Questrom Tools: Sign-Up Tool

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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 SET-UP: 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."
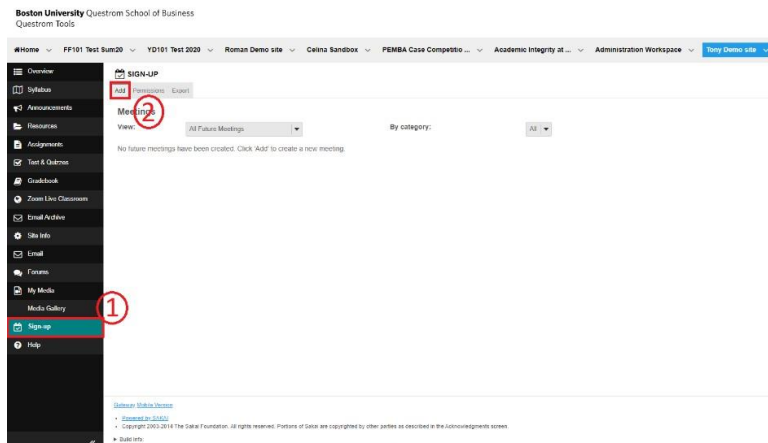
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Creating Classroom Seating Sign-ups and Pre-Assigning Students in Bulk

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".

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.

By default, sign-ups will be available **6 Days prior to the class session.** You can change this setting to make the sign-ups available sooner to your students.

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".

Display Participant Names:	☐ Yes, display names of participants to others.
Meeting Coordinators:	☑ Chu, Tony ☐ Marton, Peter ☐ Stoller, Gregory
Notifications of participant actions:	☑ Yes, send an email notification to the selected meeting coordinators when a participant signs up or cancels an appointment.
Announce Availability:	☑ Yes, send an email notification to: ◉ All potential participants ○ Selected meeting coordinators
Default Notification setting:	☐ Yes, pre-select the 'Email Notification' checkbox on the Modify Meeting page.
Other Default Settings:	▸ Show the other default settings

➡ **You can check this box off if you would like students to see the names of other students who signed up for this session.**

Publish | Assign Participants & Publish | Back | Cancel

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'.

Assign Participants

Meeting Date: Saturday, August 29, 2020, 11:00 AM

Announce Availability: ◉ All potential participants ○ Selected meeting coordinators and participants currently signed up

Time Slot	Max # of Participants	Participants
11:00 AM - 12:00 PM	3	⊕ Add Participant

*Note:- If you click the **Back** button, all pre-assigned participants will be lost.
- Meeting organizer can assign greater than specified maximum number of participants, if desired.
- Click 'Publish' to finalize the meeting(s) creation process.

Publish | Back | Cancel

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.

Meetings

To sign up for a meeting, click the meeting title.

View: All Future Meetings ▼   By category: All ▼   ☐ Expand all recurring meetings.

Meeting Title	Organizer	Location	Category	Date ▲	Time	Status
⊟ Roman101	Tony Chu	Here		Wed, 7/22/20	12:30 PM - 1:00 PM	**In Progress**
Roman101	Tony Chu	Here		Thu, 7/23/20	12:30 PM - 1:00 PM	Signed up
Roman101	Tony Chu	Here		Fri, 7/24/20	12:30 PM - 1:00 PM	Full
Roman101	Tony Chu	Here		Mon, 7/27/20	12:30 PM - 1:00 PM	Available
Roman101	Tony Chu	Here		Tue, 7/28/20	12:30 PM - 1:00 PM	Available
Roman101	Tony Chu	Here		Wed, 7/29/20	12:30 PM - 1:00 PM	Available on 7/23/20
Roman101	Tony Chu	Here		Thu, 7/30/20	12:30 PM - 1:00 PM	Available on 7/24/20
Roman101	Tony Chu	Here		Fri, 7/31/20	12:30 PM - 1:00 PM	Available on 7/25/20

2) 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'.

▲ Hide meeting info above

Time Slot	Available Places	Participants	Your Status	Action
12:30 PM - 1:00 PM	2			Sign Up

Back

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

▲ Hide meeting info above

Time Slot	Available Places	Participants	Your Status	Action
12:30 PM - 1:00 PM	None	Gomez alcala, Gabriela Kulikowski, Albert		Join Wait List