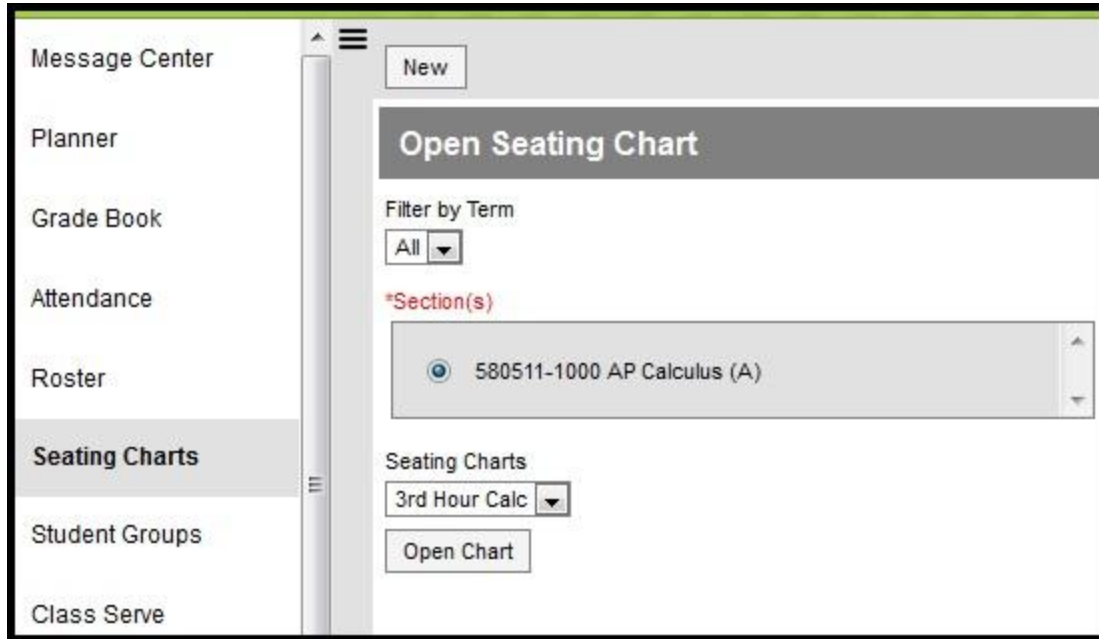


Infinite Campus - Creating Seating Charts

Seating charts provide a visual representation of where students sit in a classroom. Each section can have multiple seating charts if desired.

- Click **New** in the top corner of the seating chart list.

