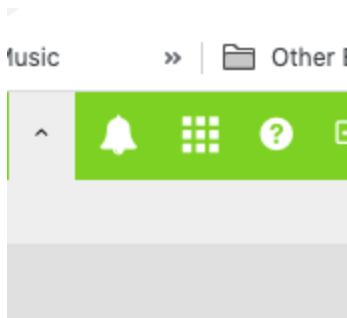
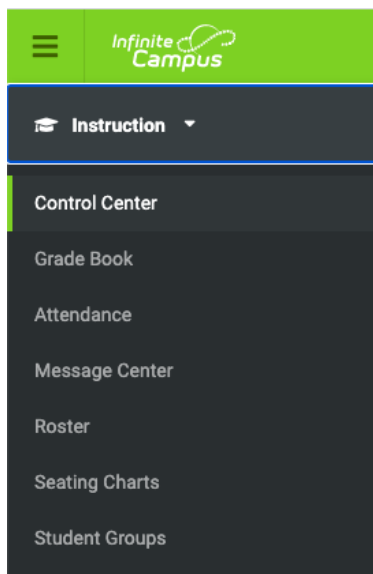


Infinite Campus - How to Make Seating Chart with Student Pictures

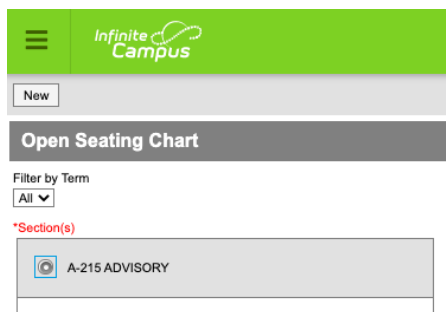
1. In the upper right corner of IC (below), click on the grid and select **Instruction**.



2. Using the drop-down menu on the left, select '**Seating Charts**'.



3. Then, choose a Term and Section on the right and click '**New**' at the top.



4. Name your seating chart & click '**Create Chart**' at the bottom.
5. Click and drag students if you like and then click '**Save**' at the top of the screen to save the chart. **YOU MUST SAVE THE CHART TO ADD STUDENT PICTURES.**
6. Once you have saved the chart, you will be able to use '**Report Options**' (top of the screen).
7. Click on **Report Options** choose the '**Picture**' option and then '**Generate Report**'.

You will then have a seating chart for that section with pictures.

