

In-Person Course Planning Tool

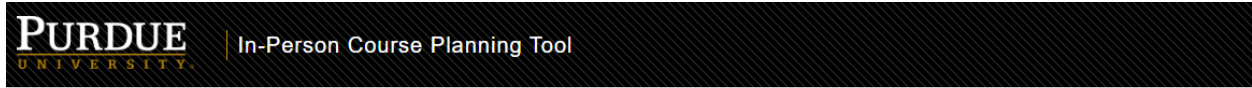
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Views of the Tool

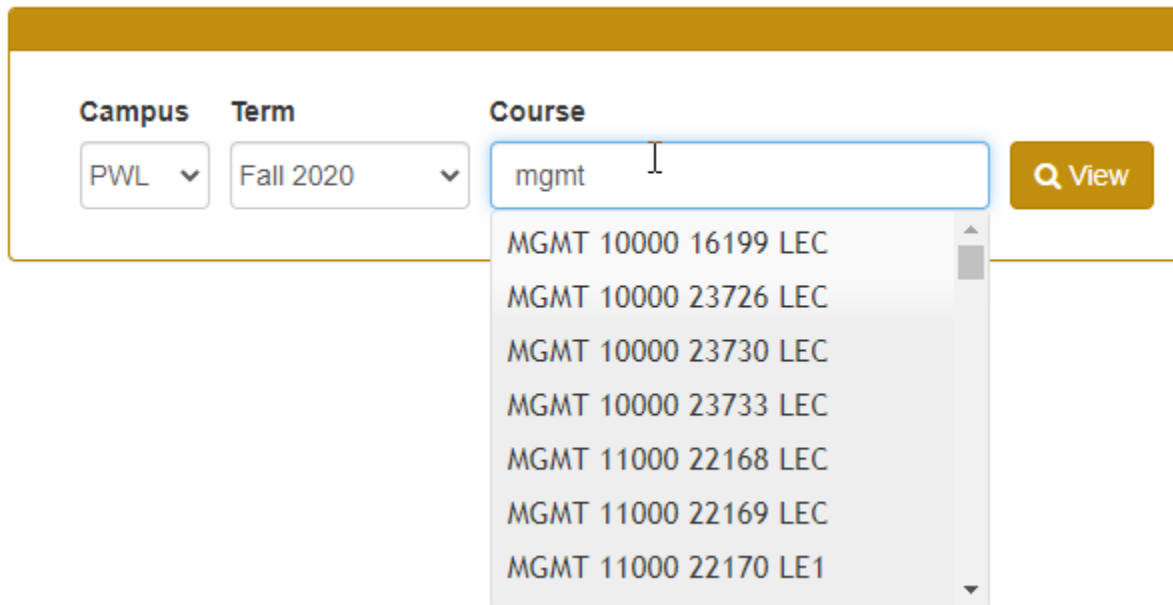
Users can access the tool by logging into myPurdue and navigating to the Tools channel on the Faculty tab.

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.

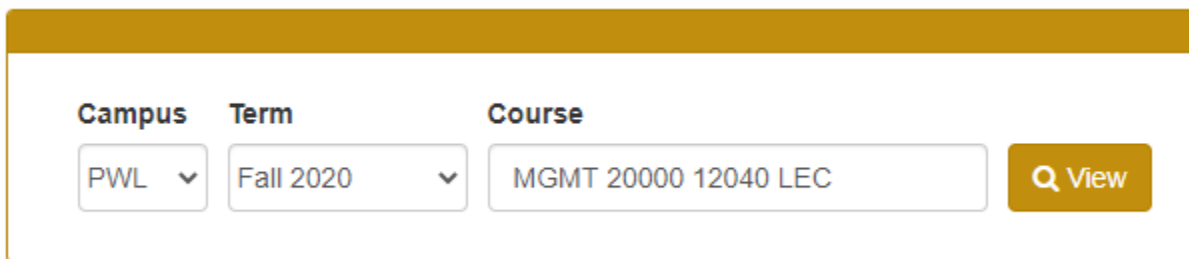


Campus Term Course
PWL Fall 2020 e.g., MGMT 10000 16199 View

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.

Campus

Term

Course

CRN	Course	Section Limit	Students	Uses PlanID
12042 (selected CRN)	MGMT 20000	226	175	Chose not to use Plan

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)

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

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**.

