

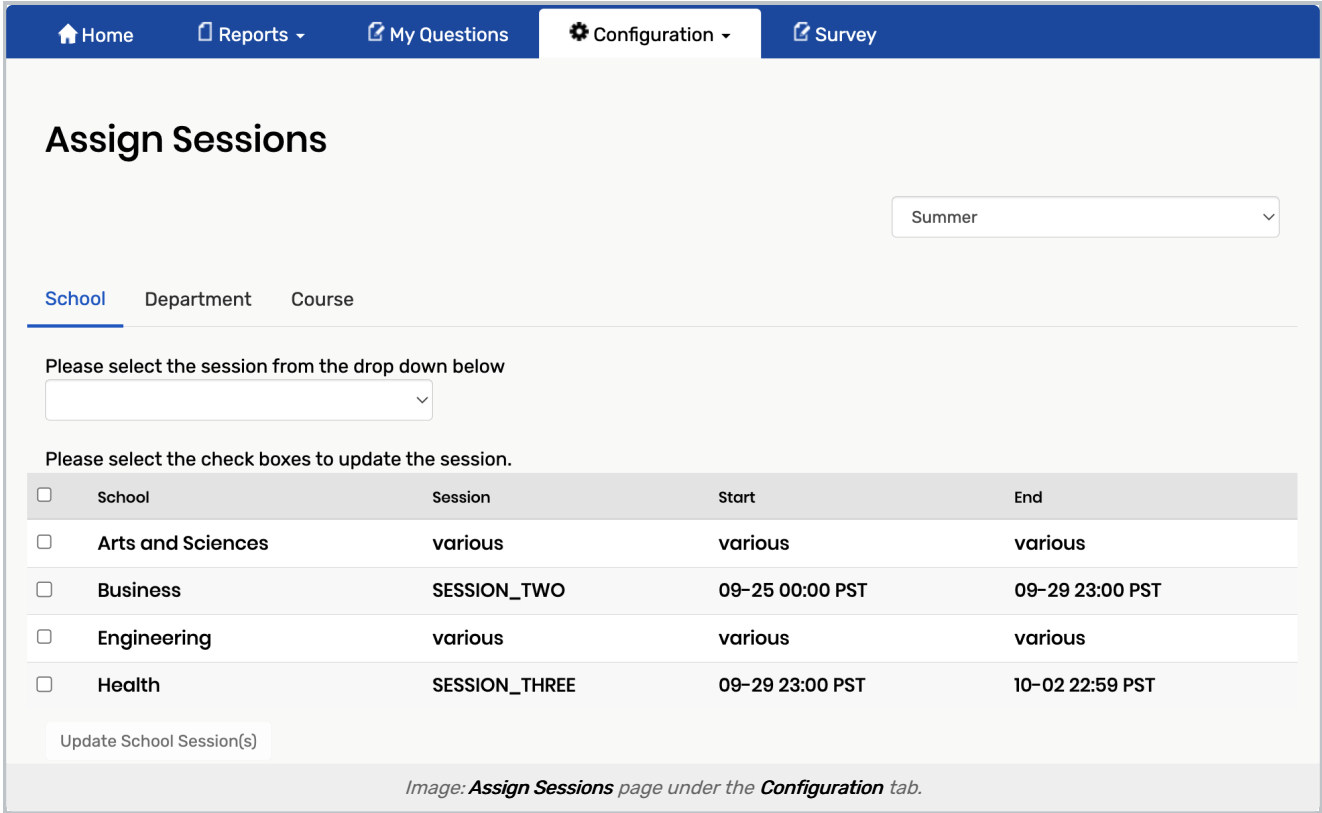
Assign Sessions in Eval25

The Assign Sessions page (under the Configuration tab) permits an Eval25 administrator to:

- Update (moved) a session (within the current term) assigned to any school, department, or course.
- Remove any school, department, or course from any session as needed.

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Update a School Session

1. Select a Term & Session to Move

- From the **Open Term** dropdown menu, select the term that contains the session that needs to be updated (moved).
- Select the **School** tab and locate the school session to update.
- Select a session from the **Session** dropdown box. This is where you are moving a session to.

2. Check the Box(es)

- Select the school or schools where a session or sessions need to be updated by clicking the corresponding checkbox(es). This is where a session is moving from.

3. Save

- Click the **Update School Session(s)** button.

Remove a School Session

1. Select a Term & Session

- Select a term that contains the session to be removed from the **Open Term** dropdown box.
- Select the **School** tab to locate the school session to remove.
- Select a session from the **Session** dropdown box.

2. Check the Box(es)

- Select the school(s) where the session(s) should be removed from by selecting the corresponding checkbox(es).

3. Save

- Tap the **Remove School Session(s)** Button.

Update a Department Session

1. Select a Term & Session

- Select the term that contains the session to be updated (moved) from the **Open Term** dropdown box.
- Select the **Department** tab to locate the department session to update.
- Select a session from the **Session** dropdown box. This is where you are moving a session to.

2. Select the Department(s)

- Select the departments(s) where the session(s) need to be updated by clicking the corresponding checkbox(es). This is where a session is moving from.

3. Save

- Click the **Update Department Session(s)** button.

Remove a Department Session

1. Select a Term & Session

- Select a term that contains the session to be removed from the **Open Term** dropdown box.
- Select the **Department** tab to locate the department session to remove.
- Select a session from the **Session** dropdown box.

2. Select the Department(s)

- Select the department(s) where the session(s) need to be removed by clicking the corresponding checkbox(es).

3. Save

- Click the **Remove Department Session(s)** button.

Update a Course Session

1. Select a Term & Session

- Select a term that contains the session to be changed (moved) from the **Open Term** dropdown box.
- Select the **Course** tab to locate the session to change.
- Select a session from the **Session** dropdown box. This is where you are moving a session to.

2. Find the Associated Course

- Select the course(s) where the session(s) need to change. This is where a session is moving from.
-OR-
- Enter the name of the course or its catalog number in the **Search** field. You can control the number of courses to display on the page by entering the number you want to see in the **Count per page** box.

3. Save

- Click the **Update Course Session(s)** button.

Remove a Course Session

1. Select a Term & Session

- Select a term that contains the session to be removed from the **Open Term** dropdown box.
- Select the **Course** tab to locate the session to remove.
- Select a session from the **Session** dropdown box. This is where you are moving a session to.

2. Find the Associated Course

- Select the course(s) where the session(s) need to be removed.
-OR-
- Enter the name of the course or its catalog number in the **Search** field. You can control the number of courses to display on the page by entering the number you want to see in the **Count per page** box.

3. Save

- Click the **Remove Course Session(s)** button.