

Introduction to the Vula Sign-up Tool:

The Vula sign-up tool allows users to create meetings that members can sign-up for. The tool includes an attendance register for every activity as well as the ability to export meeting data for further analysis.

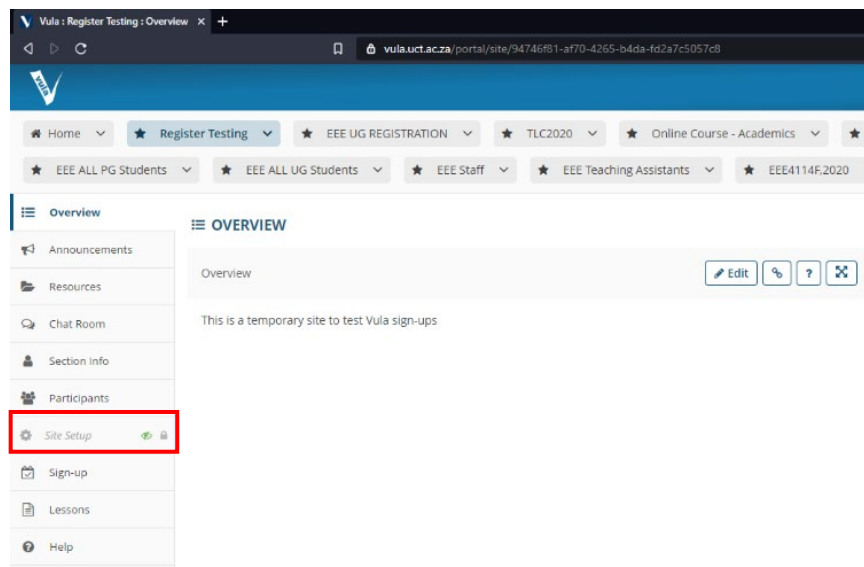
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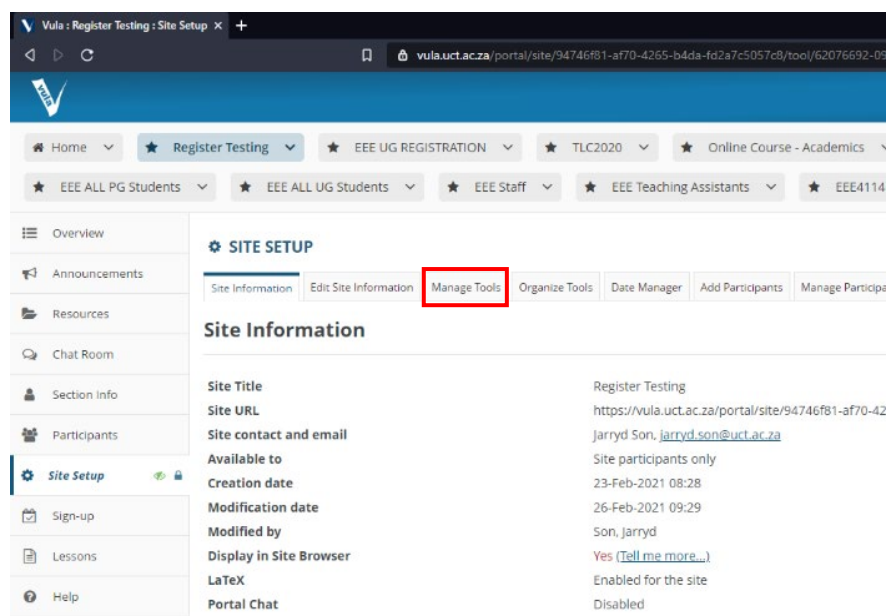
Part 1: Add the sign-up tool to your Vula site:

The sign-up tool needs to be added to your Vula site before you can use it. Follow the instructions below to do so.

1. Navigate to the Site Setup tab



2. Navigate to the Manage Tools tab



3. Tick the checkbox for the Sign-up tool and then click *continue*.

The screenshot shows the 'Vula : Register Testing : Site Setup' page. The page has a blue header with the Vula logo and a navigation bar on the left. The main content area is white and contains several sections with checkboxes:

- Resources** (checked): For creating, uploading, organizing, and viewing site files, including documents and URLs, to be used throughout the site.
 - ☐ RSS News: For displaying news and updates from an RSS feed.
 - ☐ Rubrics: For creating and managing grading rubrics for use in the Gradebook and in individual assessment tools.
 - ☐ Search: For searching content within the site or across sites.
- Section Info** (checked): For managing sections (e.g. tutorial groups) within a site.
- Sign-up** (checked and highlighted with a red box): For enabling online registration for meetings and other events.
- Site Setup** (checked): For updating worksite information and site participants.
 - ☐ Site Stats: For showing site statistics by user, event, or resource.
 - ☐ Tests & Quizzes: For creating and taking online assessments.
 - ☐ Web Content: For displaying web content from Resources or an external website.
 - ☐ Wiki: For collaborative editing of pages and content.

