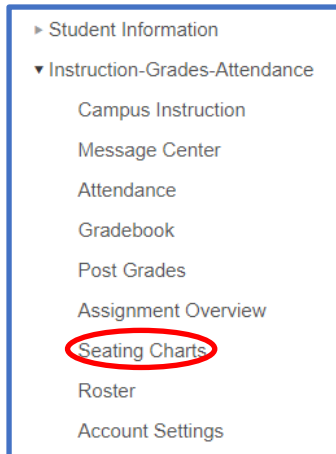
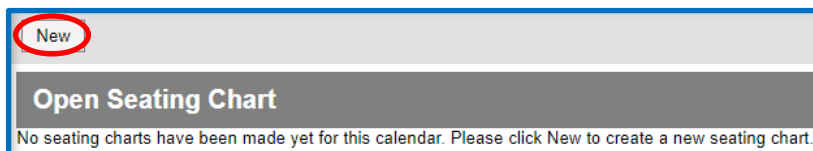


How to Create a Seating Chart in Infinite Campus

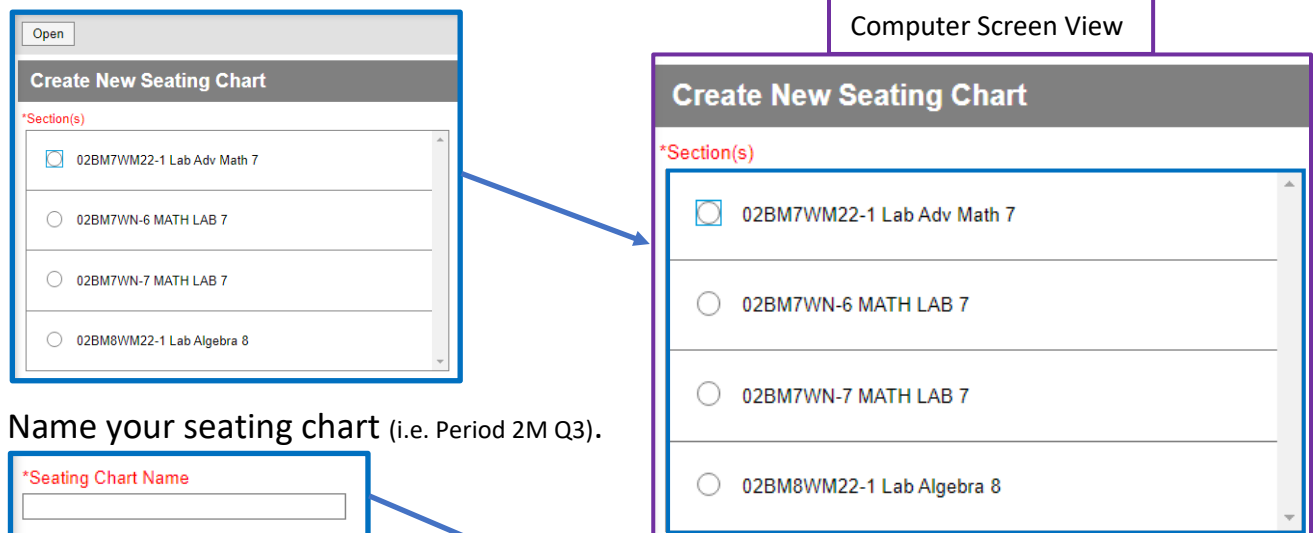
Step 1: Select "Seating Charts" under the "Instruction-Grades-Attendance" arrow.



Step 2: Select "New" to create a new seating chart.



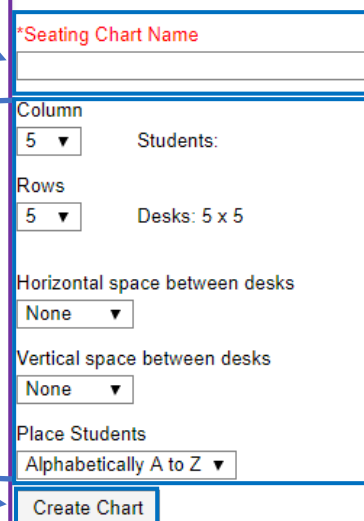
Step 3: Select the class for which you want to create a seating chart.