Campus

Term

Course

CRN	Course	Section Limit	Students	Uses PlanID
12042 (selected CRN)	MGMT 20000	226	175	Chose not to use Plan

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)

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

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.

qualsswis.itap.purdue.edu says

Confirm that you have selected NOT to utilize an in-person course plan for this CRN:12042

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: PWL Term: Fall 2020 Course: MGMT 20000 12042 LEC View

CRN	Course	Section Limit	Students	Uses PlanID
12042 (selected CRN)	MGMT 20000	226	175	Chose not to use Plan

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

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

This section does not have a finalized in-person course plan. If this section is utilizing an in-person course plan, it is important that you complete an in-person course plan for this section. If you are not utilizing an 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: PWL Term: Fall 2020 Course: MGMT 20000 12042 LEC View

CRN	Course	Section Limit	Students	Uses PlanID
12042 (selected CRN)	MGMT 20000	226	175	Chose not to use Plan

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

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

This section does not have a finalized in-person course plan. If this section is utilizing an in-person course plan, it is important that you complete an in-person course plan for this section. If you are not utilizing an 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

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

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:

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 (pair)
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: Max students in a group:

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: Max students in a group:

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10

In-Person Groups

Number of Groups to create: Max students in a group:

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.

qualsswis.itap.purdue.edu says

Confirm to proceed with creating groups?

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
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 (pair)

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	<i>No active or cancelled Students</i>
(795) - Group2	113	0	113	Edit	Delete	Manage Memberships	<i>No active or cancelled Students</i>
(796) - Group3	113	0	113	Edit	Delete	Manage Memberships	<i>No active or cancelled Students</i>

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.

qualsswis.itap.purdue.edu says

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	Edit	Delete	Manage Memberships	Export Members
(794) - Group1	113	58	55				
(795) - Group2	113	59	54				
(796) - Group3	113	58	55				

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: [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 (tmalenbr)

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](#)

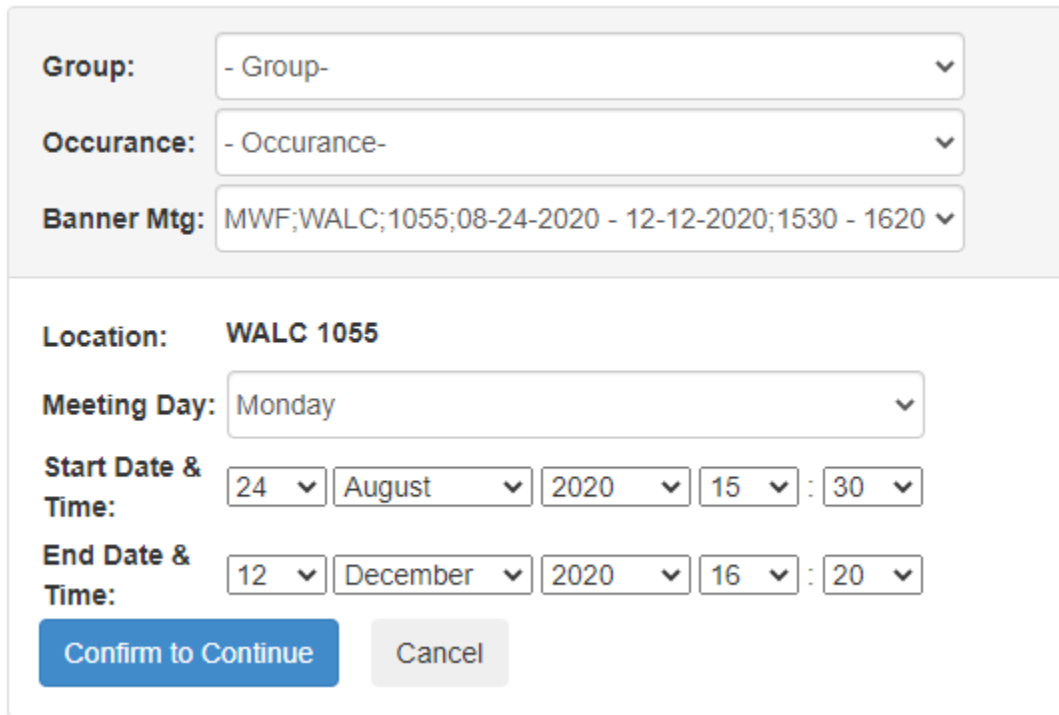
Number of unassigned students : 175 [Auto Assign Students](#)

