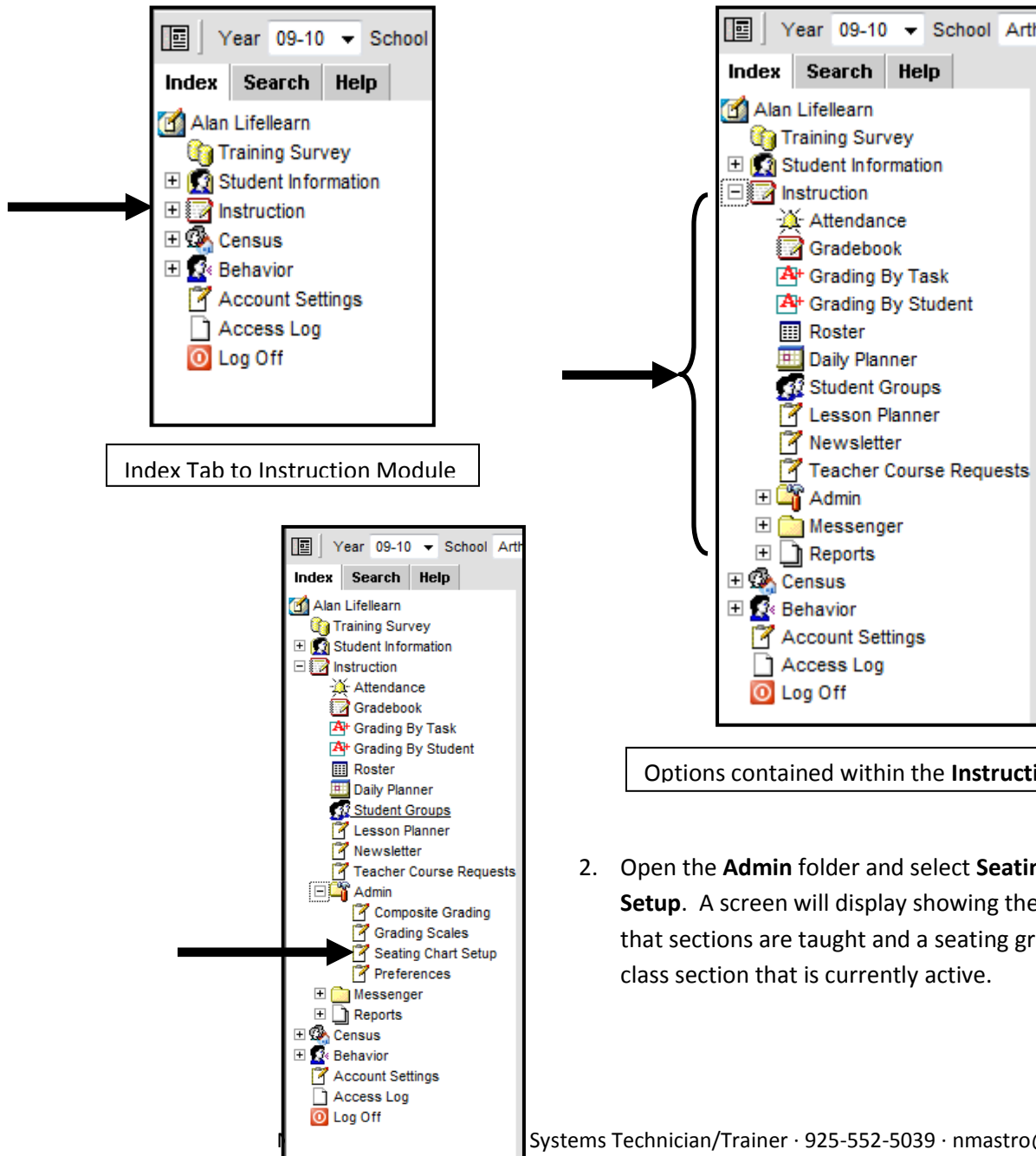


## Infinite Campus – Seating Charts

Seating charts in Infinite Campus provide an immediate sense of organization and can be used for multiple purposes. A Campus seating chart can be used for taking attendance. It can also be used to reflect a classroom where the teacher can arrange the desks in a pattern or specific order. Seating charts can be printed for various uses.

