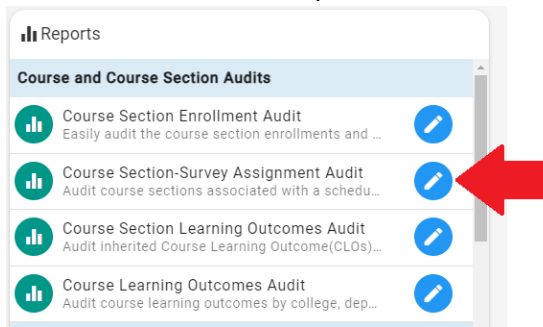# SCE Liaisons - How to Check Course Sections in HelioCampus (AEFIS): Instructor Name; SCE Assigned/Unassigned; Response Rate

1. Login to HelioCampus at https://tamu.aefis.net 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.**

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.

Questions can be directed to the Office of Institutional Effectiveness & Evaluation.
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