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

Group Meetings [+ Create Meeting](#)

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

Create Meeting

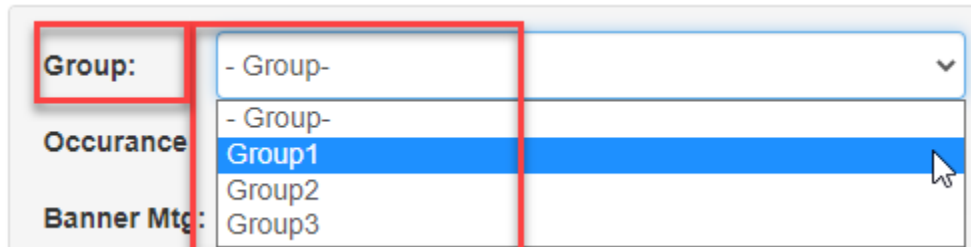


Group: - Group-
Occurance: - Occurance-
Banner Mtg: MWF;WALC;1055;08-24-2020 - 12-12-2020;1530 - 1620

Location: WALC 1055
Meeting Day: Monday
Start Date & Time: 24 August 2020 15 : 30
End Date & Time: 12 December 2020 16 : 20

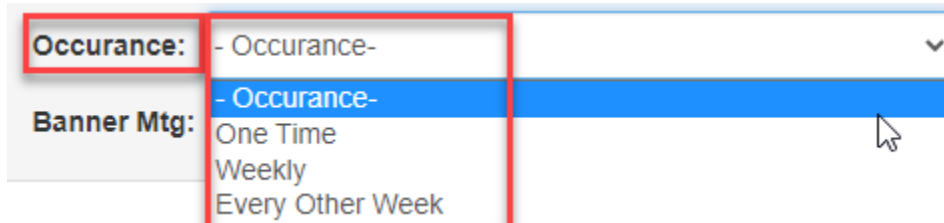
Confirm to Continue **Cancel**

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.



Group: - Group-
- Group-
Group1
Group2
Group3

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.



Occurance: - Occurance-
- Occurance-
One Time
Weekly
Every Other Week

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 PWL **Term** Fall 2020 **Course** 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 (pair)
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**.

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	323

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

Instructors	
Pal, Rajashree (pair)	
Maibenbrook, Terra (tmaibenbr)	

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](#)

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.

qualsswis.itap.purdue.edu says
Confirm that you are making the plan final

[OK](#) [Cancel](#)

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.

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 (pair)
 Marheine, Christina (cmarhein)
 Malenbrook, Terra (tmalenbr)

To **cancel** in-person course plan, use this following link: [Cancel In-Person Course Plan](#)

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.

Cancel In-Person Course Plan

Are you sure you want to cancel this in-person course plan? This action should only be taken if a rotating in-person course plan was created for this section in error and this section is no longer is using a rotating in-person course plan.

Note: Cancellation cannot be undone.
 CRN(s) using the Plan ID 322 : ([12042])

Yes, Cancel the Plan No, Keep the Plan

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**.

In-Person Groups + Add Group

Number of unassigned students : 0

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

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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Confirm to proceed with Update action on the group.

OK Cancel

Deleting Groups

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

In-Person Groups [+ Add Group](#)

Number of unassigned students : 0

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

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.

qualsswis.itap.purdue.edu says

Confirm to proceed with Delete action on the group.

[OK](#) [Cancel](#)

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.

In-Person Groups [+ Add Group](#)

Number of unassigned students : 59 [Auto Assign Students](#)

Group Id & Name	Limit	#Students	#Available				
(796) - Group3	113	58	55	Edit	Delete	Manage Memberships	Export Members
(794) - Monday group	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		
(796) - Group3	Weekly	WALC 1055	Friday	08-24-2020 03:30 PM	12-12-2020 04:20 PM	Edit	Delete
(794) - Monday group	Weekly	WALC 1055	Monday	08-24-2020 03:30 PM	12-12-2020 04:20 PM	Edit	Delete

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

From: SectionAttendancePlan <registrar@purdue.edu>
Sent: Monday, August 03, 2020 4:28 PM
To: Pal, Rajashree <palr@purdue.edu>
Subject: Section Attendance Plan Unassigned Students

Dear Rajashree,

Students are unassigned in your below courses that need to be assigned for social distancing in the Section Attendance Plan tool.

