To add evaluators 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 “Family Medicine Clerkship Faculty/Resident” link >

Check the course name > check Time Frame > check Filter User list options > In the Last Name Filter textbox, Enter the Last Name of the evaluator > click the “Filter Users” button > select the name of the
To edit evaluators 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., Family Medicine Clerkship Faculty/Resident) > click the “View Schedule” button >

Under the Schedule title > Course Name click to Schedule > click the “Family Medicine Clerkship Faculty/Resident” link >

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

To add two SITES/TEAMS to one student

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 “Family Medicine Clerkship Faculty/Resident” link >

Check the course name > check Time Frame > check Filter User list options > In the Last Name Filter textbox, Enter the Last Name of the evaluators > click the “Filter Users” button > select the name of the evaluators > select site/team > click the “green plus” button > select another site/team > click the
“green plus” button > check participation Start & End Dates (date you are report of the participation) > select Evaluation action: Does Evaluations > click the “Add Schedule Entry” button

To edit two SITES/TEAMS to one evaluator

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 “Family Medicine Clerkship Faculty/Resident” link >

Click the Edit link under the evaluator’s name (it populates the schedule form) > select site/team > click the “green plus” button > select another site/team > click the “green plus” button > check participation Start & End Dates (date you are report of the participation) > select Evaluation action: Does Evaluations > click the “Update Schedule Entry” button