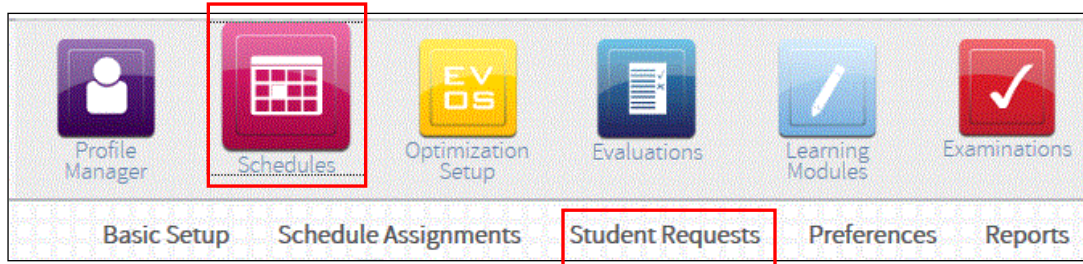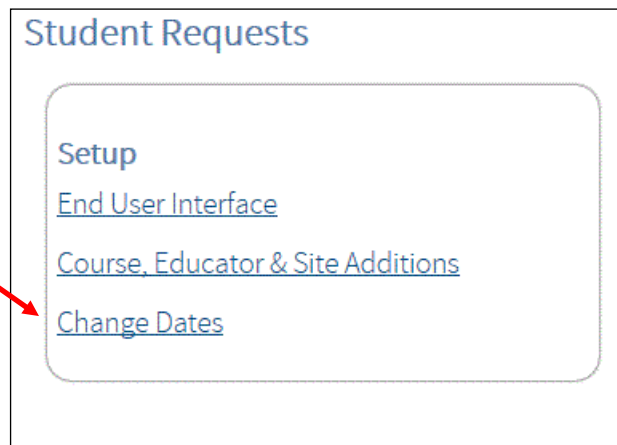*E*Value Quick Start*

## Link Courses to Sites

**Linking Courses to Sites allows students to view all sites that are available for each course that appears in the Schedule Change Request screens. There will be a separate course / site link for site that a course is listed at.**

**Once a course/site link appears in the grid (#5 below) it can be reused for future optimizations.**

1. After loggin in to E*Value and the School of Medicine program, click on Schedules tile then click **on Student Requests in Schedules sub menu.**



2. Click on **Change Dates** in the Student Requests **Setup Menu**

**3. Select Course and appropriate site(s) and click green + icon**

**(Top Portion of Screen)**

Narrow course list by using filter

**Change Dates**

Course Group: School of Medicine: TEST FOR SHIFT SCHE ▼

Course Filter: [          ] Active ▼ [ Filter ]

| Available Courses / Sites | | Selected Courses / Sites |
|---|---|---|
| {All Courses}<br>School of Medicine - TEST - CLERKSHIP IN PSYCHIATRY | {All Sites}<br>Acton Pediatrics<br>AIDS Project Worcester<br>Albany Med College<br>Ambulatory<br>Arcos de Valdevez (Minho, Portugal)<br>Balikian Facial Plastic Surgery - Poway, CA<br>Barre Family Health<br>Baystate Medical Center<br>Berkshire Area | TEST - CLERKSHIP IN PSYCHIATRY / Albany Me |

Select Course from this panel

Select Site(s) from this panel

Selected Course /Site links appear here

**(Mid Portion of Screen)**

4. Use drop down lists to set timing of changes before class start and to allow schedule overlaps.

Allow end users to schedule change requests [0] day(s) prior to the start of the Course.
Allow end users to schedule overlaps ○ Yes ⦿ No

[ Add ]  [ Cancel ]

Click Add when complete

5.  To edit or change course site link click the **Edit Icon** at the far right portion of the **Course / Site table**.  After clicking the edit icon you will notice that the chosen course / site link appears in the **Selected Course / Sites** box in the top portion of the screen.   Now the current link can be undone and a new link created.

Edit icon

| Course Name | Site Name | Number of Days | Allow Overlaps | Action |
|---|---|---|---|---|
| ABTS--Adipose tissue dysfunction in obesity and diabetes | UMMMC - University Campus | 0 | No | |
| ABTS--Antibiotic Resistance | UMMMC - University Campus | 0 | No | |
| ABTS--Can you fix catabolism gone wrong? | UMMMC - University Campus | 0 | No | |
| ABTS--Designing clinical trials in oncology | UMMMC - University Campus | 0 | No | |
| ABTS--Development of Vaccines for Viral Diseases | UMMMC - University Campus | 0 | No | |
| ABTS--Foundations of Genomics-Based Medicine | UMMMC - University Campus | 0 | No | |
| ABTS--Frontotemporal Dementia | UMMMC - University Campus | 0 | No | |

Use red minus icon to delete a course site