

**Steps-by-steps for releasing and capturing
in-person seats**

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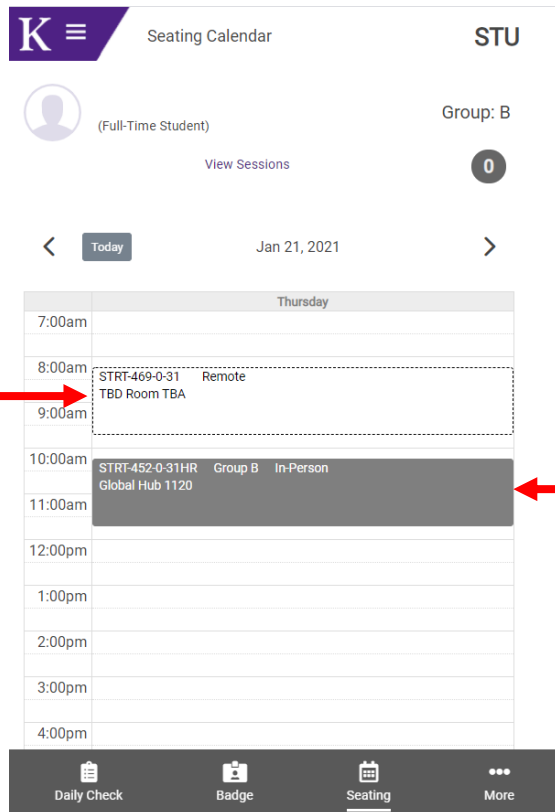
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Changes to Kellogg COVID-19 APP Seating Calendar

The Seating Calendar in the COVID-19 app has been modified to show all sessions of a course that a student is enrolled in. In the previous version, only sessions for which the student had assigned in-person seats were displayed. There are two view options:

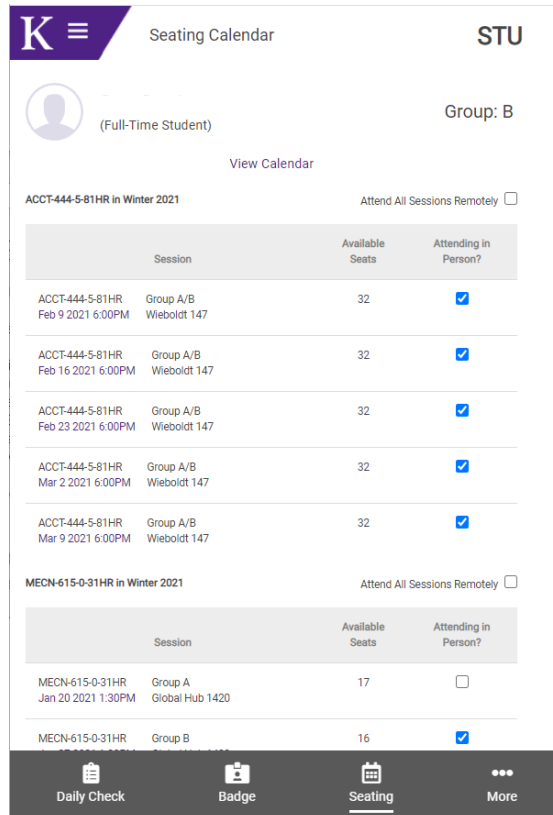
Calendar View:



The new version distinguishes sessions as follows:

- A time block with a dotted border for remote sessions; and
- A solid time block for in-person sessions.


Session View:



Note: Clicking a course within the Calendar View or clicking View Sessions will both bring you to the Session View.


How to Release Seats in the App:

Seats must be released in Session View.



