

Resource Library

SEAT RESERVATION TOOL – INSTRUCTOR GUIDE

The Seat Reservation Tool is an automated process that will allow students to reserve a seat for in-person classes.

*****NOTE: THIS TOOL WILL ONLY FUNCTION IF YOU PUBLISH YOUR COURSE*****

REQUEST USE OF SEAT RESERVATION TOOL

1. Submit this Help Desk Request.

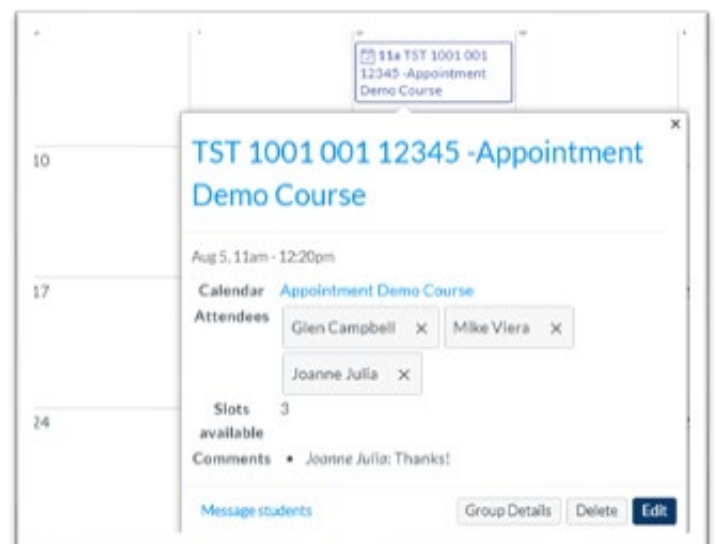
- Include the CRN (e.g. 12345) for your course section.
- You can also limit the number of sessions that a student can attend in a given week. **Provide the number of sessions you wish to allow a student to attend** to give others the opportunity to attend class in-person. E.g., if you have a class that meets 3 times per week, you can limit your students to attend only one of those sessions.

WHAT YOU WILL SEE IN CANVAS

Every Sunday we will schedule the reservations for the given week. You will not need to do anything further in support of this process. All of the steps described below are optional.

- Log in to <https://canvas.fau.edu>
- Click on the **Calendar** button in the blue global navigation menu on the left.
- Click on any of the given appointments in the calendar to view additional information
- If you click one of the slots you will see the title of the appointment along with attendee information, the number of slots available, any comments made by the attendees, and links to Message students, Edit the appointment, Delete the appointment, or view Group Details.

- If you need to remove any of the Attendees, click the X next to their name.
- You can click Message students to communicate with those students that are listed as Attendees
- Click on Edit to update the description of this Calendar event.



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***NOTE: WHILE YOU HAVE THE ABILITY TO UPDATE THE NUMBER OF SLOTS, PLEASE DO NOT INCREASE THE NUMBER OF SLOTS PROVIDED AS IT WOULD INTERFERE WITH OUR SOCIAL DISTANCING ACCOMMODATIONS**

- d. Clicking on Group Details will show you all of the details involved in the Appointment set up for the upcoming week including the title, date/time block, limits to the number of users per slot and the limit to the number of slots that a given student is able to sign up for. You can modify the Title, Location, and Details as needed. Please do not modify the “Limit each time slot to” field as that is set to match the number of student that can safely social distance in your class. You can adjust the “Limit student to attend” field for example, if wish to limit your students to coming to one of three per week to give other students a chance to sign up as well.

The screenshot shows the 'Edit TST 1001 001 12345 -Appointment Demo Course' page. At the top right are buttons for 'Delete Group', 'Cancel', and 'Save'. The 'Calendars' section shows 'Appointment Demo Course'. The 'Title' field contains 'TST 1001 001 12345 -Appointment Demo Course'. The 'Time Block' section shows two slots: one for Jul 31, 2020 (11:00am to 12:20pm) and one for Aug 5, 2020 (11:00am to 12:20pm). Below this is a form to add a new slot with fields for 'Date', 'Start Time', and 'End Time'. The 'Divide into equal slots (value is in minutes)' section has a dropdown set to '30' and a 'Create Slots' button. The 'Location' and 'Details' fields are empty. The 'Options' section includes: 'Limit each time slot to 6 user(s)' (checked), 'Allow students to see who was signed up for time slots that are still available' (unchecked), and 'Limit students to attend [] slot(s)' (unchecked). The 'Appointments' section has a 'Message Students' button and a list of two appointments: 'Jul 31, 11am to 12:20pm' (RESERVED) and 'Aug 5, 11am to 12:20pm' (RESERVED). The reserved appointments list names: Bagdonas, Jody; Campbell, Glen; Julia, Joanne; Loiacono, Joseph; Available for the first slot, and Campbell, Glen; Julia, Joanne; Viera, Mike; Available for the second slot.