Confirming Courses

“Confirming” a course means the evaluation will be available to students when the evaluation period begins. Courses must be in a linked state before they are confirmed. You can confirm courses in advance of the evaluation period start date, however, the evaluations will not be available to students until the evaluation period begins.

To begin, please login with your Passport York account at: http://once.cns.yorku.ca.

To confirm course(s):

1. From the top navigational menu, click the COURSES link. The Dashboard appears.

2. Select your Faculty from the Faculty drop-down list.

3. Select your Department from the Department drop-down list.

4. Select the Start Term, End Term and Academic Year. Please refer to the chart below to choose the settings that apply to the term you are referring to. For non-harmonized periods, please choose the term that is most appropriate.

<table>
<thead>
<tr>
<th>If you wish to select the Term:</th>
<th>Select...</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Start Term</td>
</tr>
<tr>
<td>Fall</td>
<td>F</td>
</tr>
<tr>
<td>Winter</td>
<td>W</td>
</tr>
<tr>
<td>Year</td>
<td>F</td>
</tr>
<tr>
<td>Summer</td>
<td>S</td>
</tr>
</tbody>
</table>

5. Click the Filter Dashboard button to display results based on your selections.
6. In the Linked column, click the number below Courses. A list of courses will then be displayed, sorted by term.

7. Carefully examine course information, especially in the Instructors column. By default, the view shows you the number of instructors listed in the Student Information System (SIS).

8. Click the Show/Hide Instructors link to view instructor names instead. If there is no instructor information, or it is incorrect, you can continue to confirm the course(s). However, the instructor information must be updated in ARMS before you confirm the course(s). You cannot update instructor information within the ONCE application.

9. Choose the course(s) you wish to confirm for online evaluation by selecting the checkbox next to the course Short Name. You cannot confirm a course once the evaluation period has started.

10. Click the Confirm Selected Courses button.

11. In the dialogue box that appears, click OK to confirm. After a few seconds, the message 'Courses Confirmed Successfully!' appears at the top of the page.

Repeat steps 9 to 11 if you wish to confirm additional courses.
12. Click the **Return to Dashboard** link to go back to the Dashboard.

An updated view of unlinked, linked, and confirmed courses appears.

The course(s) are now in a “Confirmed” state, unavailable to students until course evaluations start. For a list of Evaluation and other important dates, please visit the [ONCE support site](http://www.yorku.ca/oncehelp).