At the bottom of the page, there is a grey bar with the text 'External Tools' and a count of '0'. Below this bar, there are two buttons: 'CONTINUE' (highlighted with a red box) and 'Cancel'.

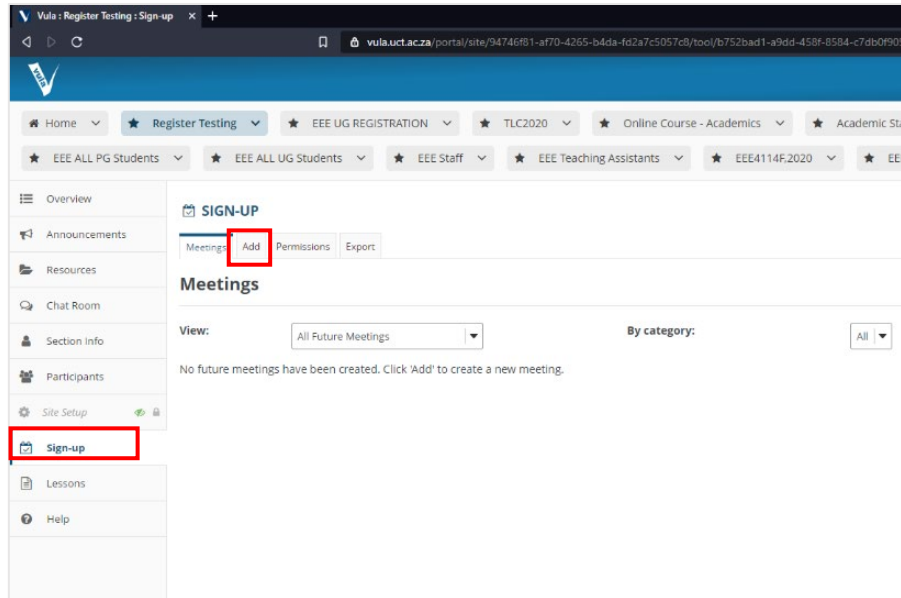
The sign-up tool should now appear in your Vula site navigation bar on the left. You can now move on to Part 2: Creating a Meeting.

Part 2: Creating a Meeting

Once the sign-up tool has been added you can begin adding meetings for students to sign-up for.

Add a meeting.

Click on the “add” button at the top of the sign-up tool to create a new meeting.



Meeting Details.

Enter the relevant information regarding your meeting.

Basic information

- Title
- Organizer – This should be the person who will be responsible for the activity.
- Location – This is crucial for contact tracing.
- Category – What type of activity is it? Practical/Tutorial/Hotseat etc.
- Description – Should you wish to clarify the purpose of the activity.

Create New Meeting: Basic Information

To create a meeting, enter the required information and click **Next**.
* indicates required information.

Title: *

Organizer:

Location: * [+ enter a new location](#)

Category: [+ enter a new category](#)

Description:

Meeting times and frequency

Choose when your meetings take place. If they have a regular pattern they can be set as recurring meetings.

- The information at this stage is for an entire activity e.g. tutorial 1, prac 1. The meeting times can be broken up into smaller timeslots at a later stage if necessary.
- If it is a recurring meeting, then you should only indicate the start and end times for the first day of the activity. Then choose the appropriate frequency (daily/weekdays/weekly/bi-weekly) and what date the recurring meetings should end.
- You may also choose when to allow students access to sign-up by choosing dates for “Sign-up begins” and “Sign-ups ends”.

Start Time:*	<input type="text" value="08/03/2021 08:00"/>	
End Time:*	<input type="text" value="08/03/2021 16:00"/>	
Meeting Frequency:*	<div>Daily ▼</div>	
	End After: <input type="radio"/> 0 occurrences	
	<input checked="" type="radio"/> <input type="text" value="12/03/2021"/>	
Sign-up begins:	<input type="text"/> Start Now ▼	before meeting begins
Sign-up ends:	<input type="text" value="1"/> Hours ▼	before meeting finishes

- Make sure you tick the “Attendance will be taken” checkbox so that Vula generates the attendance register for the activities.