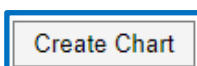
Step 4: Name your seating chart (i.e. Period 2M Q3).



Step 5: Adjust options (not required).
- skip to maintain default settings
(see specific options in "detailed version" on page 3)

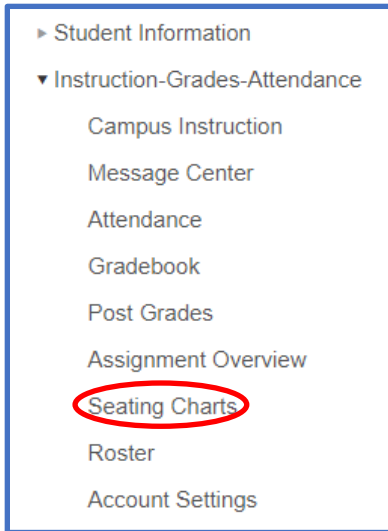


Step 6: Select "Create Chart."

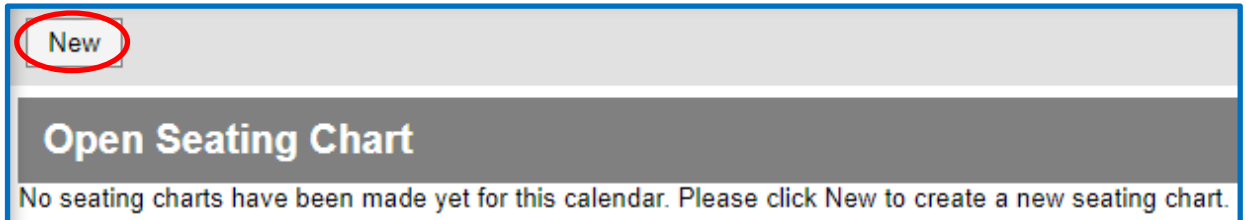


How to Create a Seating Chart in Infinite Campus

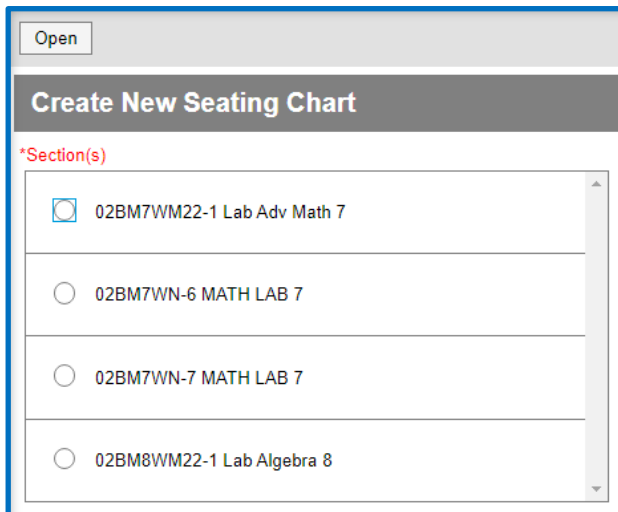
Step 1: Select "Seating Charts" under the "Instruction-Grades-Attendance" arrow.



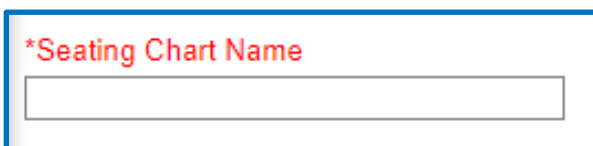
Step 2: Select "New" to create a new seating chart.



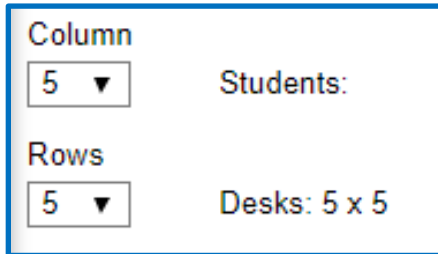
Step 3: Select the class for which you want to create a seating chart.



Step 4: Name your seating chart (i.e. Period 2M Q3).