### Accessing the Seating Chart Setup

1. On the **Index** tab, click the plus (+) sign next to the **Instruction** module to reveal the options available under **Instruction**.

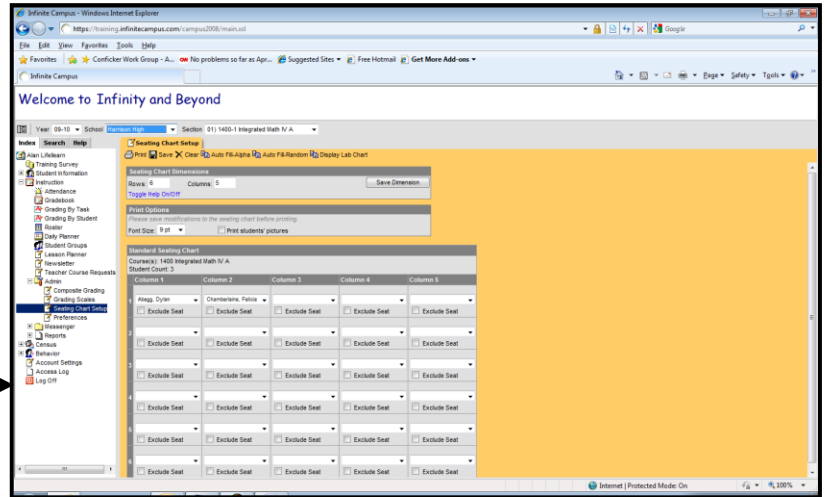


2. Open the **Admin** folder and select **Seating Chart Setup**. A screen will display showing the periods that sections are taught and a seating grid for the class section that is currently active.

## Viewing the Seating Chart Setup Tool

The seating chart setup tool provides several ways for teachers to assign students to seats and build the seat design. Once the seating chart has been created and saved, teachers can take attendance using the seating chart.

Complete view of Seating Chart Screen.



## Seating Chart Setup Tool

**Seating Chart Setup**
Print Save Clear Auto Fill-Alpha Auto Fill-Random Display Lab Chart

**Seating Chart Dimensions**
Rows: 6 Columns: 5 Save Dimension

**Print Options**
Please save modifications to the seating chart before printing.
Font Size: 9 pt Print students' pictures

**Standard Seating Chart**
Course(s): 3200 English 10 A
Student Count: 12

	Column 1	Column 2	Column 3	Column 4	Column 5
1	<input type="text"/> Exclude Seat	<input type="text"/> Exclude Seat	<input type="text"/> Exclude Seat	<input type="text"/> Exclude Seat	<input type="text"/> Exclude Seat
2	<input type="text"/> Exclude Seat	<input type="text"/> Exclude Seat	<input type="text"/> Exclude Seat	<input type="text"/> Exclude Seat	<input type="text"/> Exclude Seat
3	<input type="text"/> Exclude Seat	<input type="text"/> Exclude Seat	<input type="text"/> Exclude Seat	<input type="text"/> Exclude Seat	<input type="text"/> Exclude Seat
4	<input type="text"/> Exclude Seat	<input type="text"/> Exclude Seat	<input type="text"/> Exclude Seat	<input type="text"/> Exclude Seat	<input type="text"/> Exclude Seat
5	<input type="text"/> Exclude Seat	<input type="text"/> Exclude Seat	<input type="text"/> Exclude Seat	<input type="text"/> Exclude Seat	<input type="text"/> Exclude Seat
6	<input type="text"/> Exclude Seat	<input type="text"/> Exclude Seat	<input type="text"/> Exclude Seat	<input type="text"/> Exclude Seat	<input type="text"/> Exclude Seat

Close-up view of the Seating Chart Setup Tool

## Manually Filling in the Seating Chart

1. Select the correct section for the seating chart.

Year: 09-10 School: Clinton Secondary Section: 1) 3200-1 English 10 A

Index Search Help Seating Chart Setup

2. Select the dimensions you wish to use for the seating chart by entering the number of **rows** and **columns**. Click the **Save Dimension** button to save the new row and column setting.

