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

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In Progress Finished Finished Finished Finished	
3rd-Test Room 2nd-Room A Room B Room A-Sept.19th	
This is the deception from text room This is the Room An 2 but road room 6 deception This is the Room A for texting purpose. P2 0204-10-17 2004-10-17 P2 0204-09-20 P2 0204-09-20 P2 0204-09-10	
별 20/4-10-17 · 20/4-10-17 · 별 20/4-09-27 · 20/4-19-27 · ፱ 20/4-19-27 · ፱ 20/4-19-19 · 20/4-19-20 · 20/4-19 · 20/4-19-20 ·	
3 Round / 1 Day 3 Round / 1 Day 2 Round / 1 Day	2 Round / 1 Day
E Edit Endle Stow students Endle Stow students Endle	Show students
	< 1 >

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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Step 1: Add a selection activity / room

1 1 1

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.

🖨 iMatch	Home Room Setting 1.	En 🗸 T
+Add 2.		
	No data	

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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.

atch Home C Room Setting			E
Add Room		×	
* Title :	测试房间A-9月19日		
* Title EN :	Room A-Sept.19th		
* Description :	这是测试用房间A。		
* Description EN :	This is the room A for testing purpose.		
* Selection Rounds/Teacher Ranking Num	a 3		
* Student Start Date:	2024-09-19		
* Student End Date :	2024-09-19		
* Teacher Start Date :	2024-09-20		
* Round Day:	1		
* Status :			ICP

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."

* Round Day: 1	
* Status:	
* Show To Student:	
* Student Edit Button:	
* Teacher Regret Button:	
* Shared With Other Admin:	
 Round Day: Status: Show To Student: Show To Student: Student Edit Button: Teacher Regret Button: Shared With Other Admin: 	Cancel Confirm

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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;

🖨 iMatch	Home The Room Setting
+Add	
In Progress	
Room A-Sept.19t	
This is the room A for t	ting purpose.
8 2024-09-19 - 20	4-09-19
8 2024-09-20	
	3 Round / 1 Day
🖸 Edit	nable Show students

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.xjtlu.edu.cn/article/phase-0-admin-role-how-to-add-a-room-in-imatch-system-389.html