Start Time:*	<input type="text" value="08/03/2021 08:00"/>	
End Time:*	<input type="text" value="08/03/2021 16:00"/>	
Meeting Frequency:*	<div>Daily ▼</div>	
	End After: <input type="radio"/> 0 occurrences	
	<input checked="" type="radio"/> <input type="text" value="12/03/2021"/>	
Sign-up begins:	<input type="text"/> Start Now ▼	before meeting begins
Sign-up ends:	<input type="text" value="1"/> Hours ▼	before meeting finishes
Attendance:	<input checked="" type="checkbox"/> Attendance will be taken	(you can track attendance to this meeting if selected)

Meeting type

Choose how timeslots are allocated for your activity.

- **Single slot** – if you do not need different timeslots for an activity. E.g., Tutorial session that all students attend at the same time. The “Start Time” and “End Time” specified earlier will control the single time slot in this instance.
- **Multiple timeslots** – if you need to offer multiple sessions for the same activity e.g. A practical might be offered three times in a day to accommodate different groups of students. It is still the same activity but requires alternate time slots.
 - Enter the information for multiple slots (# slots and # participants).

Meeting Type:*

☐ Open meeting (no sign-up required)

☐ Single slot

☒ Multiple slots

Number of slots available for sign-up: 4

Number of participants per time slot: 30

Estimate duration per time slot (min): 120

☐ Advanced user-defined timeslots

- Vula will attempt to automatically create timeslots based on the number of slots available, but this will not be able to account for scheduled breaks and other irregular patterns.
 - i. To customize the timeslots tick the Advanced user-defined timeslots checkbox. Then click “Create Timeslot(s)”.

Meeting Type:*

☐ Open meeting (no sign-up required)

☐ Single slot


☒ Multiple slots

Number of slots available for sign-up: 4

Number of participants per time slot: 30









Estimate duration per time slot (min): 120

☒ Advanced user-defined timeslots

 [Create Timeslot\(s\)](#)

- ii. You can now alter the times accordingly. For recurring meetings, you only need to enter the timeslots for the first day of the activity. Vula will automatically generate the rest of the timeslots according to the meeting frequency. Once you have set your times click “Continue”.

Define Custom Timeslots

	Start Time		End Time		Max # Of Participants
X	08/03/2021 08:00		08/03/2021 10:00		30
X	08/03/2021 10:00		08/03/2021 12:00		30
X	08/03/2021 12:00		08/03/2021 14:00		30
X	08/03/2021 14:00		08/03/2021 16:00		30

[Add a new timeslot.](#)

☒ Yes, publish the meeting as multiple calendar events in the Calendar Tool if adjacent timeslots are more than two hours apart.

- If you are happy with the meeting details click “Next” at the bottom of page to view the meeting summary.
 - There are some additional default settings that you may change.
 - You can also pre-assign students to certain slots. It might be a good idea to pre-assign tutors/TAs/teaching staff who will be present in the activity (make sure to adjust the number of sign-up slots to account for this)
 - Once you are ready click “Publish” to post it to the Vula Site.

Meeting Summary

Title: EEE2045F Tutorial 1 Group 1
Organizer: Jarryd Son (01445766)
Description: EEE2045F Tutorial 1: Diodes
Start Time: 08 March 2021 8:00 AM
End Time: 08 March 2021 4:00 PM
Meeting Frequency: Weekdays (Mon-Fri)Repeats Until:Friday 12 March 2021
Location: Menzies 10
Category: Tutorial
Sign-up Begins: 04 March 2021 11:41 AM
Sign-up Ends: 08 March 2021 3:00 PM
Meeting Type: Advanced user-defined timeslots
Calendar Details: [Show custom-defined timeslots](#)
Attendance: ON
Available To: Register Testing (Site Level)
Display Participant Names: ☐ Yes, display names of participants to others.
Meeting Coordinators: ☒ Son, Jarryd
Notifications of participant actions: ☐ Yes, send an email notification to the selected meeting coordinators when a participant signs up or cancels an appointment.
Announce Availability: ☐ Yes, send an email notification to:
☒ All potential participants
☐ Selected meeting coordinators
Default Notification setting: ☐ Yes, pre-select the 'Email Notification' checkbox on the Modify Meeting page.
Other Default Settings: [Show the other default settings](#)

[PUBLISH](#) [Assign Participants & Publish](#) [Back](#) [Cancel](#)

Copy Meetings

You can also copy existing meetings to make the process quicker if the activities are similar

- View an existing meeting and click “Copy” at the top of the page.