Seating Chart Setup

Print Save Clear Auto Fill-Alpha Auto Fill-Random Display Lab Chart

Seating Chart Dimensions

Rows: 6 Columns: 5 Save Dimension

Toggle Help On/Off

3. If this seating chart is going to be printed, select the **Font Size** to use on the report from the drop-down list.
4. Mark the checkbox to **Print Student Pictures** on the report. If it is left unmarked, then only the student names will appear on the seating chart.

Print Options

Please save modifications to the seating chart before printing.

Font Size: 9 pt Print students' pictures

5. Select the student names from the drop-down list in each column or row to assign each student to a seat.

Welcome to Infinity and Beyond

Year: 09-10 School: Clinton Secondary Section: 1) 3200-1 English 10 A

Index Search Help Seating Chart Setup

Print Save Clear Auto Fill-Alpha Auto Fill-Random Display Lab Chart

Seating Chart Dimensions

Rows: 6 Columns: 5 Save Dimension

Toggle Help On/Off

Print Options

Please save modifications to the seating chart before printing.

Font Size: 9 pt Print students' pictures

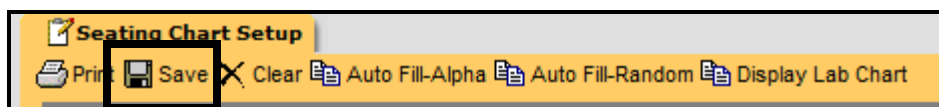
Standard Seating Chart

Course(s): 3200 English 10 A

Student Count: 12

Column 1	Column 2	Column 3	Column 4	Column 5
Paul, Seamus	Exclude Seat	Exclude Seat	Exclude Seat	Exclude Seat
Play, Lela	Exclude Seat	Exclude Seat	Exclude Seat	Exclude Seat
Proh, Trevor	Exclude Seat	Exclude Seat	Exclude Seat	Exclude Seat
Delaware, Elena	Exclude Seat	Exclude Seat	Exclude Seat	Exclude Seat
Decker, Jason	Exclude Seat	Exclude Seat	Exclude Seat	Exclude Seat
Davis, Kinsey	Exclude Seat	Exclude Seat	Exclude Seat	Exclude Seat
Decker, Nicholas	Exclude Seat	Exclude Seat	Exclude Seat	Exclude Seat
Douglas, Armani	Exclude Seat	Exclude Seat	Exclude Seat	Exclude Seat
Daniel, Roman	Exclude Seat	Exclude Seat	Exclude Seat	Exclude Seat
Dwyer, Aron	Exclude Seat	Exclude Seat	Exclude Seat	Exclude Seat
Smith, Sara	Exclude Seat	Exclude Seat	Exclude Seat	Exclude Seat
Exclude Seat	Exclude Seat	Exclude Seat	Exclude Seat	Exclude Seat
Exclude Seat	Exclude Seat	Exclude Seat	Exclude Seat	Exclude Seat
Exclude Seat	Exclude Seat	Exclude Seat	Exclude Seat	Exclude Seat
Exclude Seat	Exclude Seat	Exclude Seat	Exclude Seat	Exclude Seat

- Click the **Save** icon when done.

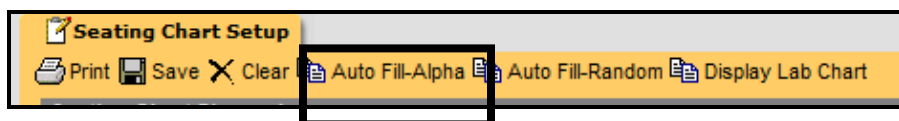


**Note:** No student can be assigned to two seats. If a name is accidentally chosen a second time, a warning message will appear.

