

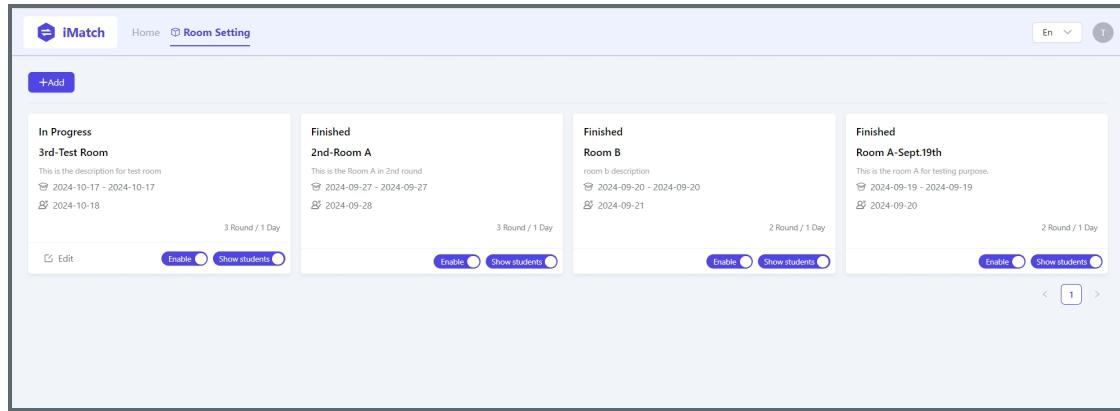
# Phase 0-Admin Role-How to add a room in iMatch system

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Guides for Staff

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Room Status	Room Name	Description	Date Range	Status
In Progress	3rd-Test Room	This is the description for test room	2024-10-17 - 2024-10-17	Enable Show students
Finished	2nd-Room A	This is in the Room A in 2nd round	2024-09-27 - 2024-09-27	Enable Show students
Finished	Room B	room b description	2024-09-20 - 2024-09-20	Enable Show students
Finished	Room A-Sept.19th	This is the room A for testing purpose.	2024-09-19 - 2024-09-19	Enable Show students

An example of a selection activity

## Overview:

This guide will show you how to set up a selection activity / room for a specific project.

## What to know:

Only the Admin role has the permission to create a selection activity/room (referred to as room in the article). After creating the room, the Admin role will upload other information such as Department details, student data, and teacher data accordingly.

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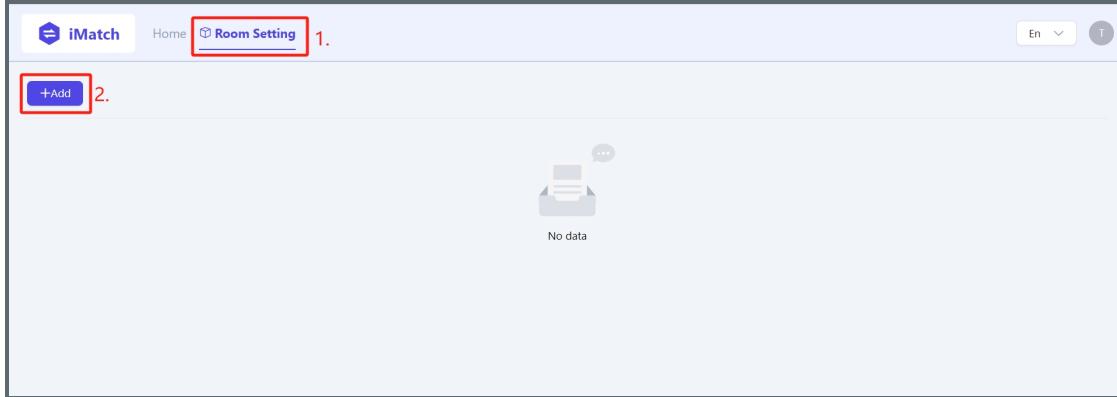
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### Step 1: Add a selection activity / room

After logging the system, click "Add" in "Room Setting" tab to create a room. The rooms, each referring to a different project or audience, listed in "Room setting" tab are all the rooms created by this Admin account.



