



ProjectConcert Instructions

PROJECTCONCERT ACCESS / CREATING SCHEDULES

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 shows the ProjectConcert interface for editing student information. On the left sidebar, the 'Information' dropdown is expanded, and 'Information Edit' is selected. A red box highlights the 'Information Edit' dropdown and the 'Schedule' tab within the main content area. The 'Schedule' tab is circled in red. Below the tabs, there is a table of courses with columns for Course, Course Start, Course End, Section, Status, Class Type, Location, Faculty, Preceptor, and Type. 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, Janee K	SERIES	01
2	ANUR 0111	01/06/2020	04/15/2020	2020/23921	MANUAL	CLINICAL	Tanner Health System	Adams, Julie C.	Barker, Mary L.	SERIES	01

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

1

2

3

4

5

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, Julie C.	Barker, Mary L.	SERIES	01/01/2021 07:00

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

1

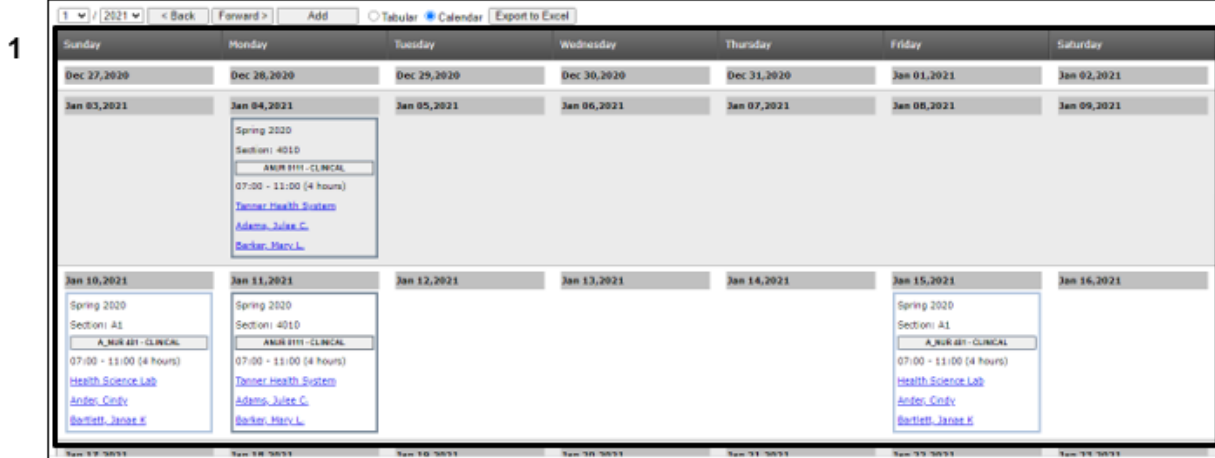
2

3

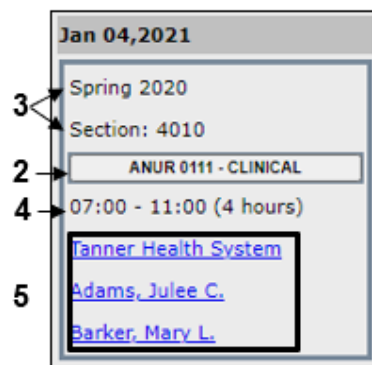
4

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, Use [0561239]	WEEKLY every 1 on Sun Fri	03/31/2021
ANUR 0111	01/06/2020	04/15/2020	2020/23921	MANUAL	CLINICAL	Tanner Health System	Adams, Julie 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

Calendar Schedule Display



1. The calendar above shows items as a traditional calendar would. The image below shows daily items.



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.

Creating: Creating a New Item

In either the tabular or calendar view:

1. Click the “Add” button

The screenshot displays the ProjectConcert interface. At the top, there is a student profile form with fields for Name (First, Middle, Last, Previous Last, Suffix, Preferred Name), Student ID (0561239), Advisor (Ander, Cindy), Email(s) (Debbie.akbari@projectconcert.com, 8169163954@trowall.net), Birthdate (7/12/1980), and Age (40). Below the profile are tabs for Admission Summary, ATI Scores, Contact / Employment, Demographic Information for Grants, Demographics, Courses, Plan of Study, and Documents. A red circle with the number '1' is placed over the 'Add' button in the table's navigation bar.

