



ProjectConcert Access / Creating Schedules:

Accessing:

I. Accessing “Schedule”

On the Left side of the screen:

1. Click on “**Information**” dropdown
2. Click on “**Information Edit**” under utilize
3. Click the tab labeled “**Schedule**” that is found within the **box**
 - Depending on your implementation, this tab may appear in different areas in your tabs that are available to you.

The screenshot displays the ProjectConcert interface for a student named Lisa A-Chance Smith. The left sidebar contains a navigation menu with 'Information' and 'Information Edit' highlighted. The main content area shows a form for student information and a tabbed interface. The 'Schedule' tab is circled in red. Below the tabs is a table of courses with columns for Course, Course Start, Course End, Section, Status, Class Type, Location, Faculty, Preceptor, Type, and M. The table contains two rows of course data.

	Course	Course Start	Course End	Section	Status	Class Type	Location	Faculty	Preceptor	Type	M
1	A_NUR 481	01/07/2020	04/26/2020		MANUAL	CLINICAL	Health Science Lab	Ander, Cindy	Bartlett, Janae K	SERIES	01/07/2020
2	ANUR 0111	01/06/2020	04/15/2020	2020/23921	MANUAL	CLINICAL	Tanner Health System	Adams, Julee C.	Barker, Mary L.	SERIES	01/06/2020

II. Navigating “Schedule”

1. Upon clicking the “**Schedule**” tab, items that are created for your schedule are now visible
2. To export the schedule to Excel, click the “**Export to Excel**” button

The schedule will display one month at a time:

3. Select a specific year and month via the **drop down**
4. The buttons “**Back**” & “**Forwards**” navigate backwards or forwards one month at a time
5. Select one of two displays to switch to **Tabular** or **Calendar** view

Course	Course Start	Course End	Section	Status	Class Type	Location	Faculty	Preceptor	Type	Meeting Start
A_NUR 481	01/07/2020	04/26/2020		MANUAL	CLINICAL	Health Science Lab	Ander, Cindy	Bartlett, Janae K	SERIES	01/10/2021 07:00
ANUR 0111	01/06/2020	04/15/2020	2020/23921	MANUAL	CLINICAL	Tanner Health System	Adams, Julee C.	Barker, Mary L.	SERIES	01/01/2021 07:00

III. Tabular Schedule Display

1. This display version will show **one row for each** scheduled item
2. The column “**Recurrence Pattern**” shows what day the items are scheduled on
3. The column “**End Recurrence**” shows the last iteration of the pattern
4. Click the “**Info**” button to view extra information pertaining to your schedule as it relates to that specific row

Course	Course Start	Course End	Section	Status	Class Type	Location	Faculty	Preceptor	Type	Meeting Start	Meeting End	Students	Recurrence Pattern	End Recurrence
A_NUR 481	01/07/2020	04/26/2020		MANUAL	CLINICAL	Health Science Lab	Ander, Cindy	Bartlett, Janae K	SERIES	01/10/2021 07:00	01/10/2021 11:00	A - Chance, Lisa [0561239]	WEEKLY every 1 on Sun Fri	by 03/31/2021
ANUR 0111	01/06/2020	04/15/2020	2020/23921	MANUAL	CLINICAL	Tanner Health System	Adams, Julee C.	Barker, Mary L.	SERIES	01/01/2021 07:00	01/01/2021 11:00	A - Chance, Lisa [0561239]	WEEKLY every 1 on Mon	after 10 occurrences

IV. Calendar Schedule Display

1. The calendar shows items as a traditional calendar would.
2. The name of the **course** is listed
3. The **term** & the **section** is listed
4. The date the **starting time** and **ending time** is listed
5. Hyperlinks are listed to view information pertaining to the **site, faculty, and/or preceptor**
 - The hyperlinks are always active but if they are not activated for you, they will simply open a new tab and take you to the login default screen, otherwise they will take you to this specific area in the database.