## Step 2: Set up the room

In the pop-up dialogue, set up the details of this room.

Title: here is the room title in Chinese.

Title EN: here is the room title in English.

Description: input the room description in Chinese.

Description EN: input the room description in English.

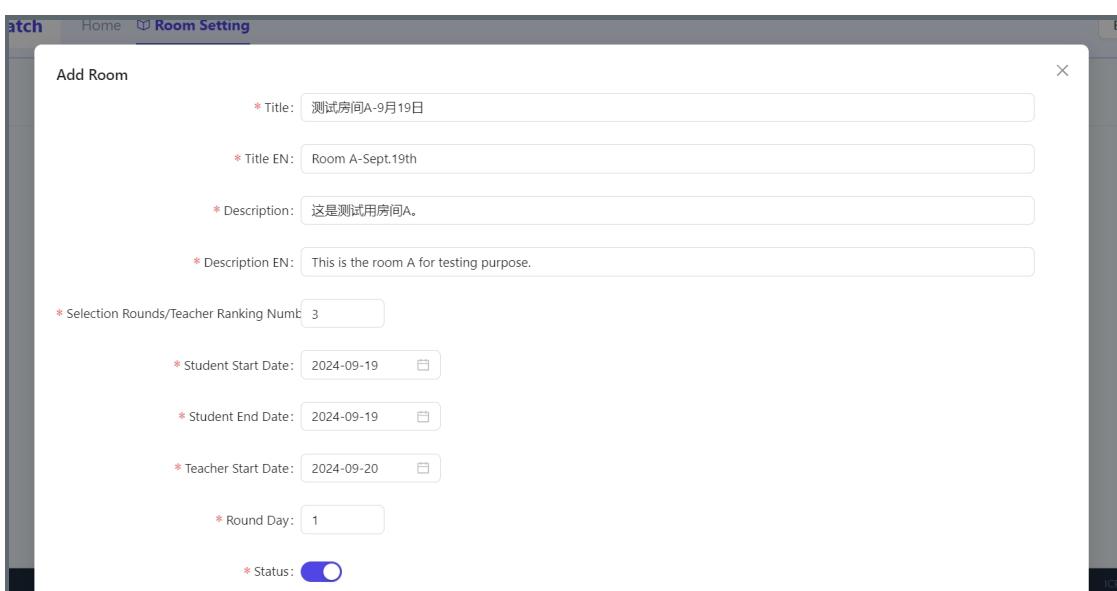
Selection Rounds / Teacher Ranking Number: define the number of teachers to be ranked by the students, equal to the selection rounds number for teachers selection.

Student Start Date: students will be able to make selection after start date.

Student End Date: students will be able to make selection before the end date.

Teacher Start Date: students will be able to make selection after this start date.

Round Day: define the number of days of each teacher selection round.



## Step 3: Configure the role permissions in selection process

Scroll down in the pop-up dialogue.

Status: whether this room / selection is active or inactive;

Show to Student: whether the selection results are automatically released to student without any modifications;

Student Edit Button: whether the students are allowed to make edits within the student selection window time;

Teacher Regret Button: whether the teachers are allow to regret their choice in the current round;

Shared with Other Admin: whether this room can be co-edited with other admin accounts.

Click "Confirm" to save the room.'

