**Questrom Tools: Sign-Up Tool**

This step-by-step guide will show you how to create and manage Classroom Seating Sign-up slots for your in-person class. Using the ‘Sign-up Tool’ in QuestromTools will allow students to sign up for inperson classes, receive email notifications for open slots and reminders, and manage their reservations.

**IMPORTANT NOTE FOR SETUP:** Recurring meetings can only be set to repeat by day of the week. For classes that meet more than once a week, you will need to make a recurring time for each day of the week. For example, a class that meets Mon/Wed, will need a recurring meeting for Monday and an additional recurring meeting for Wednesday. We recommend naming the meetings “Course Name- Day of the Week.”

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Creating Classroom Seating Sign-ups and Pre-Assigning Students in Bulk

1) Navigate to the ‘Sign-Up’ tool. Then, click ‘Add’

2) Change ‘Title’ to name of Course and Day of the Week, i.e. “TO101 Wednesdays”. For ‘Location’, put in your room assignment, i.e. “HAR 208”.

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[Image of the sign-up tool with the relevant sections highlighted: Title: TO101 Wednesdays, Organizer: Tony Chu (tonychu), and Location: HAR 208]
3) Select your meeting settings:

Enter your ‘Start’ and ‘End’ Date/Time

Select ‘Meeting Frequency’ based on your class meeting schedule,

Check ‘Attendance’ for attendance to be taken at each meeting.

IMPORTANT:

The Start Date will set the default day of the week for a recurring meeting.

For example: If your start date is 9/2/2020, which is a Wednesday, these Sign-up slots will default to ONLY every Wednesday. You will need to make another set of Sign-up slots for a different day of the week.

4) Change ‘Number of slots available for sign-up’ to ‘1’ and ‘Number of participants per time slot’ to the ‘Number of seats available in your classroom’. Then click ‘Next’.
5) Scroll down and select ‘Yes, send an email notification to the selected meeting coordinators when a participant signs up or cancels an appointment.’ and ‘Yes, send an email notification to:’. Then, click ‘Assign Participants & Publish’.

6) Select ‘Add Participant’ and add all of the students who will be bulk populated into these time slots. When you are done, click ‘Publish’.

7) Repeat the steps 1-6 for each day that your class meets.
Manually Assigning Students for Each Time Slot

You can assign students to the in-class sessions manually. After all seats have been assigned:

1) Students who you assigned, can Cancel the Sign-up, indicating that they will not attend the in-class session.
2) Students who were not assigned, can Add themselves to a Wait List, **6 days before the in-class session**.

To assign students to your in-class sessions, please follow these instructions.

1) Click into the in-class session sign-up. Each sign-up has a Date and Time, please use this to determine the in-class session sign-ups.

2) Click ‘Add Participants’ and select all of the students you would like to add, click Ok.

3) Repeat steps 1 and 2 to continue and finish populating the in-class session sign ups.
Viewing Sign-up Rosters and Waitlisted Students

1) Navigate to the ‘Sign-Up’ tool and click into the Sign-up slot that you would like to view (Click on the ‘+’ symbol to expand all recurring meetings)

2) Sign-up slots are available on a first come-first serve basis. Once all seats are filled, students can add themselves to a Wait List. If a student with a reservation cancels, the first student on the Wait List will be automatically added to Participants. The newly added student will also receive an email notifying them that a seat has opened up and has been given to them.
Taking Attendance

Take attendance at the start of every class.

1) Navigate to the ‘Sign-Up’ tool and click ‘Attendance’

2) Check the names of the students who are in your classroom and click ‘Save’
Student Information for Sign-up for Classroom Seats

1) Students will navigate to the ‘Sign-Up’ tool in their Questrom Tools Course Site to view all available sign-up slots, as well as the slots that they have signed up for.

<table>
<thead>
<tr>
<th>Meeting Title</th>
<th>Creator</th>
<th>Location</th>
<th>Category</th>
<th>Date</th>
<th>Time</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introductory</td>
<td>Tony Chu</td>
<td>here</td>
<td></td>
<td>Wed, 7/25</td>
<td>12:30 PM - 1:00 PM</td>
<td>In Progress</td>
</tr>
<tr>
<td>Homework1</td>
<td>Tony Chu</td>
<td>here</td>
<td></td>
<td>Thu, 7/26</td>
<td>12:30 PM - 1:00 PM</td>
<td>Signed up</td>
</tr>
<tr>
<td>Homework2</td>
<td>Tony Chu</td>
<td>here</td>
<td></td>
<td>Fri, 7/27</td>
<td>12:30 PM - 1:00 PM</td>
<td>Full</td>
</tr>
<tr>
<td>Homework3</td>
<td>Tony Chu</td>
<td>here</td>
<td></td>
<td>Mon, 7/30</td>
<td>12:30 PM - 1:00 PM</td>
<td>Available</td>
</tr>
<tr>
<td>Homework4</td>
<td>Tony Chu</td>
<td>here</td>
<td></td>
<td>Tue, 7/31</td>
<td>12:30 PM - 1:00 PM</td>
<td>Available</td>
</tr>
<tr>
<td>Homework5</td>
<td>Tony Chu</td>
<td>here</td>
<td></td>
<td>Wed, 7/31</td>
<td>12:30 PM - 1:00 PM</td>
<td>Available</td>
</tr>
<tr>
<td>Homework6</td>
<td>Tony Chu</td>
<td>here</td>
<td></td>
<td>Thu, 7/30</td>
<td>12:30 PM - 1:00 PM</td>
<td>Available</td>
</tr>
</tbody>
</table>

For all future Sign-up slots, students can click into the Meeting Title of the class they would like to attend and sign up for a seat.

a) If the sign-up slot is Available, they will have an ‘Action’ button to ‘Sign-Up’.

b) If the sign-up slot is Full, they will have an ‘Action’ button to ‘Join Wait List’.