To add students to schedule for evaluations

Click Schedules Icon > Schedule Assignments > Under Course-Based Scheduling > click Add/Edit Schedules > Under Add/Edit Schedule title

Select Time Frames: (e.g., 06/30/2014-07/25/2014) > Course: (e.g., Family Medicine Clerkship Faculty/Resident) > click the “View Schedule” button >
Under the Schedule title > Course Name click to Schedule > click the “Surgery Clerkship Assessments (Henry Ford Hosp)” link >

Check the course name > check Time Frame > check Filter User list options > In the Last Name Filter textbox, Enter the Last Name of student > click the “Filter Users” button > select the name of student > select site only > click the “green plus” button > check participation Start & End Dates (date you are
report of the participation) > select Evaluation action: Is Evaluated > click “Add Schedule Entry” button
> the Site Director, Clerkship Coordinator and the Clerkship Director will be automatically added as
Default Educators (if you set that up with me first)

*Both – student and faculty or resident evaluate each other

*Does Evaluations – student or faculty or resident evaluates someone only

*Is Evaluated – student or faculty or resident will be evaluated by someone only

*Neither- no one evaluates or is being evaluated

To edit students in the schedule

Click Schedules Icon > Schedule Assignments > Under Course-Based Scheduling > click Add/Edit Schedules > Under Add/Edit Schedule title >

Select Time Frames: (e.g., 06/30/2014-07/25/2014) > Course: (e.g., Surgery Clerkship Assessments (Henry Ford Hosp)) > click the “View Schedule” button >

Under the Schedule title > Course Name click to Schedule > click the “Surgery Clerkship Assessments (Henry Ford Hosp)” link >

Click the Edit link under the student’s name (it populates the schedule form) > select site only > click “minus” button > reselect site only > click the “green plus” button > check Participation Start & End Dates > select or reselect the Evaluation action: Is Evaluated > click “Update Schedule Entry” button