In-Person Course Planning Tool
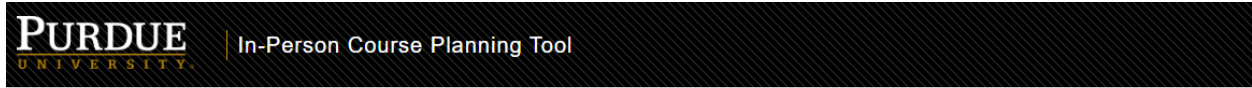
Contents

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Views of the Tool

Users can access the tool by logging into myPurdue and navigating to the Tools channel on the Faculty tab.

The home screen of the tool is a simple filter that will allow the user to select the campus, term and course they wish to create groups for.
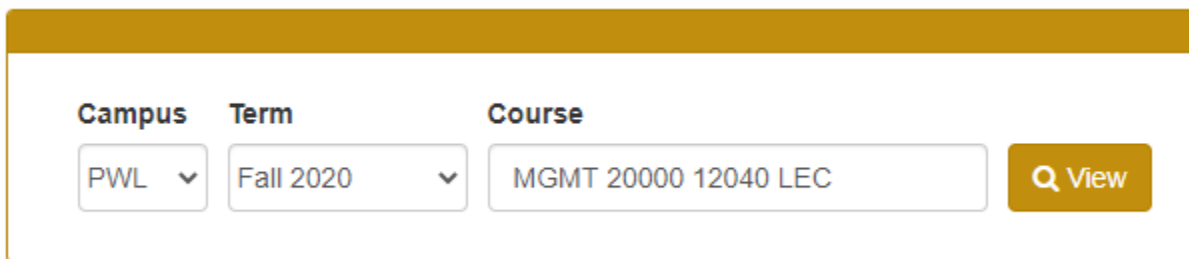

The course search field is responsive in that users may start typing the subject, course number or CRN and a list of courses to choose from will appear.
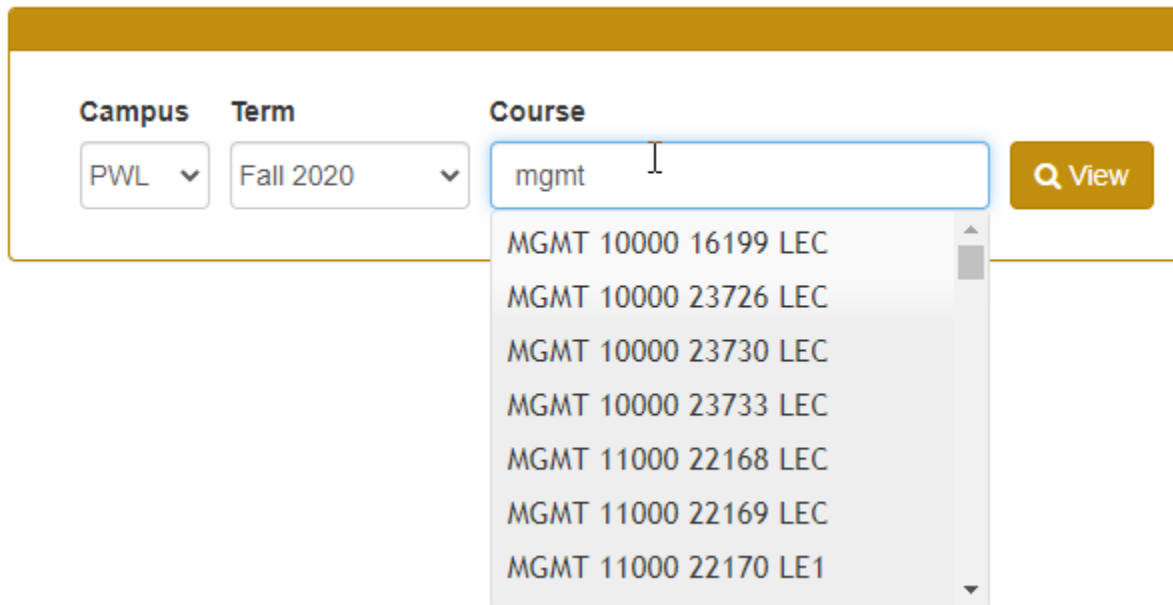
Click on the course you wish to work with and then click the *View* button.

