New 2026: Student Lesson Room / Extra Help Reservations

Lesson Scheduling and Tracking · https://docs.dacapoinventory.com/doc/new-2026-student-lesson-room-extra-help-reservations/

Student Period Reservations lets students sign up for a supervised spot during the school day. Use it for practice room reservations, extra help, a music wing, a lab, or any other space you supervise.

You choose how many students fit in each period. Students see only the open spots, not a paper list on the door and not another student's name. You still see who signed up, and you can check them in when they arrive.

A reservation is a sign-up. It is not permission to leave another class. Students should follow the instructions you give them.

Turn it on

Must be enabled by your director. On the director home page, turn on **Student Period Reservations**. Until that switch is on, teachers and students will not see it.

Teachers and directors can then click **Student Period Reservations** in the left main menu, under the **Teaching** heading.

Add a room

On the reservations page, click **Configure locations**.

1. Type a name students will recognize, such as Music Wing, Practice Room, or Extra Help. Music Wing is already filled in if you want to keep that name.
2. Click **Add location**.
3. Click **Save location** after you set the choices below.

You can add more than one room. Each room has its own spots, periods, and sign-up time. Pick the school first if you work in more than one building.

Set when students can sign up

Reservation rollover is the time of day when sign-up moves to the next school day. The usual time is 2:00 PM. A teacher or director can change it.

Here is what 2:00 PM means:

- At 1:59 PM, students are still signing up for today.
- At 2:00 PM, new reservations are for the next school day.
- Friday at 2:00 PM moves sign-up to Monday, unless Monday is a day off. Weekends and closed days are skipped.

You can still see and manage today’s list after sign-up has moved on. Today does not get erased.

Also set:

- **Default spots per period.** This is how many students may sign up for one period. Five is a common starting number.
- **Days students may reserve.** Monday through Friday is the usual choice.
- **Max reservations per student per day.** Leave this blank if a student may sign up for more than one period. Type a number if you want a daily limit.
- **Students may cancel.** Leave this checked if students should be able to give up their own spot. The spot opens right away for someone else.
- **Student-facing instructions.** Short directions students see on the sign-up page, such as where to go and what to bring.
- **Active.** Uncheck this to hide the room from new sign-ups. Past reservations stay on your list.

Set the available periods

Each room has a period list. Check the periods students may use. Unchecked periods are hidden from students and from your daily board.

- Use **All** to check or uncheck every period, then leave only the ones you want.

- If this school already has lesson period times, click **Use lesson schedule**. That opens the periods your school teaches and copies the start and end times.
- **Period** is the period number, such as 1 or 2.
- **Capacity** is optional. Leave it blank to use the room's default number of spots. Type 0 if that period should not take anyone new.
- Start and end times keep a student from signing up after a period has ended. They also stop a student from booking two rooms at the same time.

Click **Save periods** when the list looks right. A new room in the same school picks up the same period times.

Lowering the number of spots does not remove students who already have a reservation. New students cannot sign up until the count is back down to the number you set.

Days off

Under **School closures**, add holidays, conference days, snow days, and other days the school is closed. Every room in that school skips those dates.

Days already marked off on the lesson calendar are listed too. They are labeled **Lesson calendar**. Click **Remove** if reservations should still be allowed that day. Removing it here does not change the lesson calendar.

How students sign up

Students do not need a new login. They use the QR page they already have.

At the top of that page, they tap **Reserve a Period**. The button shows only when the director has turned the feature on, the QR code belongs to that student, and the school has at least one open room.

On the sign-up page they see the date, the room, and the open periods. They tap **Reserve**. Scanning the QR code does not create a reservation by itself.

Students can sign up for more than one period when the times do not overlap, unless you set a daily limit. They cannot take the last spot twice, and they cannot sign up for a period that is already full. If

two students tap the last spot at the same time, one of them gets the spot and the other sees that it just became full.

Run the day

The reservations page shows today and the next school day. Use the date and the room menus to look at another day.

- **Add reservation** puts a student on the list for you.
- Mark a student **Reserved**, **Checked In**, **No Show**, or **Cancelled**. Cancelled spots open up again. Checked in and no show still count toward the room’s limit.
- Use **Print roster**, or the Excel and CSV buttons on the roster, when you want a paper list or a spreadsheet.

You can look back at earlier days. Turning the feature off, or turning off a room or a period, does not delete the history.