[Modify](#) [Copy](#) [Export as Excel](#) [Export as CSV](#) [Print](#)

Meeting Details

Title: EEE2045F Tutorial 1 Group 1
Organizer: Jarryd Son
Location: Menzies 10
Category: Tutorial
Meeting Date: Monday, 08 March 2021
Time Period: 8:00 AM - 4:00 PM
iCalendar link: [Download](#)
Sign-up Begins: 04 March 2021 11:49 AM
Sign-up Ends: 08 March 2021 3:00 PM
Available To: [Show site\(s\)/group\(s\) details](#)
Description: EEE2045F Tutorial 1: Diodes

- This is useful for managing multiple venues for the same activity. E.g. EEE2045F Tutorial 1 Group 2 might take place at the same time as Group 1, but in Menzies 9. You could copy the existing meeting and edit the location, while the timeslots would remain the same.
- This can also be used for different activities that have the same timing. E.g. EEE2045F Tutorial 2 Group 1 might happen later in the semester. You could copy the

meeting for tutorial 1, however new calendar details need to be captured (Vula does seem to allow editing of the “Start Time” and “End Time” on copied activities).

Start Time:* 22 March 2021 8:00 AM

End Time:* 22 March 2021 4:00 PM

You are copying a set of recurring meetings. Please check the recurring start/end dates and modify them accordingly.

Meeting Frequency: Weekdays (Mon-Fri) ▼

End After: 0 occurrences

26/03/2021

Sign-up Begins: Start Now ▼ before meeting begins

Sign-up Ends: 1 Hours ▼ before meeting finishes

Available To:* ☒ Register Testing (Current Site) [Other Sites](#)

Attendance: ☒ Attendance will be taken (you can track attendance to this meeting if selected)

Meeting Type:* Advanced user-defined timeslots

Calendar Details: [View or Edit Timeslot\(s\)](#)

Keep Current Participants: ☐ Yes, keep all the participant(s) in their corresponding time slots.

Publish to Calendar: ☒ Yes, publish the meeting to the Calendar tool.

Announce Availability: ☐ Yes, send an email notification to:

☐ All potential participants

☐ Selected meeting coordinators and participants currently signed up

PUBLISH NEW MEETING Cancel

View meetings

Once published the meeting will appear in the sign-up tool.

- Recurring meetings are collapsed by default.
- Click the ‘+’ sign to show expand a particular recurring meeting or tick the “Expand all recurring meetings” checkbox if you wish to show every meeting.

Click 'Add' to create a new meeting, or click a meeting title to modify or copy it.						
View:	All Future Meetings ▼	By category:	All ▼	<input type="checkbox"/> Expand all recurring meetings.		
Meeting Title	Organizer	Location	Category	Date ▲	Time	Status
+ EEE2045F Tutorial 1 Group 1	Jarryd Son	Menzies 10	Tutorial	Mon, 2021/03/08	8:00 AM - 4:00 PM	Available Attendance

- Timeslots are only visible after selecting a specific meeting.

Click 'Add' to create a new meeting, or click a meeting title to modify or copy it.						
View:	All Future Meetings ▼	By category:	All ▼	<input type="checkbox"/> Expand all recurring meetings.		
Meeting Title	Organizer	Location	Category	Date ▲	Time	Status
EEE2045F Tutorial 1 Group 1	Jarryd Son	Menzies 10	Tutorial	Mon, 2021/03/08	8:00 AM - 4:00 PM	Available Attendance
EEE2045F Tutorial 1 Group 1	Jarryd Son	Menzies 10	Tutorial	Tue, 2021/03/09	8:00 AM - 4:00 PM	Available Attendance
EEE2045F Tutorial 1 Group 1	Jarryd Son	Menzies 10	Tutorial	Wed, 2021/03/10	8:00 AM - 4:00 PM	Available Attendance
EEE2045F Tutorial 1 Group 1	Jarryd Son	Menzies 10	Tutorial	Thu, 2021/03/11	8:00 AM - 4:00 PM	Available Attendance
EEE2045F Tutorial 1 Group 1	Jarryd Son	Menzies 10	Tutorial	Fri, 2021/03/12	8:00 AM - 4:00 PM	Available Attendance

