

Linking and confirming for Formative Instructors.

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



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

Academic Year

[View Evaluations](#)

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

Show entries

Search:

Course	Faculty	Period	Sec	Completed / Total	Percent Completed	Results
HUMA 1825	AP	Y	A	0 / 187	0.00%	No Results
GK 3010	AP	F	A	0 / 1	0.00%	No Results
GK 4010	AP	F	A	0 / 2	0.00%	No Results

Showing 1 to 3 of 3 entries

Previous Next

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.

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 Course Evaluations (ONCE)

Home Courses Evaluations Questions Help

Online Mid-Course Evaluation Dashboard: AP Faculty

Faculty: LA&PS
Department: HUMANITIES
Start Term:
End Term: F
Academic Year: 2013

Filter Dashboard

Show 50 entries Search:

	Unlinked				Confirmed		
▲	Department	Courses	Sections	Instructors	Courses	Sections	Instructors
No results returned							

Showing 0 to 0 of 0 entries Previous Next

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

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

Online Course Evaluations (ONCE)

Home Courses Evaluations Questions Help

Online Mid-Course Evaluation Dashboard: AP Faculty

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

Filter Dashboard

Show 50 entries Search:

	Unlinked				Confirmed		
▲	Department	Courses	Sections	Instructors	Courses	Sections	Instructors
	HUMA	2	2	2	1	1	1

6. Examine the course information and make sure that you are instructing the course(s).

Online Course Evaluations (ONCE)

Home Courses Evaluations Questions Help

AP Faculty HUMA Department (2014)

< Return to Dashboard Link and Confirm selected sections to evaluation form

Select All Select None 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"/>	GK 3010	Unknown	Unknown	<input checked="" type="checkbox"/> LECT: 01 Roger S Fisher	EN	A	3.0	F
<input type="checkbox"/>	GK 4010	Unknown	Unknown	<input type="checkbox"/> LECT: 01 Roger S Fisher	EN	A	3.0	F

Showing 1 to 2 of 2 entries Previous 1 Next

< Return to Dashboard Link and Confirm selected sections to evaluation form

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.

Faculty: LA&PS

Department: HUMANITIES

[Search](#) **10**

Evaluations

Name	Faculty	Department	Action
AP Humanities Week 1 Formative Evaluation.	AP	HUMA	Link 11
AP Humanities Week 2 Formative Evaluation.	AP	HUMA	Link

11. Click the “Link” button besides the evaluation you want to link and confirm to.

Online Course Evaluations (ONCE) (TEST)

Home Courses Evaluations Questions Help

• Evaluation Linked and Confirmed Successfully!

AP Faculty HUMA Department (2014)

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

[Select All](#) [Select None](#) [Start Date Bulk Edit](#) [End Date Bulk Edit](#)

Show **50** entries Search:

Short Name	Start Date	End Date	Instructors	Language	Sec	Credits	Period
<input type="checkbox"/> GK 3010	Unknown	Unknown	<input type="checkbox"/> LECT: 01 Roger S Fisher	EN	A	3.0	F
	Unknown	Unknown					

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

Show 50 entries

Search:

		Unlinked			Confirmed		
	Department	Courses	Sections	Instructors	Courses	Sections	Instructors
	HUMA	2	2	2	1	1	1