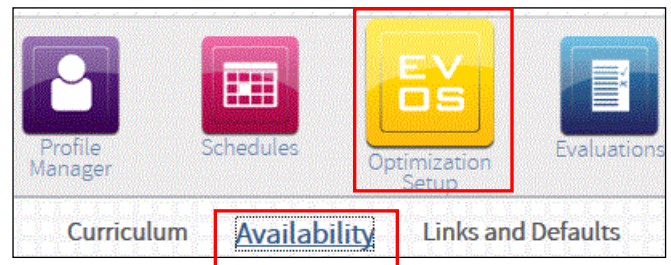


E*Value Quick Start

Manage Availability to Suppress Schedules

Manage Availability allows you to suppress schedules for users until you are ready for users to view them. Schedules are suppressed during optimization run cycles.

1. To access **Manage Availability**, click on the **Optimization Setup** tile in the top navigation bar to see the **Optimization Setup Menu** bar, and then click on **Availability**.



2. Click on **Manage Availability** in the Enter and Manage Menu



3. The Manage Availability screen

Manage Availability

Availability Name:

Start Date:

End Date:

Status:

Open For Educator Availability:

Suppress this schedule for:





















Existing Availability

Name	Start Date	End Date	Status	Open For Educator Availability	Edit	Link Curricula	Add/Edit Course Availability	Review Availability
Advanced Studies 13-14	05/06/2013	04/25/2014	Active	False				
CCE 13-14	05/13/2013	04/24/2014	Active	False				
CCE TEST	05/13/2013	04/23/2014	Active	False				
FCE TEST	06/10/2013	03/28/2014	Active	False				
Advanced Studies TEST	05/07/2012	04/26/2013	Active	False				

4. Starting on table at the bottom of the screen locate **Name** of Availability you want to suppress schedules for and then **click Edit Icon**.

Edit icon

Existing Availability

Name	Start Date	End Date	Status	Open For Educator Availability	Edit	Link Curricula	Add/Edit Course Availability	Review Availability	Include Inactive?
Advanced Studies 13-14	05/06/2013	04/25/2014	Active	False					<input type="checkbox"/>
CCE 13-14	05/13/2013	04/24/2014	Active	False					<input type="checkbox"/>
CCE TEST	05/13/2013	04/23/2014	Active	False					<input type="checkbox"/>
FCE TEST	06/10/2013	03/28/2014	Active	False					<input type="checkbox"/>
zAdvanced Studies TEST	05/07/2012	04/26/2013	Active	False					<input type="checkbox"/>

5. To **Add ranks and / or people groups to be suppressed** (schedules hidden from users) select appropriate rank / people group and **click + icon**.

Manage Availability

Availability Name: CCE 13-14

Start Date: 05/13/2013

End Date: 04/24/2014

Status: Active

Open For Educator Availability: False

Suppress this schedule for:

- People Group: 2012 SOM Graduates
- People Group: Advanced Studies 13-14 Distanc
- People Group: AY1213 - AS Students
- People Group: AY1213 - CCE Students
- People Group: AY1213 - FOM1 Students
- People Group: AY1213 - FOM2 Students
- People Group: Blackstone Learning Community
- People Group: Blackstone Learning Community

Save Availability

Ranks and People Groups that appear in this box will have will have schedules suppressed

- Rank: Advanced Studies (AS)
- Rank: Core Clinical (CCE)
- Rank: FOM2

6. To unsuppresse (make schedules visible to users), select appropriate rank and / or people group and **click minus icon**.

Open For Educator Availability: False

Suppress this schedule for: ⓘ

Save Availability

People Group: _Must get FCE 381
People Group: 2012 One Year Out PDs
People Group: 2012 SOM Graduates
People Group: 2013 SOM Graduates
People Group: Advanced Studies 13-14 Distanc
People Group: AS 14-15 Distance Students
People Group: AS EVOS 14 - 15
People Group: AY1213 - CCE Students

Blank box here indicates no schedules are suppressed

Blank box here indicates no schedules are suppressed