This will return the details of the chosen course such as section enrollment limit, number of students currently enrolled, building and room number where the course meets, days and times the course meets, room capacity and the instructor(s) of the course.

How to Indicate Course Will Not Use In-person Course Plan

If the course will not be utilizing groups, the user may select "No" for the "Is this section utilizing an in-person course plan?" question and then click **Save**.

A confirmation window will appear to confirm that the user has selected not to use groups. Click **OK** to proceed or **Cancel** if you do not want to save.

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After selecting **OK** a Success message will appear and a note will be added next to the section indicating that the choice was made to not use a plan for this course. If the user determines at a later date they wish to assign a plan, they may do so by clicking "Yes" to the "Is this section utilizing an in-person course plan?" question.

PURDUE UNIVERSITY. | In-Person Course Planning Tool

Success

Campus	Term	Course		
PWL ∨	Fall 2020 ∨	MGMT 20000 12042 LEC		🔍 View

CRN	Course	Section Limit	Students	Uses PlanID		Banner Meetings
12042 *(selected CRN)*	MGMT 20000	226	175	Chose not to use Plan		**WALC 1055** *Day:* MWF *Date:* 08-24-2020 - 12-12-2020 *Time:*03:30 PM - 04:20 PM *Capacity:*

Instructors
Pal, Rajashree (palr)
Maienbrook, Terra (tmaienbr)

This section does not have a finalized in-person course plan. If this section is utilizing a in-person course plan, it is important that you complete an in-person course plan for this section. If you are not utilizing a in-person course plan for this course, please indicate that below and save this record. Otherwise, please create or edit your in-person course plan and update the record to indicate it is finalized.

Is this section utilizing an in-person course plan?   ○ Yes   ○ No   💾 Save

How to Create Groups and Assign Students

To create groups when none exist, users click the "Yes" radio button next to the "Is this section utilizing an in-person course plan?" question and then click **Save**.

Campus	Term	Course		
PWL ∨	Fall 2020 ∨	MGMT 20000 12042 LEC		🔍 View

CRN	Course	Section Limit	Students	Uses PlanID		Banner Meetings
12042 *(selected CRN)*	MGMT 20000	226	175	Chose not to use Plan		**WALC 1055** *Day:* MWF *Date:* 08-24-2020 - 12-12-2020 *Time:*03:30 PM - 04:20 PM *Capacity:*

Instructors
Pal, Rajashree (palr)
Maienbrook, Terra (tmaienbr)

This section does not have a finalized in-person course plan. If this section is utilizing a in-person course plan, it is important that you complete an in-person course plan for this section. If you are not utilizing a in-person course plan for this course, please indicate that below and save this record. Otherwise, please create or edit your in-person course plan and update the record to indicate it is finalized.

Is this section utilizing an in-person course plan?   ● Yes   ○ No   💾 Save

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The user will receive a confirmation window asking them to confirm that they will use a plan for this course. Click *OK* to proceed with the creation of the plan or *Cancel* to go back to the previous screen and not create the attendance plan.

qualsswis.itap.purdue.edu says

Confirm that you have selected utilizing an in-person course plan for this CRN:12042

OK   Cancel

After clicking *OK*, the user now has the option of selecting the number of groups they wish to create along with the maximum number of students they want in each group. *NOTE: The maximum number of students allowed will be the lesser of the max capacity of the course or 150. The number of groups will be the max of enrollment or enrollment limit divided by minimum capacity.*

Campus	Term	Course
PWL	Fall 2020	MGMT 20000 12042 LEC

Q View

CRN	Course	Section Limit	Students	Uses PlanID	Banner Meetings
12042 *(selected CRN)*	MGMT 20000	226	175	360	**WALC 1055** *Day:* MWF *Date:* 08-24-2020 - 12-12-2020 *Time:*03:30 PM - 04:20 PM *Capacity:*

Instructors
Pal, Rajashree (palr)
Marheine, Christina (cmarhein)
Maienbrook, Terra (tmaienbr)

To **cancel** in-person course plan, use this following link: Cancel In-Person Course Plan

In-Person Groups

Number of Groups to create: 2   Max students in a group: 150   **+** Create Groups

The user may choose the number of groups and number of students per group from the corresponding drop down menus as shown below. Once the user has selected the number of groups and the number of students per group, they click *Create Groups*.

