

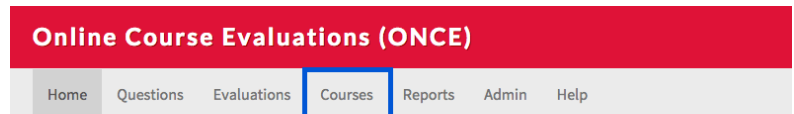
Confirming Courses

“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.



The following is a list of common tasks related to the online course evaluation process:

- [Link](#) a course to an existing evaluation
- Create a [new evaluation form](#)
- Browse the [library](#) of reusable evaluation content
- Application version: 2415

Need Help? Please visit the [course evaluation support site](#).

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.

If you wish to select the Term:	Select...	
	Start Term	End Term
Fall	F	F
Winter	W	W
Year	F	W
Summer	S	S

Online End of Course Evaluation Dashboard

The screenshot shows the 'Online End of Course Evaluation Dashboard' with several dropdown menus and a 'Filter Dashboard' button. Numbered callouts (2-5) highlight the following elements:

- 2: Faculty dropdown menu (set to LA&PS)
- 3: Department dropdown menu (set to HUMANITIES)
- 4: A bracket grouping the Start Term, End Term, and Academic Year dropdown menus.
- 5: Filter Dashboard button

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.

Online Course Evaluations (ONCE)

Home Questions Evaluations Courses Reports Admin Help

Online End of Course Evaluation Dashboard - LA&PS [Show Filter](#)

Show 10 entries Search

	Unlinked			Linked		
Department	Courses	Sections	Instructors	Courses	Sections	Instructors
HUMA	27	30	17	1	1	1

Showing 1 to 1 of 1 entries

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.

Online Course Evaluations (ONCE)

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Linked Sections: AP Faculty HUMA Department (2014)

[Return to Dashboard](#)
[Confirm Selected Courses](#)
[Unlink Selected Courses](#)

[Select All](#)
[Select None](#)
[Show/Hide Instructors](#)

Show 50 entries Search:

	Short Name	Start Date	End Date	Instructors	Sec	Credits	Period	Actions
<input type="checkbox"/>	CDNS 4200	11/16/2014	12/07/2014	SEMR: 01 David T McNab	A	6.0	F	Preview

Showing 1 to 1 of 1 entries Previous 1 Next

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.

Online Course Evaluations (ONCE)

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Linked Sections: AP Faculty HUMA Department (2014)

[Return to Dashboard](#)
[Confirm Selected Courses](#)
[Unlink Selected Courses](#)

[Select All](#)
[Select None](#)
[Show/Hide Instructors](#)

Show 50 entries Search:

	Short Name	Start Date	End Date	Instructors	Sec	Credits	Period
<input checked="" type="checkbox"/>	CDNS 4200	11/16/2014	12/07/2014	SEMR: 01 David T McNab	A	6.0	F

Showing 1 to 1 of 1 entries Previous

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.

Online Course Evaluations (ONCE)

Home Questions Evaluations **Courses** Reports Admin Help

Online End of Course Evaluation Dashboard - LA&PS [Show Filter](#)

Show 10 entries Search:

	Department	Unlinked			Linked			Confirmed	
		Courses	Sections	Instructors	Courses	Sections	Instructors	Courses	Sections
	HUMA	27	30	17	1	1	1	12	12

Showing 1 to 1 of 1 entries Previous 1 Next

[Download Unlinked](#) [Download Linked](#) [Download Confirmed](#)

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/oncelp) at <http://www.yorku.ca/oncelp>.