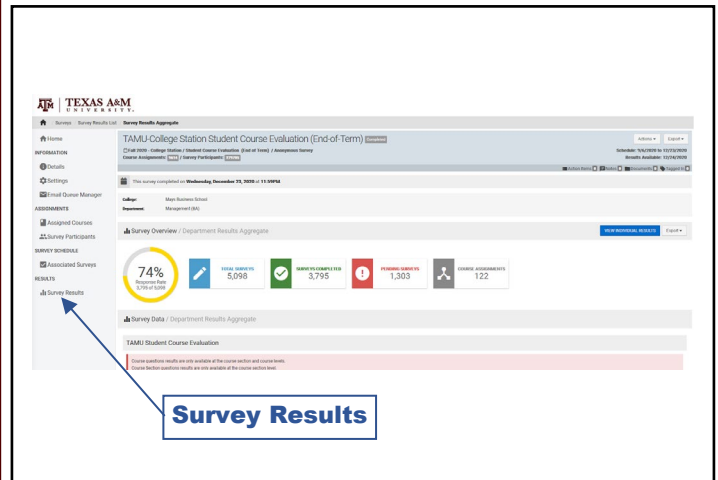
3. To run a department level report, select **Term** (i.e., Fall 2020), **Institution**, **College**, **Department**, and **Survey**. Then click **Run Report**.

4. AEFIS generates a Fall 2020 (or whichever term selected) report. Click the **Results** link.

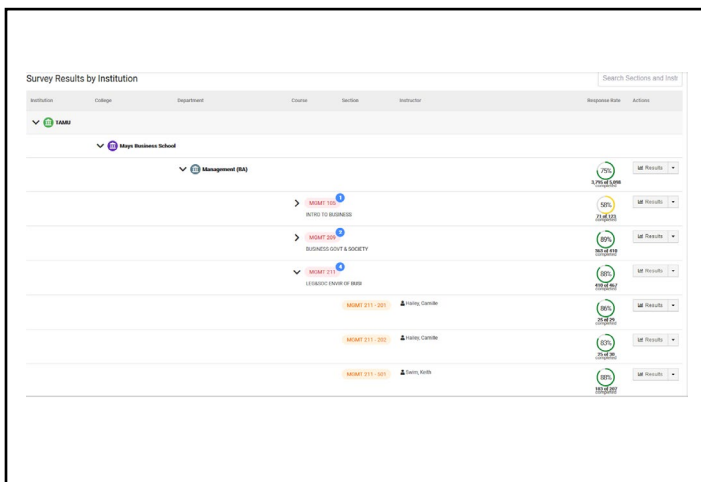
# Department Liaisons – How to Access and Download Student Course Evaluation (SCE) Department Level Reports



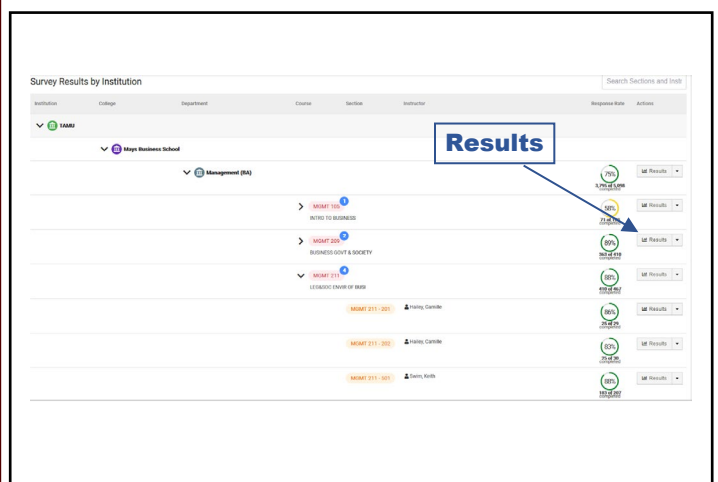
7. AEFIS produces a Department Level report that includes all courses and section(s). This report can be exported (PDF, Print, or CSV) with aggregated results and a list of student comments. Export to PDF for the report with student comments.



6. If additional course and section level with instructor reports are needed, click **Survey Results**.



5. Select results by Department level, Course level (combining all sections for a specific course), and Course/Section level reports.



8. For access to specific results, click the **Results** button next to the desired course. Results at all levels can be exported to PDF that would include student comments at the department, course, and course/section levels.