Fall 2020 - MGMT 20000 (CRN:12042) UnassignedCount:175

Please use this link [Section Attendance Plan](#) or navigate to the Section Attendance Plan in myPurdue to take action.

Sincerely,

Office of the Registrar

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.

The screenshot displays the Section Attendance Plan tool interface. At the top, there are search filters for Campus (PWL), Term (Fall 2020), and Course (MGMT 20000 12042 LEC), with a View button. Below this is a navigation bar with a Back link, a dropdown menu showing 'Group3', and an Add Guest button. The group details section shows Group ID: 745, Current Enrollment Count: 58, and Student Limit: 113. The main content area is split into two panels: 'Individuals not Assigned to: Group3' and 'Group3 Members'. The 'Individuals not Assigned' panel has a 'Show UnAssigned' radio button selected and an 'Assign To The Group' button. The 'Group3 Members' panel has a 'Remove Members From The Group' button. Both panels show a table of students with checkboxes for selection. The 'Assign To The Group' table has columns for Full Name, PUID, and Group. The 'Remove Members From The Group' table has columns for Full Name, PUID, and Start Date. The student lists are partially obscured by black redaction boxes.

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.

Individuals not Assigned to: Group3
 To assign individuals to the group, select the checkbox and then select the Assign to Group action item at the top of the list.

Show UnAssigned Show Other Group Members

Assign To The Group

Count: 58

<input type="checkbox"/>	Full Name	PUID	Group
<input checked="" type="checkbox"/>	[REDACTED]	2	
<input checked="" type="checkbox"/>	[REDACTED]	4	
<input checked="" type="checkbox"/>	[REDACTED]	0	
<input type="checkbox"/>	[REDACTED]	9	
<input type="checkbox"/>	[REDACTED]	9	

Group3 Members
 To remove individuals from the group, select the checkbox and then select the Remove Members from the Group action link at the top of the list.

Remove Members From The Group

Count: 58

<input type="checkbox"/>	Full Name	PUID	Start Date
<input type="checkbox"/>	[REDACTED]	5 - Student	2020-08-24
<input type="checkbox"/>	[REDACTED]	3 - Student	2020-08-24
<input type="checkbox"/>	[REDACTED]	4 - Student	2020-08-24
<input type="checkbox"/>	[REDACTED]	4 - Student	2020-08-24
<input type="checkbox"/>	[REDACTED]	2 - Student	2020-08-24

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.

qualsswis.itap.purdue.edu says
 Confirm to proceed with assigning students.

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.

Individuals not Assigned to: Group3
 To assign individuals to the group, select the checkbox and then select the Assign to Group action item at the top of the list.

Show UnAssigned Show Other Group Members

Assign To The Group

Count: 55

<input type="checkbox"/>	Full Name	PUID	Group
<input type="checkbox"/>	[REDACTED]	39	
<input type="checkbox"/>	[REDACTED]	29	
<input type="checkbox"/>	[REDACTED]	60	
<input type="checkbox"/>	[REDACTED]	5	

Group3 Members
 To remove individuals from the group, select the checkbox and then select the Remove Members from the Group action link at the top of the list.

Remove Members From The Group

Count: 61

<input type="checkbox"/>	Full Name	PUID	Start Date
<input checked="" type="checkbox"/>	[REDACTED]	5 - Student	2020-08-24
<input checked="" type="checkbox"/>	[REDACTED]	3 - Student	2020-08-24
<input checked="" type="checkbox"/>	[REDACTED]	2 - Student	2020-08-24
<input type="checkbox"/>	[REDACTED]	4 - Student	2020-08-24

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.

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

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

Edit Meeting

Group:	Group3 (Id: 745)				
Occurance:	Weekly				
Banner Mtg:	MWF;WALC;1055;08-24-2020 - 12-12-2020;1530 - 1620				
Location:	WALC 1055				
Meeting Day:	Friday				
Start Date & Time:	24	August	2020	15	: 30
End Date & Time:	12	December	2020	16	: 20
Confirm to Continue		Cancel			

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.

Group Meetings [+ Create Meeting](#)

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

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.

