

Creating Seating Charts

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Creating Seating Charts

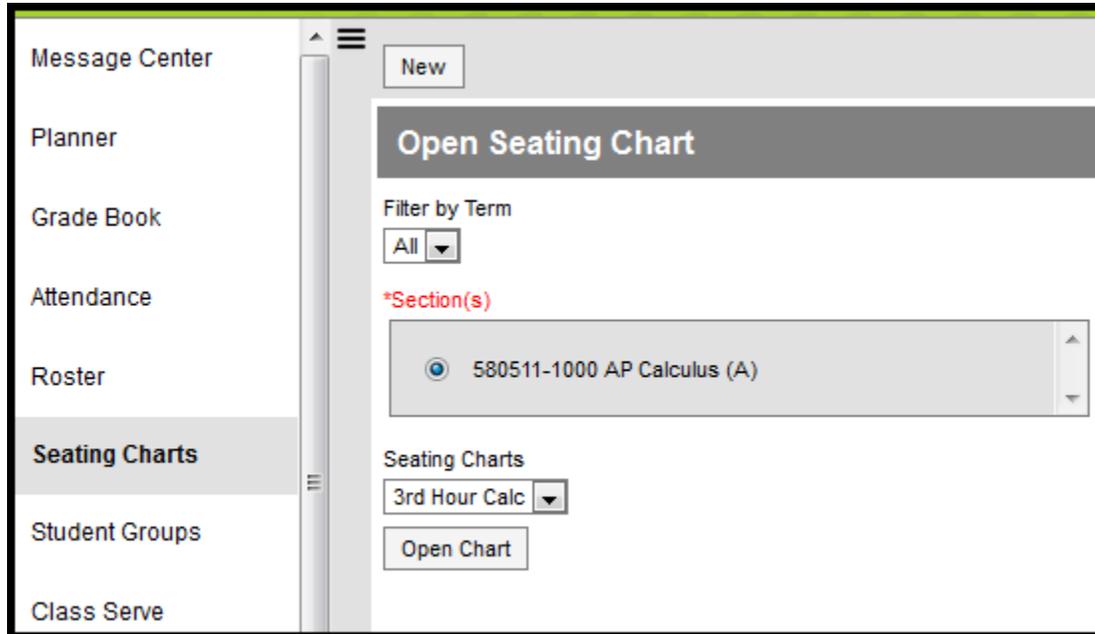
[Using Seating Charts](#) | [Creating Seating Charts](#)



Video

PATH: *Campus Instruction > Seating Charts*

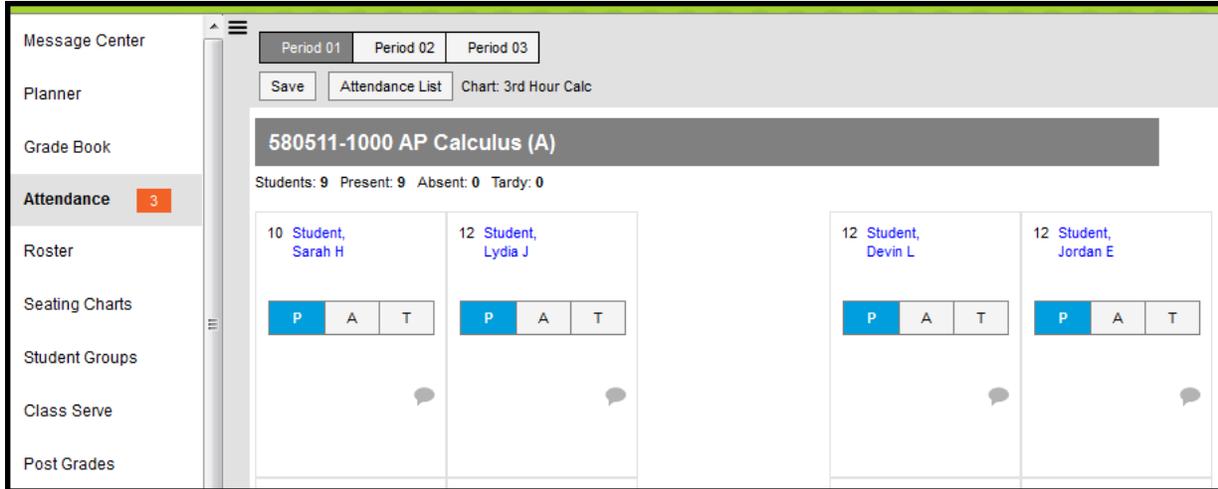
Seating charts provide a visual representation of where students sit in a classroom. Each section can have multiple seating charts if desired.



Opening a Seating Chart

Using Seating Charts

In addition to being a record of where students sit, use seating charts to [take attendance](#).



Taking Attendance Using a Seating Chart

Creating Seating Charts

First, establish the parameters of the chart.

Create New Seating Chart

***Section**

541011-3 Latin I (A)

580511-1 AP Calculus (A)

580511-1000 AP Calculus (A)

***Seating Chart Name**

Column
 Students: 9

Rows
 Desks: 5 x 5

Horizontal space between desks

Vertical space between desks

Place Students

1. Click **New** in the top corner of the seating chart list.
2. Select the **Section** you're creating a chart for.
3. Enter a **Name** for the chart.
4. 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.
5. Indicate the default **Space Between Desks**.
6. 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.
7. 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. For example, this seating chart represents a class room with two rows of tables, two students at each.

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

Save Delete Copy Layout Report Options New Open

Clear Students Place Students Make Default Expand Workspace Contract Workspace

New Desk

12 Student, Devin L

3rd Hour Calc : 580511-1000 AP Calculus (A)

Seated students: 8 Unseated students: 1 Desks: 16

10 Student, Sarah H	12 Student, Lydia J		12 Student, Kyle M	12 Student, Jordan E
09 Student, Brooke J	10 Student, Bree W		11 Student, Andrew T	09 Student, Luke C

Click and Drag Logic

The following logic applies to manually placing students in the chart.

- 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.

Additional Options

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

Option	Action
Copy Layout	Copies this desk layout to a new chart.
Report Options	Opens the printing options for the chart.
Clear Students	Moves all students to the unseated student list.
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.
Contract Workspace	Contracts the scrollable area of the chart.