1

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Dec 27, 2020	Dec 28, 2020	Dec 29, 2020	Dec 30, 2020	Dec 31, 2020	Jan 01, 2021	Jan 02, 2021
Jan 03, 2021	<div style="border: 1px solid black; padding: 5px;"> Spring 2020 Section: 4010 ANUR 0111 - CLINICAL 07:00 - 11:00 (4 hours) Tanner Health System Adams, Julee C. Barker, Mary L. </div>	Jan 05, 2021	Jan 06, 2021	Jan 07, 2021	Jan 08, 2021	Jan 09, 2021
<div style="border: 1px solid black; padding: 5px;"> Spring 2020 Section: A1 A_NUR 481 - CLINICAL 07:00 - 11:00 (4 hours) Health Science Lab Ander, Cindy Bartlett, Janae K </div>	<div style="border: 1px solid black; padding: 5px;"> Spring 2020 Section: 4010 ANUR 0111 - CLINICAL 07:00 - 11:00 (4 hours) Tanner Health System Adams, Julee C. Barker, Mary L. </div>	Jan 12, 2021	Jan 13, 2021	Jan 14, 2021	<div style="border: 1px solid black; padding: 5px;"> Spring 2020 Section: A1 A_NUR 481 - CLINICAL 07:00 - 11:00 (4 hours) Health Science Lab Ander, Cindy Bartlett, Janae K </div>	Jan 16, 2021
Jan 17, 2021	Jan 18, 2021	Jan 19, 2021	Jan 20, 2021	Jan 21, 2021	Jan 22, 2021	Jan 23, 2021

Creating:

V. Creating a New Item

In either the tabular or calendar view:

1. Click the **"Add"** button

The screenshot shows a student record page for Lisa A-Chance Smith. The 'Add' button in the navigation bar is circled in red with the number '1' next to it. Below the navigation bar is a table with columns: Course, Course Start, Course End, Section, Status, Class Type, Location, Faculty, Preceptor, Type, Meeting Start, Meeting End, Students, Recur Pattern, End Recur, and Comment. Two rows are visible in the table.

	Course	Course Start	Course End	Section	Status	Class Type	Location	Faculty	Preceptor	Type	Meeting Start	Meeting End	Students	Recur Pattern	End Recur	Comment
1	A_NUR 481	01/07/20	04/26/20		MANUAL	CLINICAL	Health Science Lab	Ander, Cindy	Bartlett, Janae K	SERIES	01/10/202 07:00	01/10/202 11:00	A - Chance, Lisa [0561239]	WEEKLY every 1 on Sun	03/31/202	
2	ANUR 0111	01/06/20	04/15/20	2020/239	MANUAL	CLINICAL	Tanner Health System	Adams, Julie C.	Barker, Mary L.	SERIES	01/01/202 07:00	01/01/202 11:00	A - Chance, Lisa [0561239]	WEEKLY every 1 on Mon	after 10 occurrence	

2. A dialog will open and will allow you to create a new scheduling item
3. Enter the information in **steps 4-7** in the **First Occurrence** field boxed
 - If entering a scheduling item that spans multiple months. **Do not enter the multiple months in this box.** It is only the first occurrence.

The screenshot shows the 'ADD' dialog box for creating a new scheduling item. The 'First Occurrence' field is boxed in red with the number '3' next to it. The dialog includes fields for Start Time, End Time, Recur (checked), Course Section, Class Type, Location, Faculty, Preceptor, Program, Comment, and Students.

ADD

Save

First Occurrence: 1/19/2021 31 This first day of availability spans more than one calendar day

Start Time: 1 : 00 AM End Time: 1/19/2021 31 1 : 00 AM

Recur every 1 week(s) on Sun Mon Tue Wed Thu Fri Sat

End by 1/19/2021 31 End after 1 occurrence(s)

Course Section: A_NUR 481 | 01/07/2019 | 04/26/2019 Filter Faculty

Class Type: CLINICAL

Location:

Faculty:

Preceptor:

Program:

Comment:

Students:

Student	Delete
1 A - Chance, Lisa	<input type="button" value="Delete"/>

Save

4. Enter the **date** of the **First Occurrence** of what you wish to schedule
5. Enter the **Start Time** via the dropdowns
6. Enter the **End Time** via the dropdowns
 - The end time will not be the last day of your assignment. This is only for the very first day
7. Click the check box if an assignment is going **over midnight** and elapsing **more than one calendar day**
 - For example, a **7:00 PM to 7:00 AM** assignment would go over midnight & the box would need to be selected

ADD

First Occurrence: 4 1/19/2021 31. 7 This first day of availability spans more than one calendar day

Start Time: 5 1 : 00 AM 6 End Time: 1/19/2021 31. 1 : 00 AM

8. Select the “**Recur**” check box If the item is going to recur
9. Select the respective days of the week the item will recur on by checking the boxes
10. Type in the number of weeks you want the reoccurrence to repeat after
11. A. Select the date the item ends on
- OR
11. B. Type the number of occurrences the item should end after

8 Recur 10 every 1 week(s) on Sun Mon Tue Wed Thu Fri Sat 9

11A End by 1/20/2021 31. 11B End after 1 occurrence(s)

12. Select your section from the sections that are available to you
 - The selections in the dropdown are dependent on the courses our system is aware that you are enrolled. If you are missing information here, you need to escalate and alert those responsible at your institution that you are missing a choice.
13. If directed, Choose the faculty
14. Choose a preceptor
15. Enter any comments if desired
16. In the student box you are not able to make changes as you are only able to affect your own schedule.