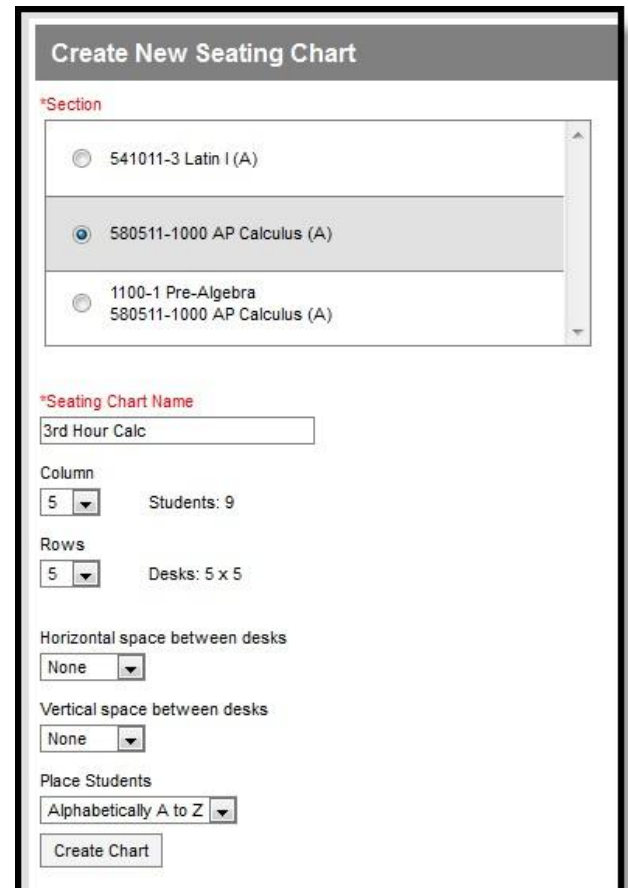


The screenshot shows the Infinite Campus interface. On the left is a sidebar with navigation links: Message Center, Planner, Grade Book, Attendance, Roster, Seating Charts (highlighted), Student Groups, and Class Serve. The main area is titled 'Open Seating Chart'. It features a 'New' button in the top right. Below it is a 'Filter by Term' dropdown set to 'All'. A section list is shown with a radio button selected for '580511-1000 AP Calculus (A)'. Below the list is a 'Seating Charts' section with a dropdown set to '3rd Hour Calc' and an 'Open Chart' button.

- Select the **Section** you're creating a chart for.
- If you teach multiple sections in the same period, scroll to the bottom of the list to view combined sections.
- Enter a **Name** for the chart.
- Select the number of **Columns** and **Rows** to indicate how many desks to include in the chart. The number of students in the section appears below the Name.
- Indicate the default **Space Between Desks**.
- If you want to automatically fill the chart with students, select the **Place** option you'd like to use, *Alphabetically A to Z*, *Alphabetically Z to A*, or *Random*.
- If you would rather fill desks manually, select *Do Not Place*. Students names display in a list from which you can place them in desks.
- Click **Create Chart** to create a chart based on the parameters you selected and view the chart.

The seating chart fills based on the parameters you selected, but you can click and drag desks into any configuration you'd like.

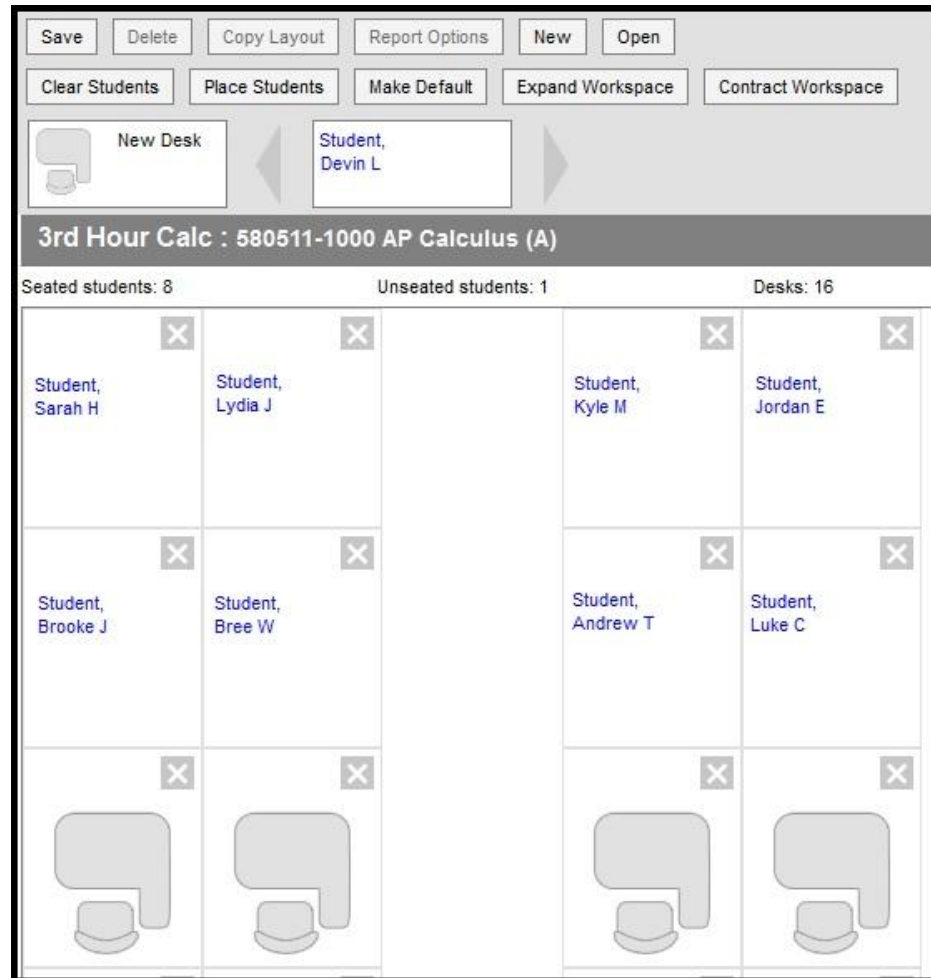
Once you've finished the chart, click **Save** to add it to your chart list.