## Using the Auto Fill-Alpha Option

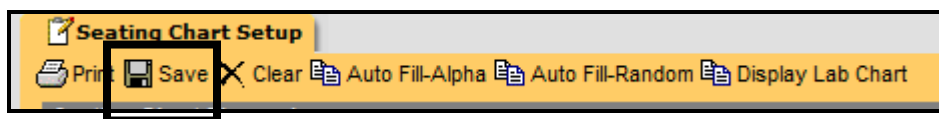
- Follow steps 1-4 on page 3.

- 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 the left to right.



Standard Seating Chart				
Course(s): 3200 English 10 A				
Student Count: 12				
Column 1	Column 2	Column 3	Column 4	Column 5
1 Dog, Anthony J <input type="checkbox"/> Exclude Seat	Fleet, Sachiko <input type="checkbox"/> Exclude Seat	Frey, Leila <input type="checkbox"/> Exclude Seat	Fruth, Trevor <input type="checkbox"/> Exclude Seat	Gebauer, Elena <input type="checkbox"/> Exclude Seat
2 Geyser, Hasim <input type="checkbox"/> Exclude Seat	Gleed, Kinsey <input type="checkbox"/> Exclude Seat	Goffin, Michaela <input type="checkbox"/> Exclude Seat	Goldegel, Amani <input type="checkbox"/> Exclude Seat	Gorrad, Romek <input type="checkbox"/> Exclude Seat
3 Grefner, Arion <input type="checkbox"/> Exclude Seat	Smith, Sara <input type="checkbox"/> Exclude Seat	<input type="checkbox"/> Exclude Seat	<input type="checkbox"/> Exclude Seat	<input type="checkbox"/> Exclude Seat

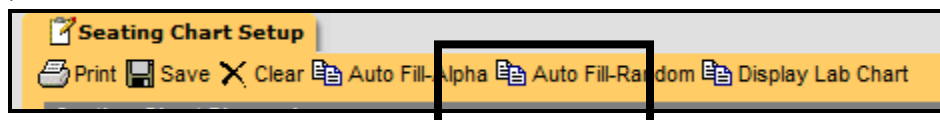
- Click the **Save** icon when done.



## Using the Auto-Fill Random Option

- Follow steps 1-4 on page 3.

- Select the **Auto Fill-Random** icon at the top of the period tab. The system will randomly place student's names in seats.



Standard Seating Chart					
Course(s): 3200 English 10 A					
Student Count: 12					
	Column 1	Column 2	Column 3	Column 4	Column 5
1	Gleed, Kinsey <input type="checkbox"/> Exclude Seat	Goldegel, Amani <input type="checkbox"/> Exclude Seat	Grefner, Arion <input type="checkbox"/> Exclude Seat	Gorrad, Romek <input type="checkbox"/> Exclude Seat	Frey, Leila <input type="checkbox"/> Exclude Seat
2	Dog, Anthony J <input type="checkbox"/> Exclude Seat	Geyser, Hasim <input type="checkbox"/> Exclude Seat	Fruth, Trevor <input type="checkbox"/> Exclude Seat	Fleet, Sachiko <input type="checkbox"/> Exclude Seat	Gebauer, Elena <input type="checkbox"/> Exclude Seat
3	Goffin, Michaela <input type="checkbox"/> Exclude Seat	Smith, Sara <input type="checkbox"/> Exclude Seat	<input type="checkbox"/> Exclude Seat	<input type="checkbox"/> Exclude Seat	<input type="checkbox"/> Exclude Seat