In-Person Groups

Number of Groups to create: 2   Max students in a group: 150   **+ Create Groups**

1
2
3
4
5
6
7
8
9
10

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In-Person Groups

Number of Groups to create: 2 ⌄   Max students in a group: 150 ⌄   **+** Create Groups

```
 96  ▲
 97
 98
 99
100
101
102
103
104
105
106
107
108
109
110
111
112
113
114
115  ▼
```

The user will receive a confirmation drop down window asking them to confirm that they want to create the groups for this course. Click **OK** to proceed and create the groups or *Cancel* to go back to the previous screen.

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Confirm to proceed with creating groups?

OK   Cancel

Once groups have been established the user can either manually assign students to each group or click the *Auto Assign Students* button to randomly assign students uniformly between all groups.

Campus Term Course

PWL ⌄	Fall 2020 ⌄	MGMT 20000 12042 LEC	🔍 View

CRN	Course	Section Limit	Students	Uses PlanID	Banner Meetings
					WALC 1055 Day: MWF Date: 08-24-2020 - 12-12-2020 Time:03:30 PM - 04:20 PM
12042 (selected CRN)	MGMT 20000	226	175	360	Capacity:

Instructors
Pal, Rajashree (palr)
Marheine, Christina (cmarhein)
Maienbrook, Terra (tmaienbr)

To **cancel** in-person course plan, use this following link: Cancel In-Person Course Plan

Is the in-person course plan **final** to share with students? ○ Yes ◉ No   💾 Save
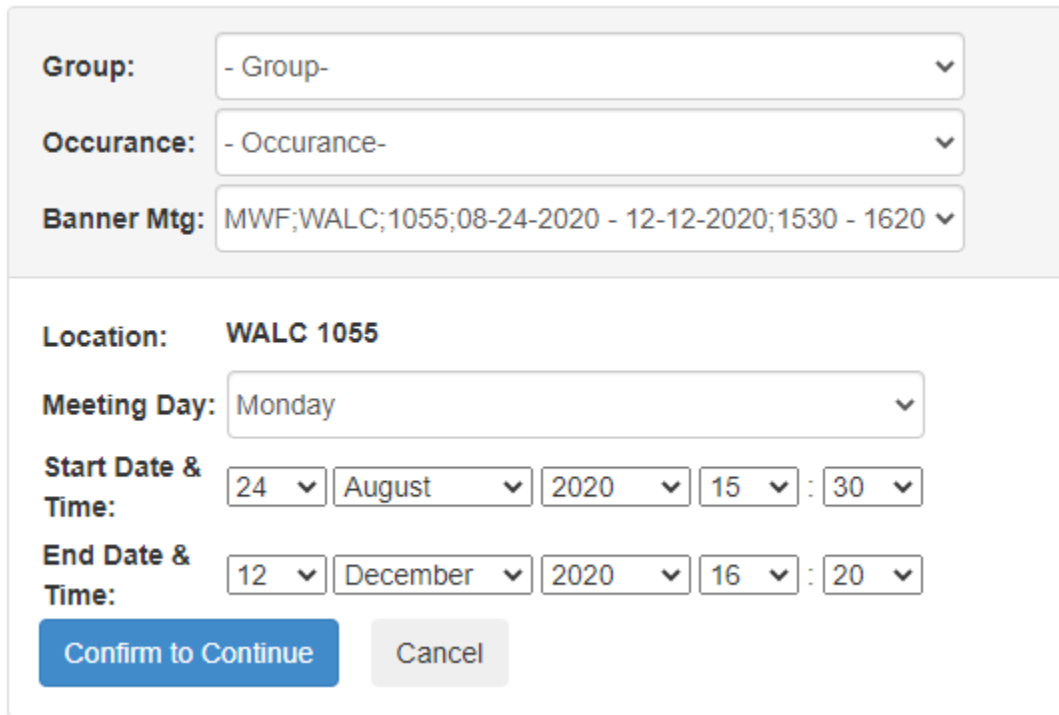
In-Person Groups   + Add Group