- Once you have selected a meeting you may manage participants for each timeslot

Meeting Details

Title: [EEE2045F Tutorial 1 Group 1](#)
Organizer: Jarryd Son
Location: Menzies 10
Category: Tutorial
Meeting Date: Tuesday, 09 March 2021
Time Period: 8:00 AM - 4:00 PM
iCalendar link: [Download](#)
Sign-up Begins: 04 March 2021 11:49 AM
Sign-up Ends: 09 March 2021 3:00 PM
Available To: [Show site\(s\)/group\(s\) details](#)
Description: EEE2045F Tutorial 1: Diodes

Email Notification: ☐ Yes, send email to notify the related participant(s) about the changes that have been made. [Hide meeting info above](#)

Time Slot	Max # of Participants	Participants	Wait List
8:00 AM - 10:00 AM	30	+ Add Participant	Add Participant (disabled command)
10:00 AM - 12:00 PM	30	+ Add Participant	Add Participant (disabled command)
12:00 PM - 2:00 PM	30	+ Add Participant	Add Participant (disabled command)
2:00 PM - 4:00 PM	30	+ Add Participant	Add Participant (disabled command)

Attendance Register

Certain members should be granted permissions to edit the attendance register.

- If you have permission to view and edit the attendance register you can click on the “Attendance” link for the timeslots you wish to record.

Click 'Add' to create a new meeting, or click a meeting title to modify or copy it.

View: [All Future Meetings](#) By category: [All](#) ☐ Expand all recurring meetings.

Meeting Title	Organizer	Location	Category	Date	Time	Status
EEE2045F Tutorial 1 Group 1	Jarryd Son	Menzies 10	Tutorial	Mon, 2021/03/08	8:00 AM - 4:00 PM	Available Attendance
EEE2045F Tutorial 1 Group 1	Jarryd Son	Menzies 10	Tutorial	Tue, 2021/03/09	8:00 AM - 4:00 PM	Available Attendance
EEE2045F Tutorial 1 Group 1	Jarryd Son	Menzies 10	Tutorial	Wed, 2021/03/10	8:00 AM - 4:00 PM	Available Attendance
EEE2045F Tutorial 1 Group 1	Jarryd Son	Menzies 10	Tutorial	Thu, 2021/03/11	8:00 AM - 4:00 PM	Available Attendance
EEE2045F Tutorial 1 Group 1	Jarryd Son	Menzies 10	Tutorial	Fri, 2021/03/12	8:00 AM - 4:00 PM	Available Attendance

- The attendance register has checkboxes for the attendees signed-up for each timeslot.
 - The checkboxes must be ticked to confirm attendance.
 - Click the “Save” button to save the state of the attendance register.

Attendance: EEE2045F Tutorial 1 Group 1

8:00 AM - 10:00 AM

No attendees signed up for this time slot

10:00 AM - 12:00 PM

☐ Select all signed up

☒ Son, Jarryd David

12:00 PM - 2:00 PM

No attendees signed up for this time slot

2:00 PM - 4:00 PM

No attendees signed up for this time slot

Part 3: Student Sign-up

Once a meeting is added students will be view and sign-up for timeslots.

As an example, lets assume a student would like to sign up for EEE2045F Tutorial 1 Group 1 which is in Menzies 10 on Tuesdays at 10am.

1. They should click on the meeting corresponding to the desired day.


Meetings						
To sign up for a meeting, click the meeting title.						
View:	All Future Meetings	By category:	All	<input type="checkbox"/> Expand all recurring meetings.		
Meeting Title	Organizer	Location	Category	Date	Time	Status
EEE2045F Tutorial 1 Group 1	Jarryd Son	Menzies 10	Tutorial	Mon, 2021/03/08	8:00 AM - 4:00 PM	Available
EEE2045F Tutorial 1 Group 1	Jarryd Son	Menzies 10	Tutorial	Tue, 2021/03/09	8:00 AM - 4:00 PM	Available
EEE2045F Tutorial 1 Group 1	Jarryd Son	Menzies 10	Tutorial	Wed, 2021/03/10	8:00 AM - 4:00 PM	Available
EEE2045F Tutorial 1 Group 1	Jarryd Son	Menzies 10	Tutorial	Thu, 2021/03/11	8:00 AM - 4:00 PM	Available
EEE2045F Tutorial 1 Group 1	Jarryd Son	Menzies 10	Tutorial	Fri, 2021/03/12	8:00 AM - 4:00 PM	Available


2. Then they should click the "Sign up" button to book their desired timeslot
 - a. If the waiting list option is enabled students can be placed onto a waiting list and will be automatically put into the slot if space becomes available.