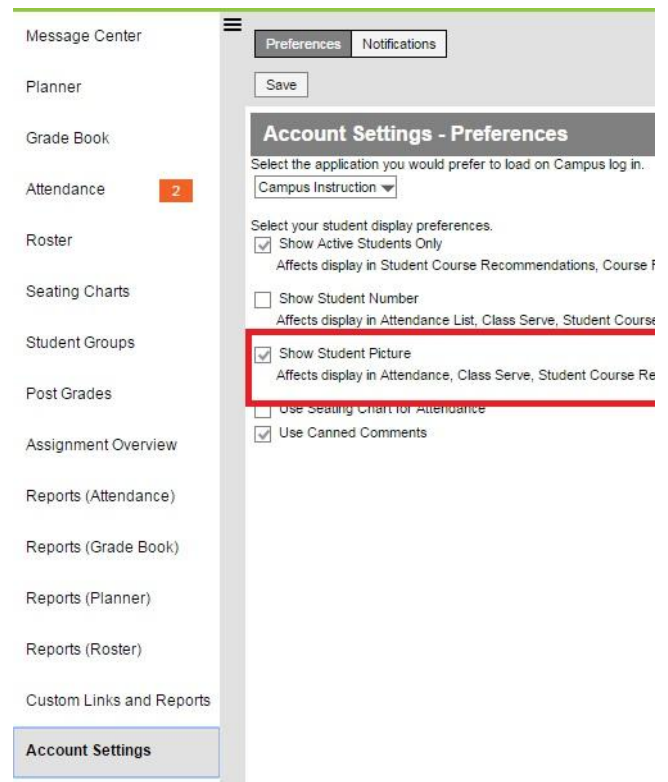
The screenshot shows the 'Create New Seating Chart' dialog. It has a title bar 'Create New Seating Chart'. Below it is a section list with three options: '541011-3 Latin I (A)', '580511-1000 AP Calculus (A)' (selected), and '1100-1 Pre-Algebra 580511-1000 AP Calculus (A)'. Below the list is a text field for '*Seating Chart Name' with the value '3rd Hour Calc'. There are two dropdowns for 'Column' (set to 5) and 'Rows' (set to 5), with 'Students: 9' and 'Desks: 5 x 5' displayed next to them. There are two more dropdowns for 'Horizontal space between desks' and 'Vertical space between desks', both set to 'None'. At the bottom is a 'Place Students' dropdown set to 'Alphabetically A to Z' and a 'Create Chart' button.

Click and Drag

- Desks can be arranged in any configuration but cannot overlap.
- Click and drag the **New Desk** icon to add an empty desk to the chart.
- Click and drag unseated students from the list at the top into empty spaces.
- Click the X on a student to move them to the unseated list. Click the X on a desk to remove that desk from the chart.
- Moving a student to a space without a desk also moves the student's desk.
- Moving a student to another desk leaves an empty desk behind.
- Moving a student to a space where there isn't a desk adds another desk to the chart.
- Moving an unseated student (A) to a desk that already has another student (B) moves student B to the unseated list. If students A and B are both seated, they'll trade desks.



NOTE: If you want pictures to show up on your seating chart, you must turn that option on in Account Settings.



Additional Options

The following table describes the additional options at the top of the seating chart.

Option	Action
Report Options	Opens the printing options for the chart.
Place Students	Places all unseated students into empty desks based on the option selected, <i>Alphabetically A to Z</i> , <i>Alphabetically Z to A</i> , or <i>Random</i> .
Make Default	Makes this desk layout the default organization. You could use this option if you teach in the same room for multiple sections and want to reuse the physical layout of the room.
Expand Workspace	Expands the scrollable area of the chart, useful for larger classrooms.
Copy Layout	Copies this desk layout to a new chart.
Contract Workspace	Contracts the scrollable area of the chart.
Clear Students	Moves all students to the unseated student list.

Using Seating Charts

In addition to being a record of where students sit, use seating charts to take attendance.