Number of unassigned students : 175   💾 Auto Assign Students

Group Id & Name	Limit	#Students	#Available				
(794) - Group1	113	0	113	Edit	Delete	Manage Memberships	No active or cancelled Students
(795) - Group2	113	0	113	Edit	Delete	Manage Memberships	No active or cancelled Students
(796) - Group3	113	0	113	Edit	Delete	Manage Memberships	No active or cancelled Students

Group Meetings   + Create Meeting

The user will receive a confirmation drop down window asking them to confirm that want to assign students to the groups. Click *OK* to proceed with the auto-assign or *Cancel* to go back to the previous screen.

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Confirm to proceed with assigning students?

OK   Cancel

In the example above we have 3 groups with a maximum of 113 students per group but only 175 students enrolled in the course. The automatic assignment of students will split the students evenly between the 3 groups as shown below. The *#Available* column provides a quick view into how many more spaces are available if the user needs to add additional students to any given group up to the maximum.

In-Person Groups ✛ Add Group

Number of unassigned students : 0

Group Id & Name	Limit	#Students	#Available				
(794) - Group1	113	58	55	Edit	Delete	Manage Memberships	⬇ Export Members
(795) - Group2	113	59	54	Edit	Delete	Manage Memberships	⬇ Export Members
(796) - Group3	113	58	55	Edit	Delete	Manage Memberships	⬇ Export Members

How to Create Meetings for the Groups

After establishing the groups and assigning students to each group, the user will need to establish the meeting times at which each group will meet. To establish the meetings click on **Create Meeting** to begin.

Campus	Term	Course	
PWL ⌄	Fall 2020 ⌄	MGMT 20000 12042 LEC	🔍 View

CRN	Course	Section Limit	Students	Uses PlanID
12042 *(selected CRN)*	MGMT 20000	226	175	360

Banner Meetings
WALC 1055 *Day:* MWF *Date:* 08-24-2020 - 12-12-2020 *Time:*03:30 PM - 04:20 PM *Capacity:*

Instructors
Pal, Rajashree (palr)
Marheine, Christina (cmarhein)
Maienbrook, Terra (tmaienbr)

To **cancel** in-person course plan, use this following link: Cancel In-Person Course Plan

Is the in-person course plan **final** to share with students? ○ Yes ● No 💾 Save

In-Person Groups ✛ Add Group

Number of unassigned students : 175 💾 Auto Assign Students

Group Id & Name	Limit	#Students	#Available				
(794) - Group1	113	0	113	Edit	Delete	Manage Memberships	*No active or cancelled Students*
(795) - Group2	113	0	113	Edit	Delete	Manage Memberships	*No active or cancelled Students*
(796) - Group3	113	0	113	Edit	Delete	Manage Memberships	*No active or cancelled Students*

Group Meetings ✛ Create Meeting

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A new window will appear where users will select their preferred meeting options for each group.

First select which group you want to establish this meeting for from the *Group* drop down menu. Your created groups will be in the list.

Next select the desired occurrence type or how often this group will meet from the *Occurrence* drop down menu. Current selections are one time, weekly or every other week.

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If the course has multiple meeting times those will be displayed in the Banner Mtg drop down menu. Select the appropriate meeting time.

Banner Mtg: MWF;WALC;1055;08-24-2020 - 12-12-2020;1530 - 1620

Next select the meeting day and the start and end dates and times this group will meet. Once your selections are complete, click *Confirm to Continue*. You will not be allowed to create a meeting outside of the beginning and end of the course.

