

How to Take a Survey - Students

support.aefis.com/hc/en-us/articles/115001892893-How-to-Take-a-Survey-Students



AEFIS ACADEMY

Connecting

Instructions:

When a survey email received, click on the AEFIS link to login to AEFIS with your username and password.

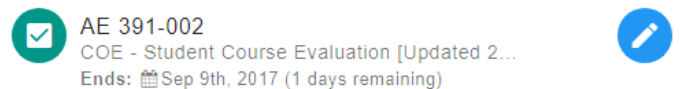
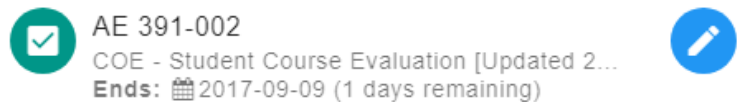
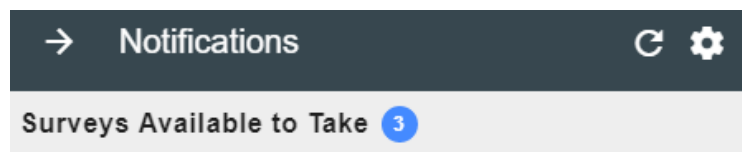
Notification Center and Dashboard

Instructions:

When the notification opens, click on the blue pencil icon to take a survey.

Quick Facts:

- If the Notification Center does not open automatically, click on the blue bell icon next to your name on the top right corner to open the notifications. The number on the blue bell indicates the number of notifications you have.
- Also, on the AEFIS dashboard under My Surveys widget, the available surveys will be listed here.
- Three vertical dots on the right corner of the My Surveys widget opens a menu to list Surveys to take, Completed Surveys and Survey Calendar.




Answer Questions




Instructions:

When you click on the blue pencil icon, you will be taken into the course evaluation. Answer the questions in the survey form.

Quick Facts:

Any question that has a red asterisk is required in order to submit.



-  Surveys to take
-  Completed Surveys
-  Survey Calendar


Finish and Submit

Instructions:

Once you are finished completing the survey, click the **Finish and Submit** button at the bottom of the survey. If you would like to save your answers and submit later, click Save and Close. The survey will remain in your notification center to finish when you are ready.

4 The course had a multi-disciplinary perspective.

- No Answer
- Never
- Rarely
- Sometimes
- Often
- Always



Continue Later

I'm Finished, Submit