Attendance Groups [+ Add Group](#)

Number of unassigned students : 0

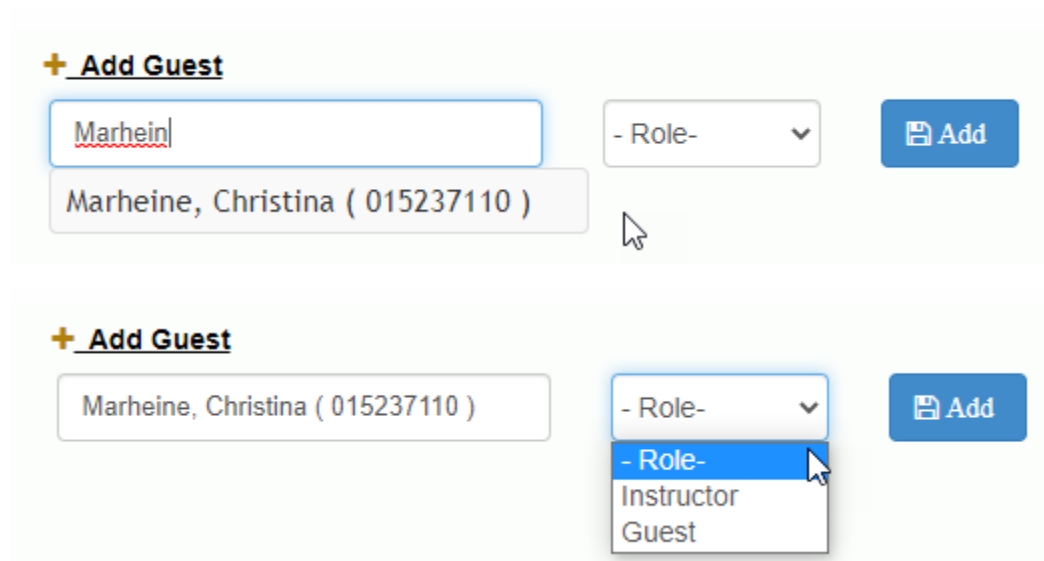
Group Id & Name	Limit	#Students	#Available	Edit	Delete	Manage Memberships	Export Members
(442) - Group1	113	75	38	Edit	Delete	Manage Memberships	Export Members
(443) - Group2	113	75	38	Edit	Delete	Manage Memberships	Export Members
(444) - Group3	113	76	37	Edit	Delete	Manage Memberships	Export Members

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Campus	Term	Role	Subject	CourseNumber	CRN	PlanID	GroupID	GroupName	LastName	FirstName	UID	Status	StartDate	EndDate		
2	PWL	202110	Student	MGMT	20000	12043	193	443	Group2	A		7	Active	8/24/2020	12/12/2020		
3	PWL	202110	Student	MGMT	20000	12043	193	443	Group2	A		0	Active	8/24/2020	12/12/2020		
4	PWL	202110	Student	MGMT	20000	12043	193	443	Group2	A		3	Active	8/24/2020	12/12/2020		
5	PWL	202110	Student	MGMT	20000	12043	193	443	Group2	B		4	Active	8/24/2020	12/12/2020		
6	PWL	202110	Student	MGMT	20000	12043	193	443	Group2	B		2	Active	8/24/2020	12/12/2020		
7	PWL	202110	Student	MGMT	20000	12043	193	443	Group2	B		9	Active	8/24/2020	12/12/2020		
8	PWL	202110	Student	MGMT	20000	12043	193	443	Group2	B		5	Active	8/24/2020	12/12/2020		
9	PWL	202110	Student	MGMT	20000	12043	193	443	Group2	B		0	Active	8/24/2020	12/12/2020		
10	PWL	202110	Student	MGMT	20000	12043	193	443	Group2	B		1	Active	8/24/2020	12/12/2020		
11	PWL	202110	Student	MGMT	20000	12043	193	443	Group2	B		1	Active	8/24/2020	12/12/2020		
12	PWL	202110	Student	MGMT	20000	12043	193	443	Group2	C		3	Active	8/24/2020	12/12/2020		
13	PWL	202110	Student	MGMT	20000	12043	193	443	Group2	C		8	Active	8/24/2020	12/12/2020		

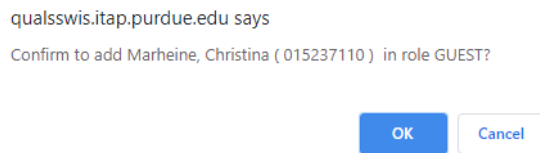
Adding a Guest

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.