Create Meeting

Group:	Group1
Occurance:	Weekly
Banner Mtg:	MWF;WALC;1055;08-24-2020 - 12-12-2020;1530 - 1620

Location: WALC 1055

Meeting Day: Monday

Start Date & Time: 24 August 2020 15 : 30

End Date & Time: 12 December 2020 16 : 20
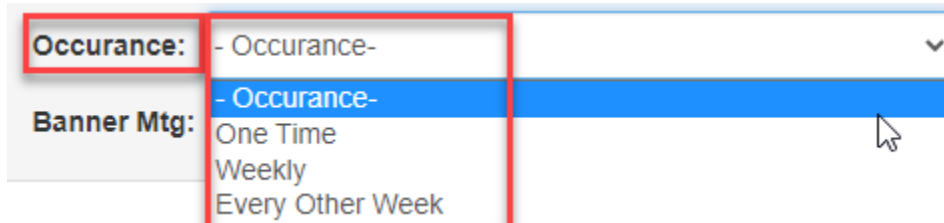
Confirm to Continue   Cancel

Repeat the above process for each of your groups to establish the desired meeting times for each group.

Campus	Term	Course	
PWL ∨	Fall 2020 ∨	MGMT 20000 12042 LEC	🔍 View

CRN	Course	Section Limit	Students	Uses PlanID	Banner Meetings
12042 *(selected CRN)*	MGMT 20000	226	175	360	**WALC 1055** *Day:* MWF *Date:* 08-24-2020 - 12-12-2020 *Time:*03:30 PM - 04:20 PM *Capacity:*

Instructors
Pal, Rajashree (palr)
Marheine, Christina (cmarhein)
Maienbrook, Terra (tmaienbr)

To **cancel** in-person course plan, use this following link: Cancel In-Person Course Plan

Is the in-person course plan **final** to share with students? ○ Yes ⦿ No   💾 Save

In-Person Groups + **Add Group**

Number of unassigned students : 0

Group Id & Name	Limit	#Students	#Available				
(794) - Group1	113	58	55	Edit	Delete	Manage Memberships	⬇ **Export Members**
(795) - Group2	113	59	54	Edit	Delete	Manage Memberships	⬇ **Export Members**
(796) - Group3	113	58	55	Edit	Delete	Manage Memberships	⬇ **Export Members**

Group Meetings   + Create Meeting

Group Id & Name	Occurance	Meeting Loc	Meeting Day	Start Date & time	End Date & time		
(794) - Group1	Weekly	WALC 1055	Monday	08-24-2020 03:30 PM	12-12-2020 04:20 PM	Edit	Delete
(795) - Group2	Weekly	WALC 1055	Wednesday	08-24-2020 03:30 PM	12-12-2020 04:20 PM	Edit	Delete
(796) - Group3	Weekly	WALC 1055	Friday	08-24-2020 03:30 PM	12-12-2020 04:20 PM	Edit	Delete

NOTE: The auto assignment of meetings uses the following logic: If number of groups = number of Banner meetings then done. If number of groups = 2 and there are 3 meetings in Banner, then we will create 4 meetings will create 1 group for Monday, another group for Wednesday then one every other week on Friday and another every other week on Friday.

Once you have your groups and meetings established and are ready to make them visible to students, click the "Yes" radio button for the question "Is the in-person course plan **final** to share with students?" question and then click *Save*.

The user will receive a confirmation drop-down window asking them to confirm that the plan is final. Click *OK* to proceed or *Cancel* to go back to the previous screen.

The group assignments will now be published in Unitime for students to see which group they are requested to attend.

Cancelling/Editing In-person Course Plan/Groups

Users have the option to cancel a plan, edit their groups and meetings, delete individual groups and meetings or manage memberships within each group.

Cancelling In-person Course Plan

To cancel all groups created for a given course, users can click *Cancel In-Person Course Plan*. This will remove all student assignments and all groups associated with the course allowing the user to start from the beginning if they choose.

The user will receive a confirmation window asking them to confirm that want to cancel their entire plan and that this action may not be undone. Click *Yes, Cancel the Plan* to proceed or *No, Keep the Plan* to go back to the previous screen.

Editing Groups

Users may edit a group by clicking on the *Edit* link next to the group which they wish to modify. The edit function allows the user to change the name of the group and the limit of the group. Once the user has made the desired updates, click *Update*.

The user will receive a confirmation drop down window asking them to confirm the update. Click *OK* to proceed or *Cancel* to go back to the previous screen.

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Deleting Groups

Users may delete a group by clicking on the Delete link next to the group which they wish to delete.