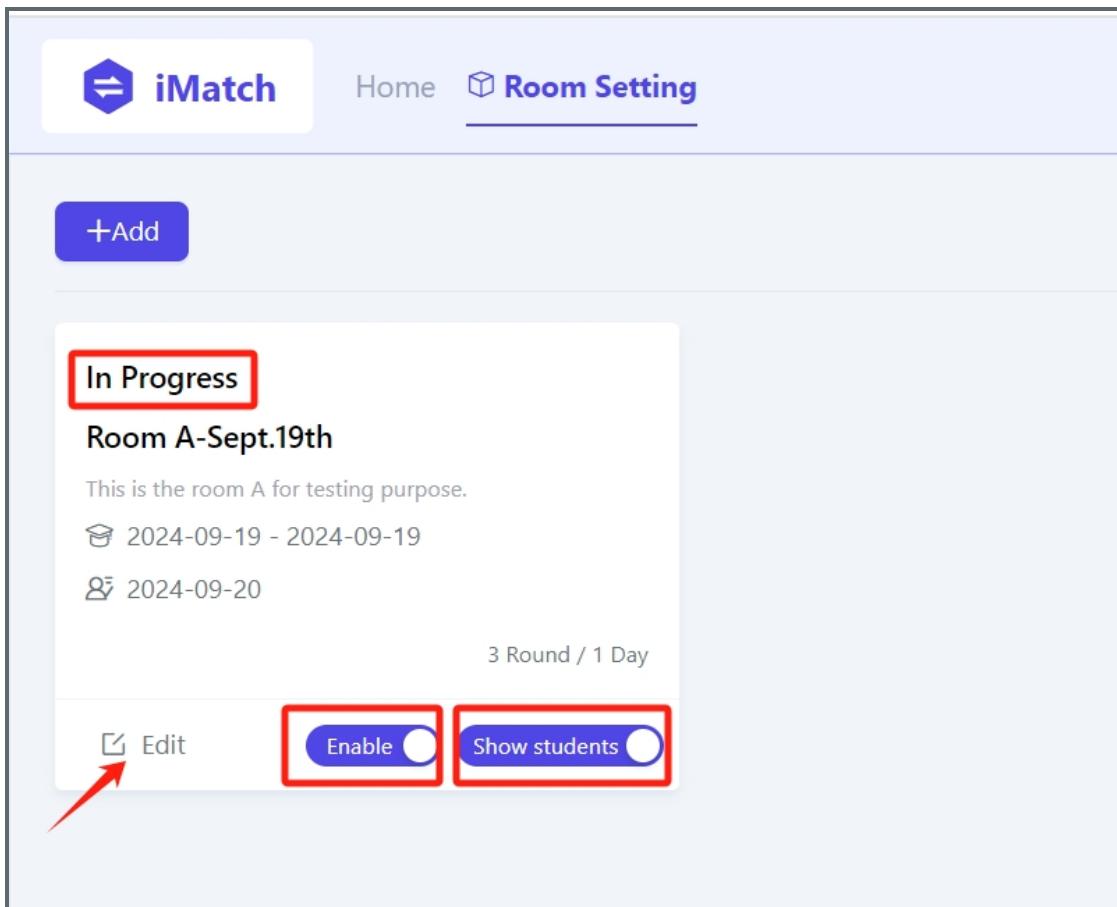


#### Step 4: View the room

Now the room is created and displayed with the status "In progress" with basic information.

Enable: the selection status can also be edited here;

Show students: whether the selection results are automatically released to student without any modifications;



The screenshot shows the iMatch platform's Room Setting page. At the top, there is a navigation bar with the iMatch logo, a '+Add' button, and tabs for 'Home' and 'Room Setting'. The main content area displays a room named 'Room A-Sept.19th' with the status 'In Progress'. Below the room name, it says 'This is the room A for testing purpose.' and shows two date ranges: '2024-09-19 - 2024-09-19' and '2024-09-20'. It also indicates '3 Round / 1 Day'. At the bottom, there are three buttons: 'Edit' (with a red arrow pointing to it), 'Enable' (with a red box around it), and 'Show students' (with a red box around it).

## Tips:

As an admin role, all the rooms you created will be listed under the Room Settings tab. In contrast, the Home tab will list the rooms you are involved in.

## Next steps:

Now that you have finished creating a room / selection process, there are still several more steps to complete:

1. [Phase 0-Admin Role-How to create department information](#)
2. [Phase 0-Admin Role-How to upload users](#)
3. [Phase 0-Admin Role-How to send email reminders](#)

Online URL: <https://knowledgebase.xjtu.edu.cn/article/phase-0-admin-role-how-to-add-a-room-in-imatch-system-389.html>