Meeting Details				
Title: EEE2045F Tutorial 1 Group 1 Organizer: Jarryd Son Location: Menzies 10 Meeting Date: Tuesday, 09 March 2021 Time Period: 8:00 AM - 4:00 PM Sign-up Begins: Thursday, 04 March 2021, 11:49 AM Sign-up Ends: Tuesday, 09 March 2021, 3:00 PM Available To: Show site(s)/group(s) details Description: EEE2045F Tutorial 1: Diodes				
Time Slot	Available Places	Participants	Your Status	Action
8:00 AM - 10:00 AM	30	Private		Sign Up
10:00 AM - 12:00 PM	29	Private		Sign Up
12:00 PM - 2:00 PM	30	Private		Sign Up
2:00 PM - 4:00 PM	30	Private		Sign Up

3. If they have signed up successfully the students should receive email notifications and calendar invites if those options are selected in the meeting settings

You have signed up for the meeting "EEE2045F Tutorial 1 Group 1" in Register Testing

 help@vula.uct.ac.za on behalf of Jarryd Son <jarryd.son@uct.ac.za>
Required

 The organizer has not requested a response for this meeting.
This meeting has been adjusted to reflect your current time zone. It was initially created in the following time zone: Africa/Johannesburg.
This appointment conflicts with another one on your calendar.

 Tuesday, 09 March 2021 10:00-12:00  Menzies 10

10:00 EEE2045F Tutorial 1 Group 1
Menzies 10
Jarryd Son
11:00

Dear Jarryd Son,

You have signed up for the following meeting in the "Register Testing" site on Vula:

Meeting Title: EEE2045F Tutorial 1 Group 1
Time slot: 10:00 - 12:00 on 09-Mar-2021 (Africa/Johannesburg)

Part 4: Data Handling

The sign-up data on Vula could be invaluable for assisting with efficient contact tracing in the event of a positive case being reported.

Exporting data

Vula can export meeting data for easier analysis.

1. Click on the “Export” tab at the top of the sign-up tool.

SIGN-UP

Meetings Add Permissions **Export**

Meetings

Click 'Add' to create a new meeting, or click a meeting title to modify or copy it.

View: By category: ☐ Expand all recurring

Meeting Title	Organizer	Location	Category	Date	Time
EEE2045F Tutorial 1 Group 1	Jarryd Son	Menzies 10	Tutorial	Mon, 2021/03/08	8:00 AM - 4:00 PM
EEE2045F Tutorial 1 Group 2	Jarryd Son	Menzies 9	Tutorial	Mon, 2021/03/08	8:00 AM - 4:00 PM

2. Choose the activities you wish to export by ticking the corresponding checkboxes then click “Export as Excel” for a detail breakdown of all exported activities. *The CSV export for this data is not very user-friendly.

Export Meetings

Select the meetings and then click the Export button.

View: By category:

	Meeting Title	Organizer	Location	Category
<input checked="" type="checkbox"/> All				
<input checked="" type="checkbox"/>	EEE2045F Tutorial 1 Group 1	Jarryd Son	Menzies 10	Tutorial
<input checked="" type="checkbox"/>	EEE2045F Tutorial 1 Group 2	Jarryd Son	Menzies 9	Tutorial

Check All - Clear All

3. The exported data contains an Attendees Schedule sheet which contains all the important meeting data such as appointment times and locations (which together can be used to identify events for contact tracing).

	A	B	C	D	E	F	G	H	I	J	K
1	Event Name	Attendee Name	Attendees' User ID	Email	Site Title	Appointment Time	Duration (min)	#Num Attendees in Slot	Attendees' Comment	Organizer	Location
2	EEE2045F Tutorial 1 Group 1	Son, Jarryd	01445766	jarryd.son@uct.ac.za	Register Testing	09-Mar-2021 10:00	120	2		Jarryd Son	Menzies 10
3	EEE2045F Tutorial 1 Group 1	Son, Jarryd David	jdsonga@gmail.com	jdsonga@gmail.com	Register Testing	09-Mar-2021 10:00	120	2		Jarryd Son	Menzies 10
4											
5											
6											
7											
8											
9											
10											
11											
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13											
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32											
33											
34											