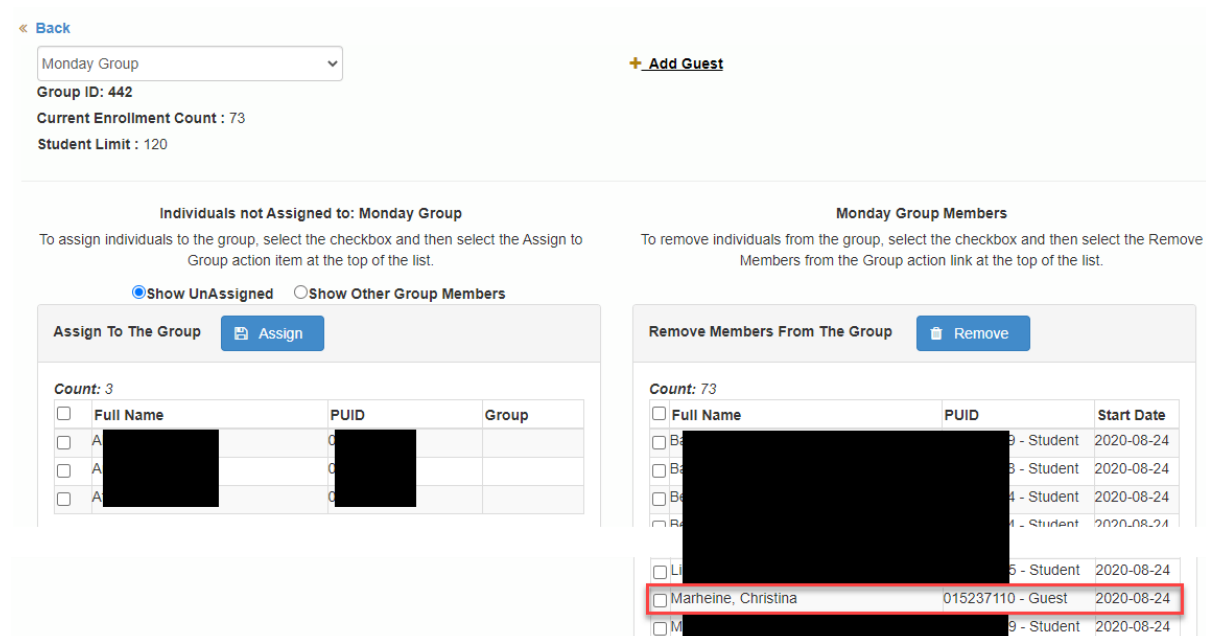
Click on **Add Guest** to search for another user. Begin typing the user's name until they appear under the search field. Once they appear, click on the user's name and then select the role you want them to have from the Role drop down menu. Once the name and role are selected click **Add**.



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.



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.

Student Scheduling Assistant
User: USER050323 ESA Stress Test Account Session: Fall 2020 (PWL)

Navigation: Scheduling Assistant, Personal Schedule, Lookup Classes, Lookup Examinations, Events, Help, Log Out

Course Requests | Current Registration

Submit Schedule | Grade Modes | Export PDF

Lock	Subject	Course	Type	CRN-SectionId	Avail	Days	Start	End	Date	Room	Instructor	Requires	Note	Credit	Gr Md
🔒	IET	41400	Lec	10335-004	2 / 118	MW	12:30p	1:20p	08/24 - 12/02	WALC 3087	K A Newton			3	G
🔒			Lab	10305-003	2 / 39	F	1:30p	3:20p	08/28 - 12/04	ME 1051	K A Newton, M L Schnell				G
🔒	CGT	11000	Lec	13678-001	25 / 110	TR	12:30p	1:20p	08/25 - 12/03	WTHR 104	A B Mueller		In-person course meetings (Group1): Weekly Tue 12:30p - 1:20p 08/25 - 12/01 WTHR 104 For more details, see your Personal Schedule	3	G
🔒			Lab	13680-006	4 / 22	W	3:30p	5:20p	08/26 - 12/02	SC 183	A B Mueller			3	G
🔒	TLI	31500	Dist (Online)	24739-002	37 / 105	Arrange Hours			08/24 - 12/05		S E Little		Note: This is an on-campus course offered i...	3	G
🔒	COM	31400	Lec	17144-006*	0 / 17	MWF	8:30a	9:20a	08/24 - 12/04	ONLINE	C L Smith			3	G
🔒	IET	34300	Lec	10288-001	8 / 36	TR	3:00p	4:15p	08/25 - 12/03	EE 117	C R Newton			3	G

New Course Total Credit: 15 Show unassignments

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.

