

## SCE Liaisons - How to Check Course Sections in HelioCampus (AEFIS): Instructor Name; SCE Assigned/Unassigned; Response Rate

1. Login to HelioCampus at <u>https://tamu.aefis.net</u> and authenticate via CAS. Under "**Reports**," click the blue circle with a white pencil icon next to generate **Course Section- Survey Assignment Audit** report.



2. Fill out the required boxes with the parameters you are investigating, then click **Run Report.** 

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Report Parameters	3		
Term	Select a Term	¥	College / Ad colleges / Ad colleges / Colleg
Department / Administrative Unit	All departments	Ŧ	Course
			Type in to filter by course.
Instructor Type	Select Instructor Type	*	
Display Assignments	Al	Ŧ	
Survey Type	Student Course Evaluation	~	Survey Schedule 20 - TAMU-College Station Student Course Evaluation (End-of-Term) [Total Times Run: 12 - Last Run: Dec 30th, 2v

3. This will take you to the report page where you can view a list of the course sections along with their current status, including: Instructor Name; Assigned Status; and Response Rates.

## Note:

- Instructor names include all instructors, including **Teaching Assistants**.
- Response rates will only be available **after** the survey has started.
- Please disregard the Start/End Dates on this page, as they may not necessarily represent the course evaluation dates for the respective course section.

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Course Section-Surve	y Assignment Audit								Export •			
College	Course		Term			Department						
Agriculture & Life Sciences	GENERAL AVIAN SCIE	NCE	Fall 2023 - College Station (202331)			CS-Poultry Science						
Section Instru	ictor	Survey Schedule		Start	End	Assigned	Response	Actions				
POSC 201 201		TAMU-College Station Student Course Evaluation (End-of-Term)		Aug 9th, 2023	Dec 30th, 2023	0	100%	🖻 Results 🖥 CSV				
POSC 201 500		TAMU-College Station Student Course Evaluation (End-of-Term)		Aug 9th, 2023	Dec 30th, 2023	0	39%	Left Results 🖥 CSV				
POSC 201 501		TAMU-College Station Student Course Evaluation (End-of-Term)		Aug 9th, 2023	Dec 30th, 2023	0	43%	Left Results 🖥 CSV				
POSC 201 599		TAMU-College Station Student Course Evaluation (End-of-Term)		Aug 9th, 2023	Dec 30th, 2023	0	33%	🗠 Results 🖥 CSV				