

LINKING ASSIGNMENTS IN AEFIS

FOR GENERAL EDUCATION CURRICULUM

Linking assignments to student learning outcomes in your Canvas courses is a two-step process. First, the assignment must be converted to be managed by AEFIS. Then, the assignment must be linked to its relevant student learning outcome.

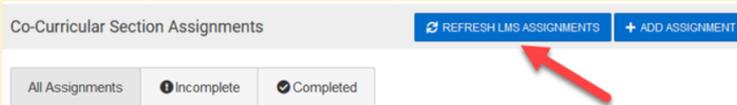
CONVERTING ASSIGNMENTS

Begin by opening a web browser such as Google Chrome, Explorer, or FireFox (if on a Mac, avoid using Safari). Log into Canvas and navigate to your Common Curriculum course.

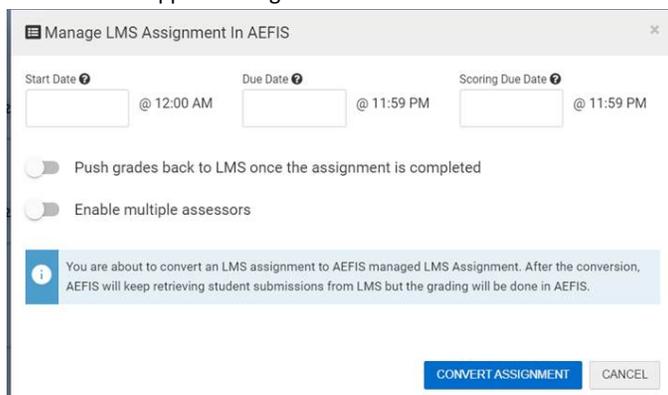
1. Click the **AEFIS Tools** link in the left-hand sidebar of the course.
 - If your AEFIS Tools link is not showing in your navigation menu in Canvas, do the following:
Select Settings >> Navigation >> Enable AEFIS Tools >> Save

2. After AEFIS opens in Canvas, click the **AEFIS menu** button. 
3. Under Assessments, click **Assignments**.
4. A list of published assignments will appear. If your desired assignment does not appear, you will need to ensure that your assignment is published in Canvas. If your assignments are published in Canvas and they still do not appear, select the Refresh LMS Assignments button (see below).

Please Note: If you do not see assignments when accessing the Assignments section of AEFIS, use the **Refresh LMS Assignments** button to retrieve assignments from Canvas.



5. Once you find the assignment you wish to convert, click the blue options button on the right-hand side of the line item.
6. Click the **Manage LMS Assignment in AEFIS** button. 
7. A window will appear asking for 3 dates. Leave calendar fields blank and delete any dates that are pre-populated.

A screenshot of a dialog box titled 'Manage LMS Assignment in AEFIS'. It contains three date and time fields: 'Start Date' with a pre-populated time of '@ 12:00 AM', 'Due Date' with a pre-populated time of '@ 11:59 PM', and 'Scoring Due Date' with a pre-populated time of '@ 11:59 PM'. Below these fields are two toggle switches: 'Push grades back to LMS once the assignment is completed' (which is turned off) and 'Enable multiple assessors' (which is turned on). At the bottom, there is an information icon and a message: 'You are about to convert an LMS assignment to AEFIS managed LMS Assignment. After the conversion, AEFIS will keep retrieving student submissions from LMS but the grading will be done in AEFIS.' At the very bottom, there are two buttons: 'CONVERT ASSIGNMENT' and 'CANCEL'.

8. Click **Convert Assignment**.

9. Locate the converted assignment, click the below options button of the converted assignment and then click the

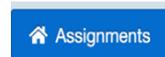


Assessment Home button.

10. In the top right, click the **Publish** button.
11. An Assignment Details window will appear asking for 3 dates.
 - Start Date: Enter today's date.
 - Due Date: Enter tomorrow's date.
 - Scoring Due Date: Enter the last day of the next month.

12. Click **Publish**.

13. Click the Assignment Home button in the top right and return to the Assignments page. Repeat the above conversion process for any other assignments that will be used for assessment.



LINKING ASSIGNMENTS TO OUTCOMES

1. After converting your assignment(s), click the **AEFIS menu** button again within AEFIS. 
2. Click the **Assignment Linking** link.  Assignment Linking
3. On the page that appears, you will see the details of the associated student learning outcomes that are tagged to your course. Click the **Edit (pencil)** icon in the top-right of the appropriate student learning outcome. 
4. You will now see a list of your currently published and converted assignments in the course. This can include assignments, quizzes, discussion groups, and any gradebook columns you may have created manually in the gradebook. To link your assignment, click the check box to the left of the name of the single assignment that will be used for assessment.
 - a. If you are linking a quiz, using **Canvas's Classic Quiz**, you can link the quiz in its entirety, or just specific questions by clicking the **Link Questions** link on the quiz. If linking specific objective questions, they should be in multiples of five.

Note: AEFIS Tools is currently incompatible with Canvas New Quizzes and Gradescope.
5. **Disregard any weighting settings.** These are not used in General Education Assessment.
6. When complete, click **Save**. You will then see your linked assignments within their designated student learning outcome.

Repeat the above process for all student learning outcomes tagged to your course.

If you have any questions regarding assignment linking and AEFIS, please contact assessment@smu.edu.