The user will receive a confirmation drop down window asking them to confirm the delete. Click **OK** to proceed or **Cancel** to go back to the previous screen.

Re-assigning Students Manually

When a group is deleted after students have been assigned to it, the tool will unassign all students from the group so they will need to be assigned to a different or new group. This will appear just above the group list. Deleting a group will also delete the meeting that may have been associated with that group. To automatically reassign the students to the remaining groups, click on Auto Assign Students and the students will be assigned evenly to the remaining groups.

Faculty will receive a daily email digest indicating when students are unassigned in their courses. An example email is below.

To manage the students assigned in each group users may click on *Manage Memberships* next to the group they wish to manage. This will bring up the current list of students assigned to the group as well as any unassigned students enrolled in the course.

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To assign unassigned students to the group, click on the box next to each student's name that you want to assign to the group and then click **Assign**. These students will move to the right now assigned to the group.

The user will receive a confirmation drop down window asking them to confirm the assignment. Click **OK** to proceed or **Cancel** to go back to the previous screen.

Similarly, if you want to remove a student from a group, you can check the box next to the student's name in the member list and click **Remove**. This will move the student's to the unassigned list on the left.

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Editing/deleting meetings

Users may edit or delete meetings associated with groups as well. To edit a meeting for a group, click on Edit next to the meeting you wish to edit.

This will bring up the meeting window for you to make the necessary changes and then click **Confirm** to save the changes.

To delete a meeting, simply click on *Delete* next to the meeting you wish to delete. This will remove the meeting completely from the group.

Additional Features

Export Group List

Additionally, an export feature is available if users wish to get a list of students within each group into an Excel spreadsheet. Simply click on Export Members next to the group you wish to export and an Excel document will be created with the list of students.

Adding a Guest

Users have the option to add a guest to any group that will allow that guest to have access to manage groups and assignments to those groups.

Click on *Add Guest* to search for another user. Begin typing the user's name until they appear under the search field. Once they appear, click on the user's name and then select the role you want them to have from the Role drop down menu. Once the name and role are selected click *Add*.
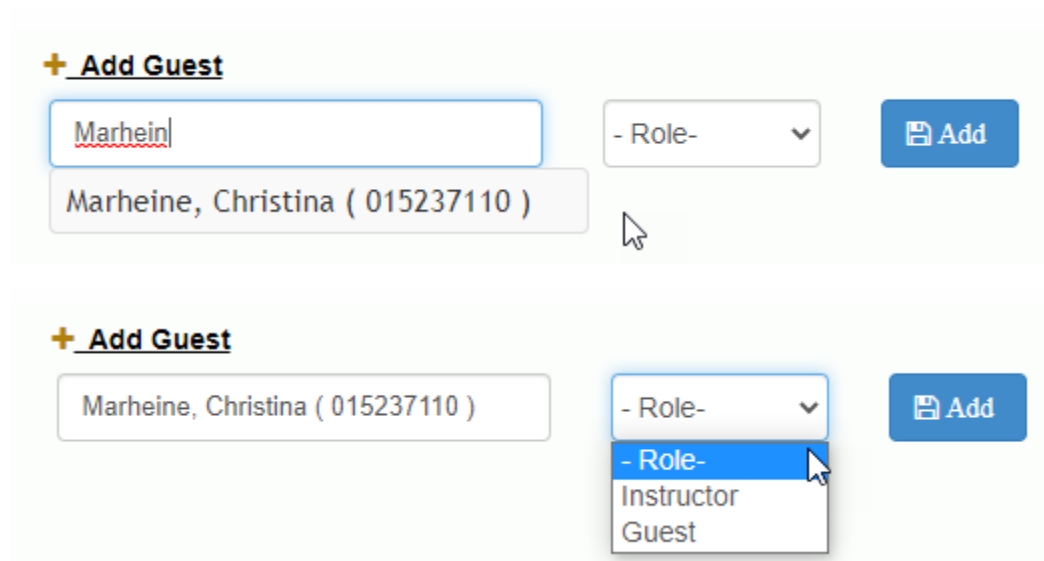
The user will receive a confirmation drop-down window asking them to confirm that want to add this guest. Click *OK* to proceed or *Cancel* to go back to the previous screen.
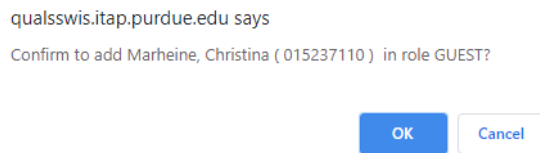
The newly added Guest will appear in the group member list on the right side of the screen.