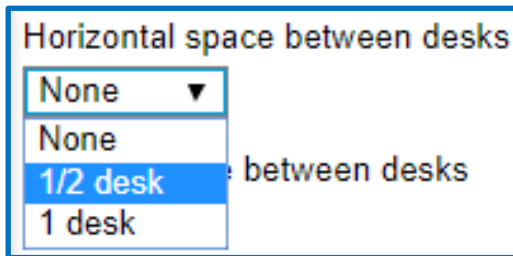


Step 5: Choose the number of rows and columns you want the seating chart to display the desks (can leave default setting).



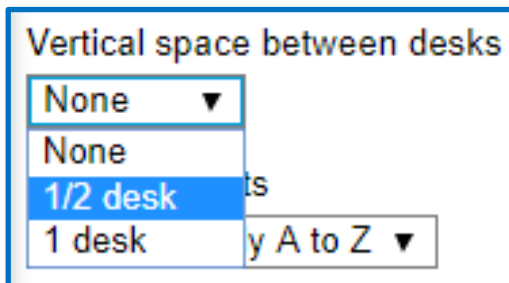
A screenshot of a settings panel with a blue border. It contains two rows of controls. The first row has a dropdown menu labeled 'Column' with the value '5' selected, followed by the text 'Students:'. The second row has a dropdown menu labeled 'Rows' with the value '5' selected, followed by the text 'Desks: 5 x 5'.

Step 6: Choose the amount of horizontal space between desks (default setting: “None”).



A screenshot of a settings panel with a blue border. The title is 'Horizontal space between desks'. Below the title is a dropdown menu with 'None' selected. The menu is open, showing options: 'None', '1/2 desk' (highlighted in blue), and '1 desk'. To the right of the dropdown is the text 'between desks'.

Step 7: Choose the amount of vertical space between desks (default setting: “None”).

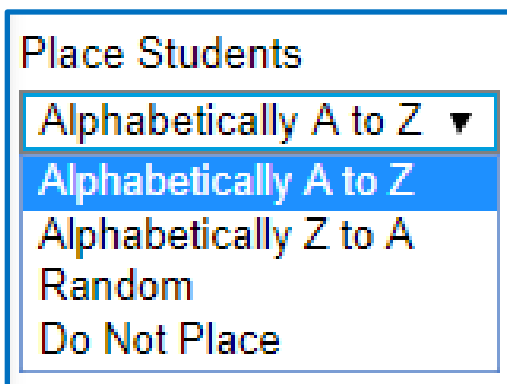


A screenshot of a settings panel with a blue border. The title is 'Vertical space between desks'. Below the title is a dropdown menu with 'None' selected. The menu is open, showing options: 'None', '1/2 desk' (highlighted in blue), and '1 desk'. To the right of the dropdown is the text 'between desks'. Below the dropdown is another dropdown menu with 'y A to Z' selected.

Step 8: Choose how you want students placed in the seating chart.

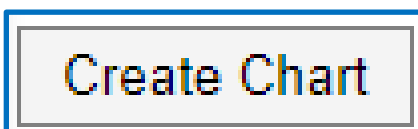
If you choose “Alphabetically A to Z,” “Alphabetically Z to A,” or “Random” IC will place the students in the template for you.

If you wish to place the students onto the template yourself, select “Do Not Place.”



A screenshot of a settings panel with a blue border. The title is 'Place Students'. Below the title is a dropdown menu with 'Alphabetically A to Z' selected. The menu is open, showing options: 'Alphabetically A to Z' (highlighted in blue), 'Alphabetically Z to A', 'Random', and 'Do Not Place'.

Step 9: Select “Create Chart.”



