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

*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