

Hotseat Space Setup

Adding a Course in Hotseat

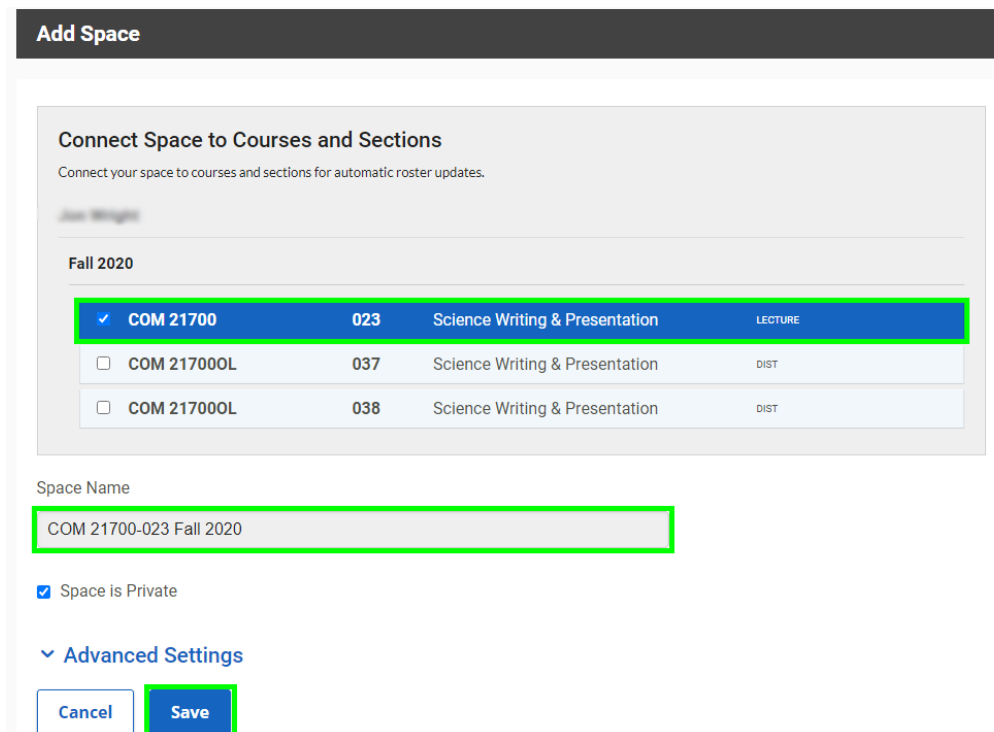
1. **Open** a web browser, **navigate** to openhotseat.org, and **log in** using your Purdue Career Account credentials.
2. **Click** on 'Manage > Spaces' in the top navigation.



3. **Click** the '+ New Space' button.












4. **Select** the course section(s) you would like to be connected to the Hotseat space. A name will be auto populated for you; you may change it if you would like. **Click** 'Save.'



5. Your course roster will automatically be **synced** nightly by Hotseat throughout the semester.
6. If you would like to change your connected course sections later, you may **visit** 'Manage > Spaces.' Then, **click** on the gear icon next to the space name and **click** on 'Edit Space.'

Manage Spaces

My Spaces + New Space

Edit	Name	Manage Owners	Manage Users
	COM 21700-023 Fall 2020		
 Edit Space	Summer 2020		
 Hide			
 Reset Space Topics			
 Delete Space			
		Manage Owners	Manage Users