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.

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>
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<tbody>
<tr>
<td></td>
<td>Start Term</td>
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5. Click the Filter Dashboard button to display results based on your selections.

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.
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](image)

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 Short Name.

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.
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).

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