Seat Management Application (for Faculty and Staff)

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Note to students: This article is for faculty and staff; **students should use** Seat Management Application (for Students).

The Wharton Seat Management application allows students to set their attendance preference for classes which offer limited In-Person experiences: either Online or In Person. An algorithm, run daily, allocates the available in-person seats based on a number of conditions. It also allows students who have been allocated an in-person seat to relinquish the seat, freeing it for students on the waitlist.

Faculty and staff can use this application to make physical seats in hybrid classes available for student reservations during the Spring 2021 semester.

> **Before You Start**
>
> You must have the following to use the Seat Management application:
>
> - A computer or mobile device (e.g. smartphone or tablet).
> - A modern web browser.
>   - Chrome and Safari are recommended.
>   - Firefox may display some data irregularities after submitting your selections; refreshing the webpage should fix it.

Overview of the Application

The application allows faculty and staff to:

- Enable or disable in-person availability for course meetings.
- Adjust maximum in-person capacity for individual course meetings.
- View in-person seat demand vs. seat allocation at a glance for all scheduled course meetings.
- Identify and export lists of students that are expected to attend course meetings in person.

Application Layout

When you log in to the application you will see the Seating Admin Page. Click **Read More** for a tour of the Seating Admin Page.

Step-by-Step Guide

> **Note**: If you do not see your changes reflected automatically at any point while following these directions, you can refresh the page manually to see if the changes have been applied correctly. Most browsers let you do this by pressing **F5** (Windows) or **Command + R** (Mac).

Enabling In Person Availability and Setting Capacity

To enable or disable in-person seating for course meetings, follow the steps below:

Disabling In Person Availability

You may wish to disable in-person availability entirely for a session. To do this, follow these steps:

Viewing/Exporting In-Person Attendees

Want to know who is attending a session in person? Clicking the **Allocated Seats Link** will display all the students who have been allocated an in-person seat. To do this, follow the steps below:

Frequently Asked Questions

Here are some common questions that may arise while students use the application.

1. How often is the Seat Management algorithm run to determine seat reservations?
   - The algorithm is run **the day before the class is scheduled, at 6:00 PM Eastern Time**. (This is subject to change, and this page will be updated to reflect those changes.)
2. When is the latest that students can set their seating preferences?
   - The mantra of "The earlier the better" applies; at the latest, Wharton Computing recommends setting these preferences **before the algorithm is run.**
3. Will students be notified when a seat that was reserved by someone else is released?
   - If the student has selected **In Person as their preferred seating preference**, then they will be notified via **e-mail**.

Questions?

Faculty and staff can contact Wharton Computing Strategic Partners with any further questions, or to report problems.

If students report issues with the application, they can contact Wharton Student Computing.