	Course	Course Start	Course End	Section	Status	Class Type	Location	Faculty	Preceptor	Type	Meeting Start	Meeting End	Students	Recurren Pattern	End Recurron	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	by 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	

(Continued)

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 a web-based scheduling form. At the top, there is a 'Save' button and a large number '3' indicating the current step. The 'First Occurrence' field is highlighted with a red box and contains the date '1/19/2021'. Below this, there are fields for 'Start Time' (1:00 AM) and 'End Time' (1:00 AM). The 'Recur' section is checked, with 'End by' set to '1/19/2021'. The 'Course Section' is 'A_NUR 481 | 01/07/2019 | 04/26/2019'. The 'Class Type' is 'CLINICAL'. The 'Students' table lists one student: '1 A - Chance, Lisa' with a 'Delete' button.

Students:	
Student	
1	A - Chance, Lisa Delete

(Continued)

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

The screenshot shows a form titled "ADD" with the following fields and values:

- First Occurrence:** 4 1/19/2021 [31]
- This first day of availability spans more than one calendar day
- Start Time:** 5 1 : 00 AM
- End Time:** 6 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. Either
 - A. Select the date the item ends on

OR

- B. Type the number of occurrences the item should end after

The screenshot shows the "Recur" section of the form with the following fields and values:

- Recur 11A
- 10 every 1 week(s) on Sun Mon Tue Wed Thu Fri Sat
- End by 1/20/2021 [31]
- End after 11B 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

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- 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 →

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.

Course	Course Start	Course End	Section	Status	Class Type	Location	Faculty	Preceptor	Type
A_NUR 481	01/07/2020	04/26/2020		MANUAL	CLINICAL	Health Science Lab	Ander, Cindy	Bartlett, Janae K	SERIES

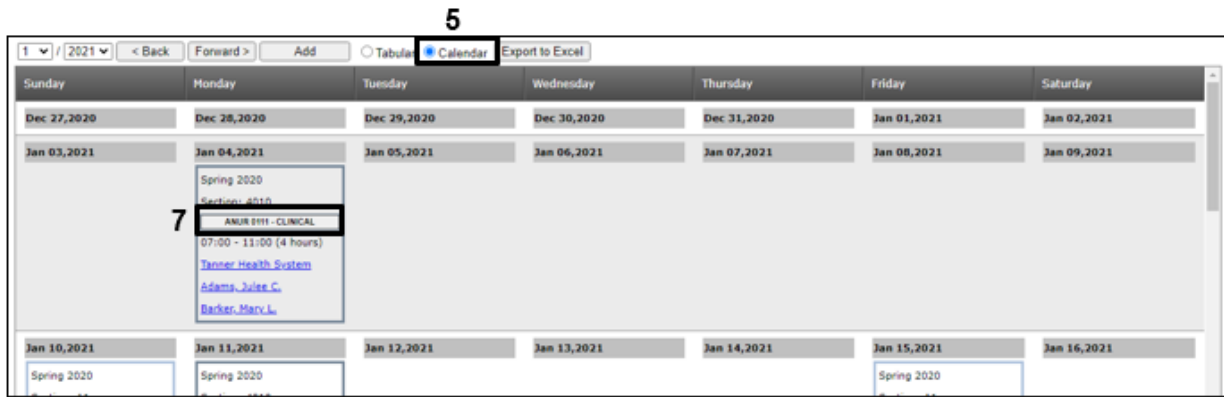
Changing a single occurrence in a recurring item*:

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”

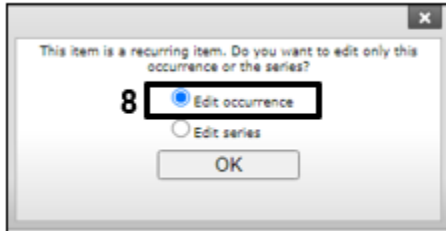
Course	Course Start	Course End	Section	Status	Class Type	Location	Faculty	Preceptor	Type	Meeting Start	Meeting End	Students
A_NUR 481	01/07/2020	04/26/2020		MANUAL	CLINICAL	Health Science Lab	Ander, Cindy	Bartlett, Janae K	SERIES	01/10/2021 07:00	01/10/2021 11:00	A - Chance, Lisa [0561239]

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



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.