Seating Calendar

STU



(Full-Time Student)

Group: B

View Calendar

ACCT-444-5-81HR in Winter 2021

Attend All Sessions Remotely ☐

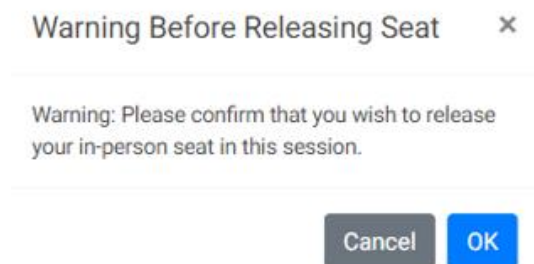
Session		Available Seats	Attending in Person?
ACCT-444-5-81HR Feb 9 2021 6:00PM	Group A/B Wieboldt 147	32	<input checked="" type="checkbox"/>
ACCT-444-5-81HR Feb 16 2021 6:00PM	Group A/B Wieboldt 147	32	<input checked="" type="checkbox"/>
ACCT-444-5-81HR Feb 23 2021 6:00PM	Group A/B Wieboldt 147	32	<input checked="" type="checkbox"/>
ACCT-444-5-81HR Mar 2 2021 6:00PM	Group A/B Wieboldt 147	32	<input checked="" type="checkbox"/>
ACCT-444-5-81HR Mar 9 2021 6:00PM	Group A/B Wieboldt 147	32	<input checked="" type="checkbox"/>

To release all in person seats in volume, click "Attend All Session Remotely".

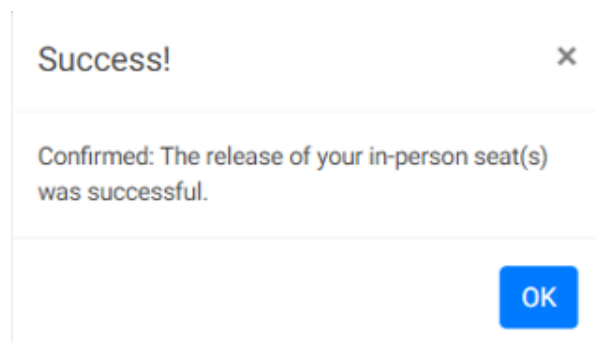
To release courses for specific dates of your courses, click the check box for that date and time under "Attending in Person?"

When releasing seats by specific date:

You will receive the following warning:



Click OK to receive the following message:

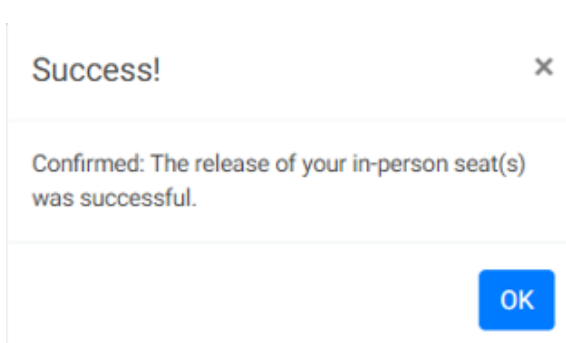


When releasing all in person seats:

You will receive the following warning:



Click OK to receive the following message:



Once the release of seats is successful, you will see the section change to Remote in the Calendar View:

10:00am	STRT-452-0-31HR Remote
	Global Hub 1120
11:00am	
12:00pm	

NOTE: Once you give up a seat for a session or a quarter, you will not be able to undo the action. The only way to re-capture a seat is to pick-up seats in a session where one is available. If none are available, you will not be able to get the seat back.

By releasing an in-person seat or all of your in-person seats through the app does not drop your enrollment for a course. You will continue to perform all registration transactions in the Online Bidding and Registration System as usual.

Although courses that are entirely face-to-face will appear in the app (we are unable to exclude them), dropping a seat through the app will not excuse your in-person attendance requirements. The in-person attendance requirements as set out in the course syllabus will apply even if you give up your seat through the app.

How to Capture Available Seats:

Go to Session View to capture available seats. Check to see if there are any seats in the Available Seats column.

MECN-615-0-31HR in Winter 2021 Attend All Sessions Remotely ☐

Session		Available Seats	Attending in Person?
MECN-615-0-31HR Jan 20 2021 1:30PM	Group A Global Hub 1420	17	<input type="checkbox"/>
MECN-615-0-31HR Jan 27 2021 1:30PM	Group B Global Hub 1420	16	<input checked="" type="checkbox"/>

NOTE: If zero (0) seats are available, there is nothing available to capture. The checkbox under “Attending in Person?” will also be grayed out.

Available Seats

Attending in Person?

0☐

To capture an available seat, click the check box under “Attending in Person?”

You will receive the following confirmation:

Success! ×

Confirmed: You have grabbed an in-person seat in this session.

OK