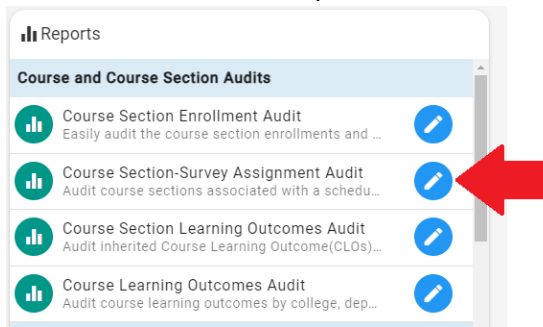




SCE Liaisons - How to Check Course Sections in HelioCampus (AEFIS): Instructor Name; SCE Assigned/Unassigned; Response Rate

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.

Section	Instructor	Survey Schedule	Start	End	Assigned	Response	Actions
POSC 201 201	[REDACTED]	TAMU-College Station Student Course Evaluation (End-of-Term)	Aug 9th, 2023	Dec 30th, 2023	100%	100%	Get Results CSV
POSC 201 503	[REDACTED]	TAMU-College Station Student Course Evaluation (End-of-Term)	Aug 9th, 2023	Dec 30th, 2023	39%	39%	Get Results CSV
POSC 201 501	[REDACTED]	TAMU-College Station Student Course Evaluation (End-of-Term)	Aug 9th, 2023	Dec 30th, 2023	41%	41%	Get Results CSV
POSC 201 599	[REDACTED]	TAMU-College Station Student Course Evaluation (End-of-Term)	Aug 9th, 2023	Dec 30th, 2023	33%	33%	Get Results CSV

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

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