Infinite Campus

Quick Reference: Instruction - Seating Chart
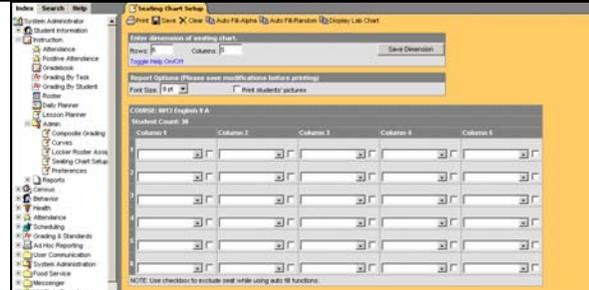
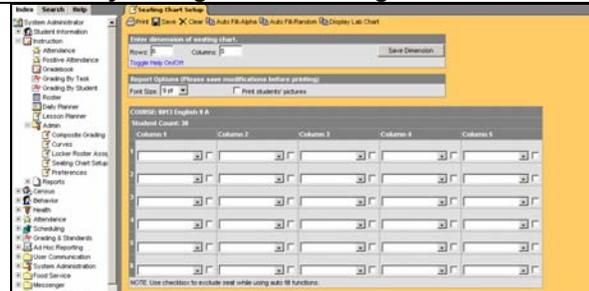| Window	Information
Accessing the Seating Chart	
	1. From the **Index**, click the plus (+) sign next to the **Instruction** folder. 2. Open the **Admin** folder and select the **Seating Chart Setup** option. A screen will display showing the periods that sections are taught and a seating grid for each section on separate tabs.
Viewing the Seating Chart Setup Tool	
	The seating chart setup tool provides several ways for teachers to assign students to seats and to build the seat design. Once the seating chart is created and saved, teachers can take attendance using the seating chart.
Manually Filling in the Seating Chart	
	1. Select the correct period for which to set up the seating chart. 2. Select the correct dimension of the seating chart by entering the number of **rows** and **columns**. Click the **Save Dimension** button to save the new row and column setting. 3. If this seating chart is going to be printed, select the **Font Size** to use on the report from the dropdown list. 4. Mark the checkbox to **Print Student Pictures** on the report. If it is left unmarked, only student names will appear. 5. Select the student names from the drop-down list to assign each student to a seat. 6. Click the **Save** icon when done.
Using the Auto-Fill Alpha Option	
	1. Select the correct period for which to set up the seating chart. 2. Select the correct dimension of the seating chart by entering the number of **rows** and **columns**. Click the **Save Dimension** button to save the new row and column setting. 3. If this seating chart is going to be printed, select the **Font Size** to use on the report from the dropdown list.
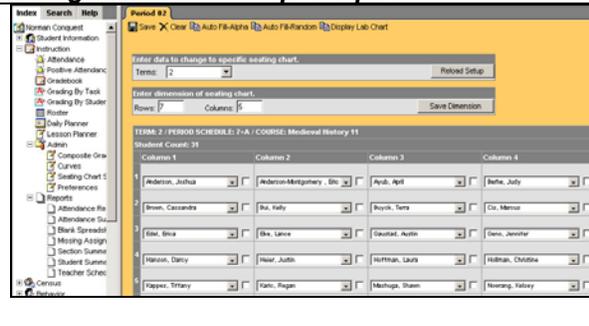
	4. Mark the checkbox to **Print Student Pictures** on the report. If it is left unmarked, only student names will appear.
	5. Select the **Auto Fill-Alpha** icon at the top of the period tab. The system will automatically fill in the students' names in alphabetical order from right to left.
	6. Click the **Save** icon when done.

### Using the Auto-Fill Random Option
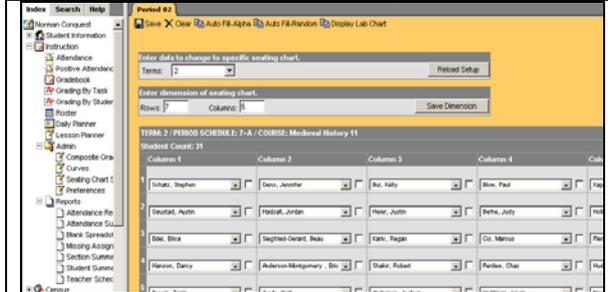
1. Select the correct period for which to set up the seating chart.
2. Select the correct dimension of the seating chart by entering the number of **rows** and **columns**. Click the **Save Dimension** button to save the new row and column setting.
3. If this seating chart is going to be printed, select the **Font Size** to use on the report from the dropdown list.
4. Select the **Auto Fill-Random** icon at the top of the period tab. The system will randomly place students' names in seats. Clicking the auto fill-random icon again will reshuffle the students.
5. Click the **Save** icon when done.

Using the Display Lab Chart Option

The **Display Lab Chart** feature is provided for users that prefer a non-traditional setup. Elementary teachers can set up their seating in a circle format; lab sections can have a seating chart that more closely represents tables.

Warning Messages in the Seating Chart
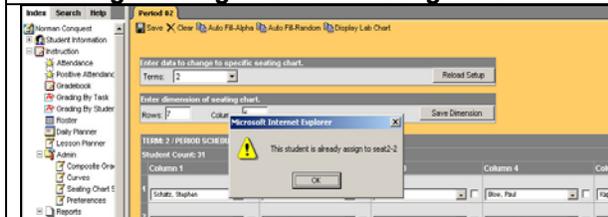
Users will receive a warning message if they try to assign a student to more than one seat.

For example, users will see a message that reads, "Student is already assigned to seat 7-8." The numbers indicate the row and column to which student is assigned.
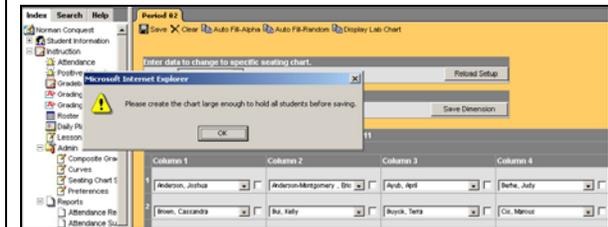
If a dimension is not large enough to fit all active students on the roster, a warning message will appear as well. Users can see how many students are in the class above the student name grid