4. There is also an Events Overview that indicates basic event information

	A	B	C	D	E	F	G
1	Events Overview						
2							
3	Viewer:	Jarryd Son					
4	Site Title:	Register Testing					
5							
6	Meeting Title	Organizer	Location	Category	Date	Time	Status
7	EEE2045F Tutorial 1 Group 1	Jarryd Son	Menzies 10	Tutorial	Mon, 08/03/21	08:00 - 16:00	Available
8	EEE2045F Tutorial 1 Group 2	Jarryd Son	Menzies 9	Tutorial	Mon, 08/03/21	08:00 - 16:00	Available
9	EEE2045F Tutorial 1 Group 1	Jarryd Son	Menzies 10	Tutorial	Tue, 09/03/21	08:00 - 16:00	Signed up
10	EEE2045F Tutorial 1 Group 2	Jarryd Son	Menzies 9	Tutorial	Tue, 09/03/21	08:00 - 16:00	Available
11	EEE2045F Tutorial 1 Group 1	Jarryd Son	Menzies 10	Tutorial	Wed, 10/03/21	08:00 - 16:00	Available
12	EEE2045F Tutorial 1 Group 2	Jarryd Son	Menzies 9	Tutorial	Wed, 10/03/21	08:00 - 16:00	Available
13	EEE2045F Tutorial 1 Group 1	Jarryd Son	Menzies 10	Tutorial	Thu, 11/03/21	08:00 - 16:00	Available
14	EEE2045F Tutorial 1 Group 2	Jarryd Son	Menzies 9	Tutorial	Thu, 11/03/21	08:00 - 16:00	Available
15	EEE2045F Tutorial 1 Group 1	Jarryd Son	Menzies 10	Tutorial	Fri, 12/03/21	08:00 - 16:00	Available
16	EEE2045F Tutorial 1 Group 2	Jarryd Son	Menzies 9	Tutorial	Fri, 12/03/21	08:00 - 16:00	Available

5. Then there are numerous tabs that provide details for each event

	A	B	C	D	E	F	G	H
1			EEE2045F Tutorial 1 Group 1					
2			(Time zone: Africa/Johannesburg)					
3		Organizer:	Jarryd Son					
4		Meeting Date:	09-Mar-2021					
5		Time Period:	08:00 - 16:00					
6		Sign-up Begins:	04-Mar-2021, 11:49					
7		Sign-up Ends:	09-Mar-2021, 15:00					
8		Available To:	Register Testing (Site Level)					
9		Description:	EEE2045F Tutorial 1: Diodes					
10		Attachments:	no attachment					
11								
12			Time Slot	Max # of Participants	Participants	Participants User IDs	Wait List	
13			08:00 - 10:00	30				
14			10:00 - 12:00	30	Son, Jarryd - 04 Mar 2021 1:24 PM	01445766		
15			12:00 - 14:00	30	Son, Jarryd David - 04 Mar 2021 12:54 PM	jdsonga@gmail.com		
16			14:00 - 16:00	30				
17								
18								
19		Meeting Participants' Comments						
20								
21		There are no participant comments.						
22								

Performing automated contact tracing with exported sign-up data

With the digitized attendance schedules, we can perform automated contact tracing. As an example, suppose a student was present in EEE2045F and EEE2046F activities. One could manually identify individuals who have been in contact with a probable/confirmed case, however this could be cumbersome with more activities, venues, courses and larger numbers of positive cases.

