

Running the Course Section Trend Analysis Report for an Instructor and specific Sections:

1. Open AEFIS
2. Locate the **Reports** widget
3. Look for the **Survey and Course Evaluations Reports** section in the widget
4. Click the **generate report (pencil)** button for the **Course Section Trend Analysis** report. The report parameter screen displays.
5. For the **Aggregate** Level, click **Instructor**.
6. Select **Term**.
7. Skip **Institution**, **College**, **Department** and **Course** field.
8. Click **Instructor Type** drop down, click **Instructor**.
9. Click **Instructor** drop down, select the instructor.
10. Click the **Course Section** drop down and select the course sections.

BE AWARE:

- *If you are running these steps as the Instructor of the course and you select a course section that does not meet the minimum institute requirement, it will **NOT** be included in your instructor aggregate.*
- *If you are a Department Head or College Admin running this report for a specific instructor, the course section selected that did not meet the minimum will be included in the aggregate for the administrator's level access.*

11. In the Additional Parameters section:
 - a. Select the Survey Schedule – **Fall/Spring Student Course Evaluations**
 - b. Skip **Survey** field.
 - c. Click the drop down for **Question Type**, click **Select All** button.
 - d. Click the drop down for **Question**, click **Select All** button.
 - e. Skip **Compare With** field (but you can compare this instructor against other areas if needed).
 - f. If you only want to see certain statistics, click the **Statistics** field and select option. Otherwise, all stats will show.
 - g. Check **Comments** box. If grayed out, the **Comments** should still all show.
 - h. Click **Run Report** button.

There is also a more detailed set of instructions on our AEFIS resource site that is available from RPInfo. But, here is the direct link: <https://aefis.zendesk.com/hc/en-us/articles/115003281654-Course-Section-Trend-Analysis-Report-Admins-Faculty>