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

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

**Session View:**

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

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:

**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.

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.

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