Linking and confirming for Formative Instructors.

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

   ![Online Course Evaluations (ONCE)](image)

   End of Course / Mid-Course evaluations provide an opportunity for you to review your students feedback about your courses.

   ![Academic Year](image)

   Please take a moment to review your End of Course evaluation(s).

   ![Course Evaluation Table](image)

2. Make sure that your Faculty and Department is selected. If you belong to multiple faculties or departments, you should have the option to select those from the dropdown menus.

3. 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.

   ![Chart](image)

   - **If you wish to select the Term:**
   - **Select...**
     - **Start Term**
     - **End Term**
     - **Fall**
     - **F**
     - **F**
     - **Winter**
     - **W**
     - **W**
     - **Year**
     - **F**
     - **W**
     - **Summer**
     - **S**
     - **S**
4. Click the Filter Dashboard button to display results based on your selections.

5. In the Unlinked column, click the number below the Courses. A list of courses will then be displayed, sorted by term.
6. Examine the course information and make sure that you are instructing the course(s).

7. Set the **Start Date** and **End Date**.
   **Note**: Make sure that you do not have course evaluations already running for the same course in the dates that you have set.

8. Select the course(s) that you want to link using the checkboxes on the left.

9. Click on the button “**Link and Confirm selected sections to evaluation form**”.

10. On the popup (see below), filter using the appropriate faculty and department in the evaluation you created belong to.
11. Click the “Link” button besides the evaluation you want to link and confirm to.

12. Click “Return to Dashboard” button to verify that the courses have been confirmed.

13. An updated view of confirmed courses appears. The course will now be listed in a “Confirmed” state.
### Online Mid-Course Evaluation Dashboard: AP Faculty

- **Faculty:** LA&PS
- **Department:** HUMANITIES
- **Start Term:**
- **End Term:** F
- **Academic Year:** 2014

**Filter Dashboard**

<table>
<thead>
<tr>
<th>Show 50 entries</th>
<th>Unlinked</th>
<th>Confirmed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Department</strong></td>
<td>Courses</td>
<td>Sections</td>
</tr>
<tr>
<td>HUMA</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>

**Search:**