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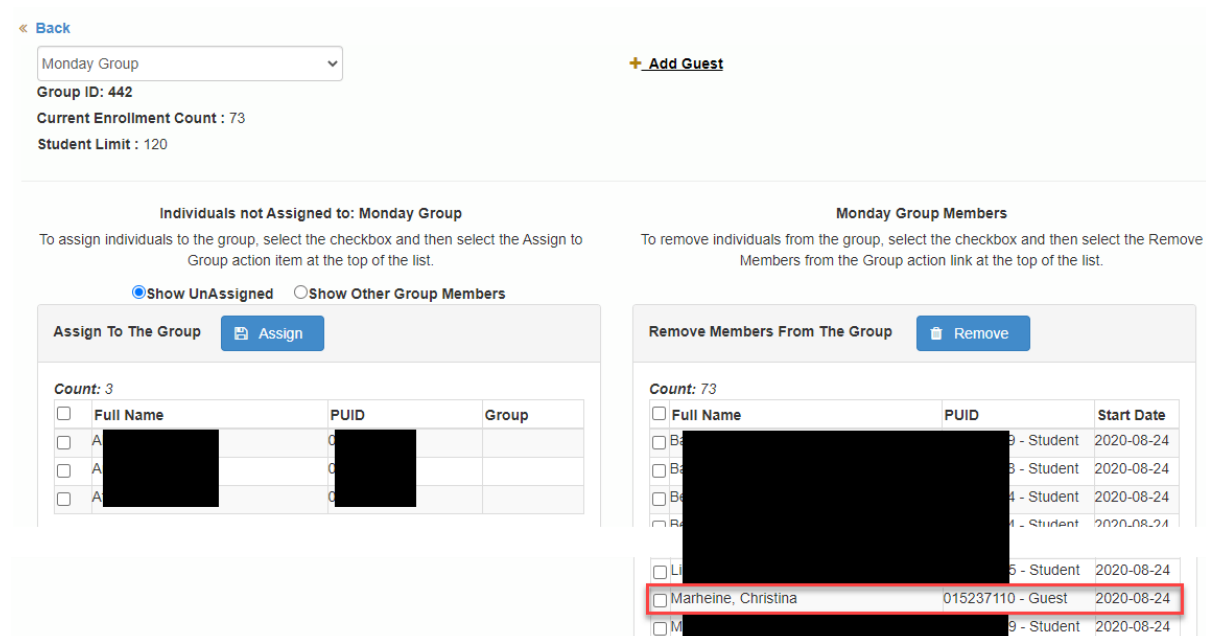
Student View and Advisor Online Scheduling Dashboard

Student View

Once students have been assigned to their respective groups and meetings, they will see this information in the Scheduling Assistant.

When students log into the Scheduling Assistant, their group and meeting assignment will appear in the Note column in their class schedule.

From this view, the student may click on "Personal Schedule" and this will open a new window that shows their group assignment as well.

There are 3 tabs in the Personal Schedule, all of which show details of their group and meeting assignment.

On the Time Grid tab, students can hover over the course and they will see an information window that shows them the same note that they see in their class schedule.

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On the List of Events tab, students will see the note again along with some additional meeting details in the date, time and location fields.

On the List of Meetings tab, students will see the full breakdown by date and time where they meet when in person and when they meet in remote status.

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Advisor Online Scheduling Dashboard

Advisors may see the student group and meeting assignment via the Online Scheduling Dashboard by searching for their student.

Once the advisor clicks on the student, a screen will appear with the student courses. Click on the yellow note icon next to the course.

This will surface the same note that the student sees. Advisors may also click on the Personal Schedule and navigate like the student to see the full details as described above.