

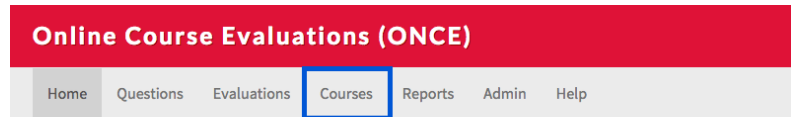
Linking Courses

All courses are initially in an *unlinked* state which means they exist but have not been associated with an evaluation form. Courses that are unlinked will **not** be available to students when the evaluation period begins.

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

To link 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](#).

Note: If you do not see the filter window similar to that in the image below, you might have to click on the “Show filter” button to reveal it.

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 image shows the Online End of Course Evaluation Dashboard. It features several filter fields: Faculty (LA&PS), Department (HUMANITIES), Start Term, End Term (F), Academic Year (2014), Period Type (--- Select Period Type ---), and Period (-- Select Period --). A red "Filter Dashboard" button is at the bottom. Numbered callouts (2, 3, 4, 5) are placed around the dashboard: 2 is on the Faculty dropdown, 3 is on the Department dropdown, 4 is on the End Term dropdown, and 5 is on the Filter Dashboard button. Blue lines connect the Start Term and End Term dropdowns to the End Term dropdown.

5. Click the **Filter Dashboard** button to display results based on your selections.

6. In the Unlinked column, click the number below **Courses**. A list of courses will then be displayed, sorted by term.

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

Show 10 entries

Search:

		Unlinked			Linked			Confirmed	
	Department	Courses	Sections	Instructors	Courses	Sections	Instructors	Courses	Sections
	HUMA	28	31	18	--	--	--	12	12

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 link the course(s). However the instructor information must be updated in ARMS before you publish these courses. You cannot update instructor information within the ONCE application.

9. Choose the course(s) you wish to link for online evaluation by selecting the checkbox next to the course **ShortName**.

10. Click the **Link selected sections to evaluation form** button to link the sections. The **Link Sections** dialog box appears for you to choose the evaluation form you wish to use for the selected course(s).

Note: Although you can select multiple courses, you may only link them to a single evaluation form.

[Return to Dashboard](#) [Link selected sections to evaluation form](#)

[Select All](#) [Select None](#) [Show/Hide Instructors](#) [Start Date Bulk Edit](#) [End Date Bulk Edit](#)

Show 50 entries

Search:

	Short Name	Start Date	End Date	Instructors	Language	Sec
<input type="checkbox"/>	CDNS 4200	11/16/2014	12/07/2014	SEMR: 01 David T McNab	EN	A
<input type="checkbox"/>	CLTR 2860	11/16/2014	12/07/2014	SEMR: 01 Carolyn Steele	EN	A

Unlinked Sections: AP Faculty HUMA Department (2014)

[Return to Dashboard](#) [Link selected sections to evaluation form](#)

[Select All](#) [Select None](#) [Show/Hide Instructors](#) [Start Date Bulk Edit](#) [End Date Bulk Edit](#)

Show 50 entries

	Short Name	Start Date	End Date	Instructors	Language
<input checked="" type="checkbox"/>	CDNS 4200	11/16/2014	12/07/2014	SEMR: 01 David T McNab	EN
<input type="checkbox"/>	CLTR 2860	11/16/2014	12/07/2014	SEMR: 01 Carolyn Steele	EN

11. Select the **Faculty** for the evaluation form, and then click **Search**. A list of available evaluation forms appears.

Note: Currently, most departments only have one Faculty evaluation form. Unless you have department specific forms, leave the Department drop-down list as is when you search.

12. Review the list of evaluation forms displayed. Within the row containing your Faculty name, click the **Link** action. After a few seconds, the message 'Evaluation Linked Successfully!' appears at the top of the page.

Repeat steps 7 to 12 if you wish to continue linking additional courses to the same or different evaluation form(s).

Link Evaluations

Faculty: LA&PS
 Department: HUMANITIES
 Search

Link Evaluations

Faculty: LA&PS
 Department: HUMANITIES
 Search

Evaluations

Name	Faculty	Department	Action
LAPS Humanities Evaluation (To be approved)	AP	HUMA	Link
LAPS Humanities Evaluation.	AP	HUMA	Link

13. Click the **Return to Dashboard** link to confirm that the course(s) has/have been linked.

Online Course Evaluations (ONCE)

Home Questions Evaluations Courses Reports Admin Help

Unlinked Sections: AP Faculty HUMA Department (2014)

[Return to Dashboard](#) [Link selected sections to evaluation form](#)

Select All | Select None | Show/Hide Instructors | Start Date Bulk Edit | End Date Bulk Edit

Show 50 entries Search:

	Short Name	Start Date	End Date	Instructors	Language	Sec	Credits	Period
<input checked="" type="checkbox"/>	CDNS 4200	11/16/2014	12/07/2014	1	EN	A	6.0	F

14. An updated view of unlinked, linked, and published courses appears.

The course(s) will now be in a “Linked” state. Changes to instructor data can still be made in ARMS and the evaluation will NOT be available to students until you [“publish” the course\(s\)](#)

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

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

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