

August 6, 2021



## TRAINING NEWSFLASH

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Innovative Strategies and Tools to Enrich Knowledge

### Upcoming Fall Syllabus Training in AEFIS

The Offices of Undergraduate Education and Institutional Research and Assessment will be offering several live webinar trainings coming up in August and early September on reviewing and publishing spring syllabi. **All syllabi must be published 2 weeks after the first day of classes each term.**

**Therefore, for our fall term syllabi must be published by September 13.** Please note that the AEFIS system will automatically publish all syllabi 3 weeks after the first day of classes.

Fall 2021 Syllabi should be available in AEFIS at the end of December. Training is available for course coordinators and instructors. Be aware, if there is a course coordinator defined for a course they must go in at the course level first and publish all of the common text for the syllabus. Once the course coordinator publishes, then the instructor must go in at the course section level to add what they need to the syllabus and then publish at the instructor level. Below are several syllabus training date opportunities for both the course coordinator and instructor roles:

- 8/10/2021 from 11 – 12am
- 8/18/2021 from 10 – 11am
- 8/26/2021 from 11 – 12pm
- 9/1/2021 from 1 – 2pm
- 9/7/2021 from 10 - 11am
- 9/10/2021 from 9 - 10am

To register for any of the syllabi training sessions above, please visit the [AEFIS Training Schedule](#). There are several different trainings listed so be sure to register for the correct one.

If you are unable to attend a live training session or prefer to review on your own, resources are available at our [Rensselaer AEFIS Resource Site](#). It is recommended to make this link a favorite so you can easily reference (in addition, this link can always be found on our RPIInfo page under **Faculty and Staff Resources**). Once on this page, there is a wealth of resources on the various tools in AEFIS. For syllabus support, please scroll down and click the **AEFIS Syllabus Support Resources** link under the **Syllabus Tool** category for detailed information on syllabi.