6. Clicking the **Auto Fill-Random icon** again will reshuffle the students.

Standard Seating Chart					
Course(s): 3200 English 10 A					
Student Count: 12					
	Column 1	Column 2	Column 3	Column 4	Column 5
1	Frey, Leila <input type="checkbox"/> Exclude Seat	Geyser, Hasim <input type="checkbox"/> Exclude Seat	Dog, Anthony J <input type="checkbox"/> Exclude Seat	Smith, Sara <input type="checkbox"/> Exclude Seat	Goldegel, Amani <input type="checkbox"/> Exclude Seat
2	Fruth, Trevor <input type="checkbox"/> Exclude Seat	Grefner, Arion <input type="checkbox"/> Exclude Seat	Gorrad, Romek <input type="checkbox"/> Exclude Seat	Goffin, Michaela <input type="checkbox"/> Exclude Seat	Gleed, Kinsey <input type="checkbox"/> Exclude Seat
3	Gebauer, Elena <input type="checkbox"/> Exclude Seat	Fleet, Sachiko <input type="checkbox"/> Exclude Seat	<input type="checkbox"/> Exclude Seat	<input type="checkbox"/> Exclude Seat	<input type="checkbox"/> Exclude Seat

7. 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 setup their seating in a circle format; lab sections can have a seating chart more closely representing tables.

Seating Chart Setup					

Lab Seating Chart					
Course(s): 3200 English 10 A					
Student Count: 12					
	Column 1	Column 2	Column 3	Column 4	Column 5
1	<input type="text"/> <input type="checkbox"/> Exclude Seat	<input type="text"/> <input type="checkbox"/> Exclude Seat	<input type="text"/> <input type="checkbox"/> Exclude Seat	<input type="text"/> <input type="checkbox"/> Exclude Seat	<input type="text"/> <input type="checkbox"/> Exclude Seat
2	<input type="text"/> <input type="checkbox"/> Exclude Seat	<input type="text"/> <input type="checkbox"/> Exclude Seat	<input type="text"/> <input type="checkbox"/> Exclude Seat	<input type="text"/> <input type="checkbox"/> Exclude Seat	<input type="text"/> <input type="checkbox"/> Exclude Seat
3	<input type="text"/> <input type="checkbox"/> Exclude Seat	<input type="text"/> <input type="checkbox"/> Exclude Seat	<input type="text"/> <input type="checkbox"/> Exclude Seat	<input type="text"/> <input type="checkbox"/> Exclude Seat	<input type="text"/> <input type="checkbox"/> Exclude Seat

Students will be selected for each seat from the drop-down list.

Lab Seating Chart					
Course(s): 3200 English 10 A					
Student Count: 13					
	Column 1	Column 2	Column 3	Column 4	Column 5
1	<input type="text"/> <input type="checkbox"/> Exclude Seat	<input type="text"/> <input type="checkbox"/> Exclude Seat	<input type="text"/> <input type="checkbox"/> Exclude Seat	<input type="text"/> <input type="checkbox"/> Exclude Seat	<input type="text"/> <input type="checkbox"/> Exclude Seat
2	<input type="text"/> <input type="checkbox"/> Exclude Seat	<input type="text"/> <input type="checkbox"/> Exclude Seat	<input type="text"/> <input type="checkbox"/> Exclude Seat	<input type="text"/> <input type="checkbox"/> Exclude Seat	<input type="text"/> <input type="checkbox"/> Exclude Seat
3	<input type="text"/> <input type="checkbox"/> Exclude Seat	<input type="text"/> <input type="checkbox"/> Exclude Seat	<input type="text"/> <input type="checkbox"/> Exclude Seat	<input type="text"/> <input type="checkbox"/> Exclude Seat	<input type="text"/> <input type="checkbox"/> Exclude Seat
4	<input type="text"/> <input type="checkbox"/> Exclude Seat	<input type="text"/> <input type="checkbox"/> Exclude Seat	<input type="text"/> <input type="checkbox"/> Exclude Seat	<input type="text"/> <input type="checkbox"/> Exclude Seat	<input type="text"/> <input type="checkbox"/> Exclude Seat

Dog, Anthony J  
 Fleet, Sachiko  
 Frey, Lella  
 Fruth, Trevor  
 Gebauer, Elena  
 Geyser, Hasim  
 Gleed, Kinsey  
 Goffin, Michaela  
 Goldegel, Amani  
 Gorrad, Romek  
 Greiner, Anon  
 Ormsby, Max  
 Smith, Sara