17. Click the save button and that newly added item will appear in the view that you are currently in.

12 → Course Section: Filter Faculty

Class Type:

Location:

13 → Faculty:

14 → Preceptor:

Program:

15 → Comment:

16 → Students:

Student	
1 A - Chance, Lisa	Delete

17 →

VI. Altering Existing Items

* You are only able to affect changes to entry items that you have created yourself. Those that were created for you will not allow you to edit them, only to view extra information.

1. Click the **"Edit"** button to edit the entry*
2. Click the **"Delete"** button to delete the entry & you will be asked to confirm*
3. Click the **"Copy"** button to copy the entry*
 - Perhaps you are going to assignments and only the preceptor changes or the site changes so rather than having to recreate the information, you can create a copy.

First	Middle	Last	Previous Last	Suffix	Preferred Name					
Name: <input type="text" value="Lisa"/>	<input type="text"/>	<input type="text" value="A - Chance"/>	<input type="text" value="Smith"/>	<input type="text"/>	<input type="text"/>					
Student ID: <input type="text" value="0561239"/>	Advisor: <input type="text" value="Ander, Cindy"/>	Email(s): <input type="text" value="douglas.akbari@akcia.com"/>								
Birthdate: <input type="text" value="7/12/1980"/>	Age: <input type="text" value="40"/>	<input type="text"/>								
Updated: 1/10/2021 - Admin, User										
Admission Summary		ATI Scores		Contact / Employment						
Demographics		Courses		Plan of Study						
Programs		Clinical Requirements		Documents						
<input type="button" value="1"/> / <input type="button" value="2021"/> <input type="button" value="Back"/> <input type="button" value="Forward"/> <input type="button" value="Add"/> <input checked="" type="radio"/> Tabular <input type="radio"/> Calendar <input type="button" value="Export to Excel"/>										
1	Course	Course Start	Course End	Section	Status	Class Type	Location	Faculty	Preceptor	Type
2	<input type="button" value="EDIT"/>	A_NUR 481	01/07/2020	04/26/2020	MANUAL	CLINICAL	Health Science Lab	Ander, Cindy	Bartlett, Janae K	SERIES
3	<input type="button" value="DELETE"/>									
	<input type="button" value="COPY"/>									

Changing a **single occurrence** in a **recurring item***:

4. A **recurring item** (It has a pattern of recurrence & it is not just one date) can be identified by the **“Type”** column in the **“Tabular”** view & should read **“SERIES”**

1		2021	< Back	Forward >	Add	<input checked="" type="radio"/> Tabular	<input type="radio"/> Calendar	Export to Excel					
	Course	Course Start	Course End	Section	Status	Class Type	Location	Faculty	Preceptor	Type	Meeting Start	Meeting End	Students
1	A_NUR 481	01/07/2020	04/26/2020		MANUAL	CLINICAL	Health Science Lab	Ander, Cindy	Bartlett, Janae K	SERIES	01/10/2021 07:00	01/10/2021 11:00	A - Chance, Lisa [0561239]

5. Switch to the **“Calendar”** display
6. Locate the single occurrence you wish to alter
7. Click on the button with the course labeled

1		2021	< Back	Forward >	Add	<input type="radio"/> Tabular	<input checked="" type="radio"/> Calendar	Export to Excel
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
Dec 27, 2020	Dec 28, 2020	Dec 29, 2020	Dec 30, 2020	Dec 31, 2020	Jan 01, 2021	Jan 02, 2021		
Jan 03, 2021	Jan 04, 2021	Jan 05, 2021	Jan 06, 2021	Jan 07, 2021	Jan 08, 2021	Jan 09, 2021		
Jan 10, 2021	Jan 11, 2021	Jan 12, 2021	Jan 13, 2021	Jan 14, 2021	Jan 15, 2021	Jan 16, 2021		

Spring 2020
Section: 4010
ANUR 0111 - CLINICAL
07:00 - 11:00 (4 hours)
[Tanner Health System](#)
[Adams, Julie C.](#)
[Barker, Mary L.](#)

8. A prompt will appear, click **“Edit Occurrence”**
9. Make any edits as needed
10. An additional row will populate in the **“Tabular”** display
11. If a mistake was made, you can delete the new occurrence
12. Click edit on the main series and hit save to repopulate the missing date.

This item is a recurring item. Do you want to edit only this occurrence or the series?

Edit occurrence

Edit series

OK