	A	B	C	D	F	J	K
1	Event Name	Attendee Name	Attendees' User ID	Email	Appointment Time	Organizer	Location
2	EEE2045F Tutorial Group 1	Tutor1	TUTORS001	TUTORS001@myuct.ac.za	22-Mar-2021 09:00	Jarryd Son	Menzies 10
3	EEE2045F Tutorial Group 1	Infected	INFECT001	INFECT001@myuct.ac.za	22-Mar-2021 09:00	Jarryd Son	Menzies 10
4	EEE2045F Tutorial Group 1	Contact1	CONTAC001	CONTAC001@myuct.ac.za	22-Mar-2021 09:00	Jarryd Son	Menzies 10
5	EEE2045F Tutorial Group 1	Contact2	CONTAC002	CONTAC002@myuct.ac.za	22-Mar-2021 09:00	Jarryd Son	Menzies 10
6	EEE2045F Prac 1	Tutor2	TUTORS002	TUTORS002@myuct.ac.za	23-Mar-2021 11:00	Jarryd Son	White Lab
7	EEE2045F Prac 1	Nocontact1	NOCONT001	NOCONT001@myuct.ac.za	23-Mar-2021 11:00	Jarryd Son	White Lab
8	EEE2045F Prac 1	Nocontact2	NOCONT002	NOCONT002@myuct.ac.za	23-Mar-2021 11:00	Jarryd Son	White Lab
9	EEE2045F Prac 2	Tutor3	TUTORS003	TUTORS003@myuct.ac.za	23-Mar-2021 14:00	Jarryd Son	White Lab
10	EEE2045F Prac 2	Infected	INFECT001	INFECT001@myuct.ac.za	23-Mar-2021 14:00	Jarryd Son	White Lab
11	EEE2045F Prac 2	Contact3	CONTAC003	CONTAC003@myuct.ac.za	23-Mar-2021 14:00	Jarryd Son	White Lab
12	EEE2045F Prac 2	Contact4	CONTAC004	CONTAC004@myuct.ac.za	23-Mar-2021 14:00	Jarryd Son	White Lab
13	EEE2045F Tutorial Group 1	Tutor1	TUTORS001	TUTORS001@myuct.ac.za	29-Mar-2021 09:00	Jarryd Son	Menzies 10
14	EEE2045F Tutorial Group 1	Infected	INFECT001	INFECT001@myuct.ac.za	29-Mar-2021 09:00	Jarryd Son	Menzies 10
15	EEE2045F Tutorial Group 1	Contact1	CONTAC001	CONTAC001@myuct.ac.za	29-Mar-2021 09:00	Jarryd Son	Menzies 10
16	EEE2045F Tutorial Group 1	Contact2	CONTAC002	CONTAC002@myuct.ac.za	29-Mar-2021 09:00	Jarryd Son	Menzies 10

Here is a demonstration of a contact tracing tool that could ease the process :

1. Click the "Browse Files" button and select all of the attendance schedule spreadsheets you wish to perform the contact tracing on.
2. Enter the Campus ID of the infected person (probable or confirmed)
3. Enter the date on which the infected person first started showing symptoms (or from the date of diagnosis for asymptomatic cases)
4. You may uncheck the "Show unique contacts" checkbox if you wish export all contact events.
5. Click "Begin contact tracing" to start the process.
6. Once the contact tracing process is complete you will be allowed to export the data. You may choose .xlsx, .csv or .pickle filetypes.
7. You can analyse the data further in spreadsheet tools such as Excel.

The exported data below shows unique individuals who have had contact with the infected person.

	A	B	C	D	F	J	K	L
1	Event_Name	Attendee_Name	Attendees_User_ID	Email	Appointment_Time	Organizer	Location	Category
2	EEE2045F Tutorial Group 1	Tutor1	TUTORS001	TUTORS001@myuct.ac.za	2021-03-22 09:00:00	Jarryd Son	Menzies 10	Tutorial
3	EEE2045F Tutorial Group 1	Infected	INFECT001	INFECT001@myuct.ac.za	2021-03-22 09:00:00	Jarryd Son	Menzies 10	Tutorial
4	EEE2045F Tutorial Group 1	Contact1	CONTAC001	CONTAC001@myuct.ac.za	2021-03-22 09:00:00	Jarryd Son	Menzies 10	Tutorial
5	EEE2045F Tutorial Group 1	Contact2	CONTAC002	CONTAC002@myuct.ac.za	2021-03-22 09:00:00	Jarryd Son	Menzies 10	Tutorial
6	EEE2045F Prac 2	Tutor3	TUTORS003	TUTORS003@myuct.ac.za	2021-03-23 14:00:00	Jarryd Son	White Lab	Practical
7	EEE2045F Prac 2	Contact3	CONTAC003	CONTAC003@myuct.ac.za	2021-03-23 14:00:00	Jarryd Son	White Lab	Practical
8	EEE2045F Prac 2	Contact4	CONTAC004	CONTAC004@myuct.ac.za	2021-03-23 14:00:00	Jarryd Son	White Lab	Practical
9	EEE2046F Tutorial Group 1	Contact5	CONTAC005	CONTAC005@myuct.ac.za	2021-03-23 09:00:00	Jarryd Son	Menzies 10	Tutorial
10	EEE2046F Tutorial Group 1	Contact6	CONTAC006	CONTAC006@myuct.ac.za	2021-03-23 09:00:00	Jarryd Son	Menzies 10	Tutorial
11								
12								

Please visit the Tracer github page (<https://github.com/jdsonza/tracer>) to download the tool and for up-to-date information regarding updates and changes.