Personal Schedule
USER050323 ESA Stress Test Account

Navigation: Scheduling Assistant, Personal Schedule, Lookup Classes, Lookup Examinations, Events, Help, Log Out

Filter: Academic Session: Fall 2020 (PWL)

All Matching Rooms | **Time Grid** | List of Events | List of Meetings | All Matching Weeks

Name: CGT 11000
Section: 13678-001
Type: Lecture
Title: Technical Graphic Comm
Note: In-person course meetings (Group1):
Weekly Tue 12:30p - 1:20p
08/25 - 12/01 WTHR 104
Date: 08/25/2020 - 12/01/2020
Published Time: 12:30p - 1:20p
Allocated Time: 12:30p - 1:30p
Location: WTHR 104
Enrollment: 85 of 110
Instructor: Mueller, Amy Bianca (Inst)
Approved: 07/10/2020

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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.

Online Student Scheduling Dashboard

Solver Published: Student Scheduling Solver | Marheine, Christina A | Student Scheduling Manager | Fall 2020 (PWL) | Click here to change the session / role.

Filter: [Redacted] Search Export More

External Id	Student	Area	Clasf	Major	COHORT	Status	Enrollment	Enrollment Credit	Request Credit	Section Requested	Enrolled	Advisor	Note
30528793	[Redacted]	PI	04	TIET	SCOVID19 SEARLYENGR SEARLYSMR	Enabled SR	5	15 (DO: 3)	15	5/07/24/2020	07/24/2020	C E Pendleton	
Total		1					5			5			

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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.

Subject	Course	Type	CRN-SectionId	Avail	Days	Start	End	Date	Room	Instructor	Requires	Credit	Enrolled
IET	41400	Lec	10335-004	2 / 118	MW	12:30p	1:20p	08/24 - 12/02	WALC 3087	K A Newton		3	07/24/2020
		Lab	10305-003	2 / 39	F	1:30p	3:20p	08/28 - 12/04	ME 1051	K A Newton, M L Schnell			07/24/2020
CGT	11000	Lec	13678-001	25 / 110	TR	12:30p	1:20p	08/25 - 12/03	WTHR 104	A B Mueller		3	04/17/2020
		Lab	13680-006	4 / 22	W	3:30p	5:20p	08/26 - 12/02	SC 183	A B Mueller		3	04/17/2020
TLI	31500	Dist (Online)	24739-002	37 / 105				08/24 - 12/05		S E Little		3	04/17/2020
COM	31400	Lec	17144-006*	0 / 17	MWF	8:30a	9:20a	08/24 - 12/04	ONLINE	C L Smith		3	04/17/2020
IET	34300	Lec	10288-001	8 / 36	TR	3:00p	4:15p	08/25 - 12/03	EE 117	C R Newton		3	04/17/2020

Total Credit: 15

Advisor Recommendations | **Scheduling Assistant** | Change Log | Close

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.

Subject	Course	Type	CRN-SectionId	Avail	Days	Start	End	Date	Room	Instructor	Requires	Credit	Enrolled
IET	41400	Lec	10335-004	2 / 118						K A Newton		3	07/24/2020
		Lab	10305-003	2 / 39						K A Newton, M L Schnell			07/24/2020
CGT	11000	Lec	13678-001	25 / 110						A B Mueller		3	04/17/2020
		Lab	13680-006	4 / 22						A B Mueller		3	04/17/2020
TLI	31500	Dist (Online)	24739-002	37 / 105						S E Little		3	04/17/2020
COM	31400	Lec	17144-006*	0 / 17						C L Smith		3	04/17/2020
IET	34300	Lec	10288-001	8 / 36	TR	3:00p	4:15p	08/25 - 12/03	EE 117	C R Newton		3	04/17/2020

Total Credit: 15

Advisor Recommendations | Scheduling Assistant | Change Log | Close

Information

In-person course meetings (Group1):
Weekly Tue 12:30p - 1:20p
08/25 - 12/01 WTHR 104
For more details, see your [Personal Schedule](#).

OK