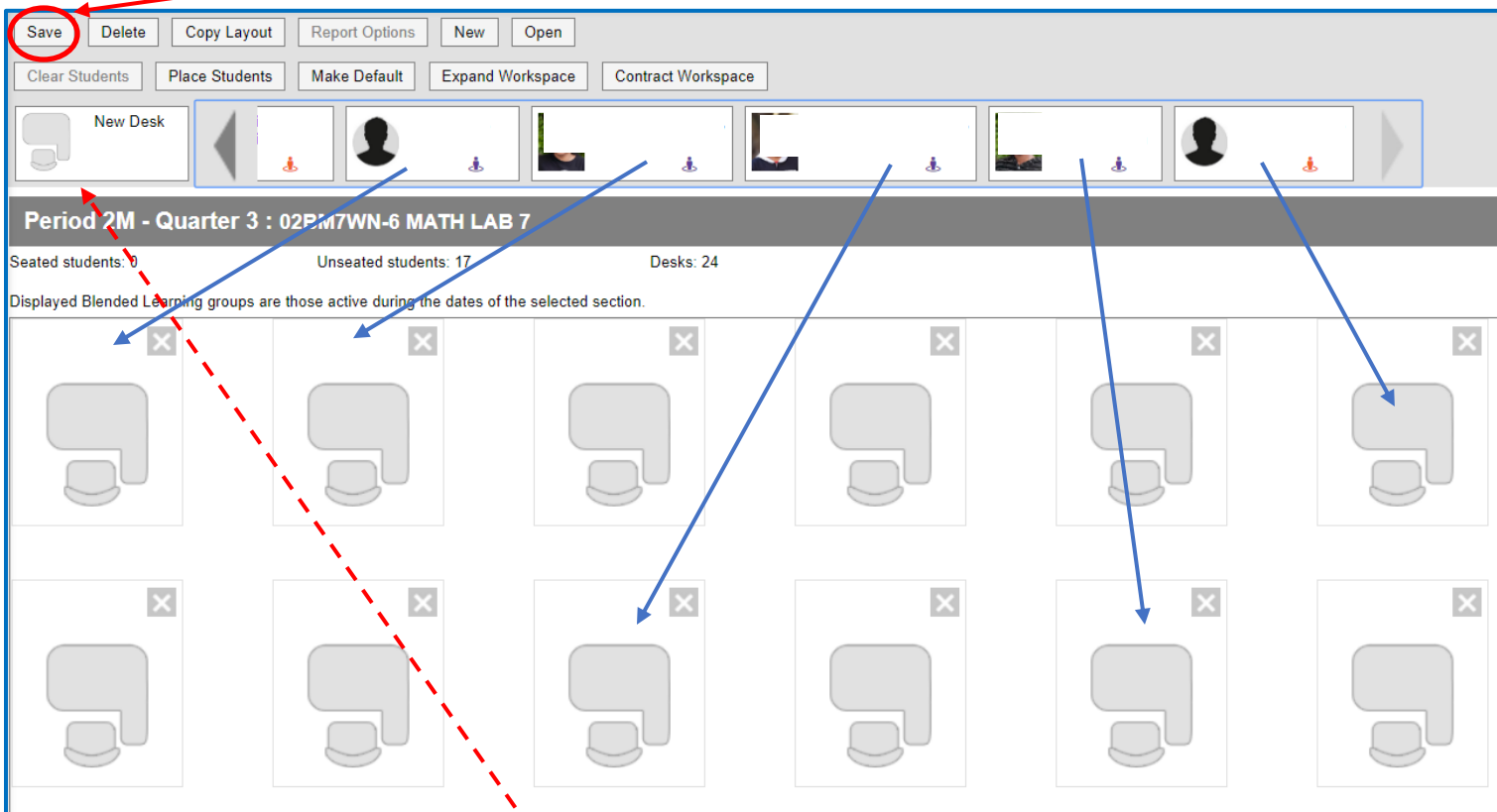
A screenshot of a button with a blue border and a light gray background. The text on the button is 'Create Chart'.

View After Seating Chart Template is Created

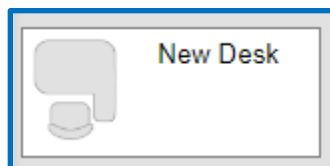
If you chose “Alphabetically A to Z,” “Alphabetically Z to A,” or “Random” in Step 8, the students will appear on the seating chart. You may move/adjust each assigned seat.

If you chose “Do Not Place” in Step 8, you may now drag student names to desired locations on your seating chart (see below).

Remember to **“Save”** when you reach this screen and after any changes are made.



For additional desk(s): Drag the “New Desk” icon from the toolbar onto the seating chart template.



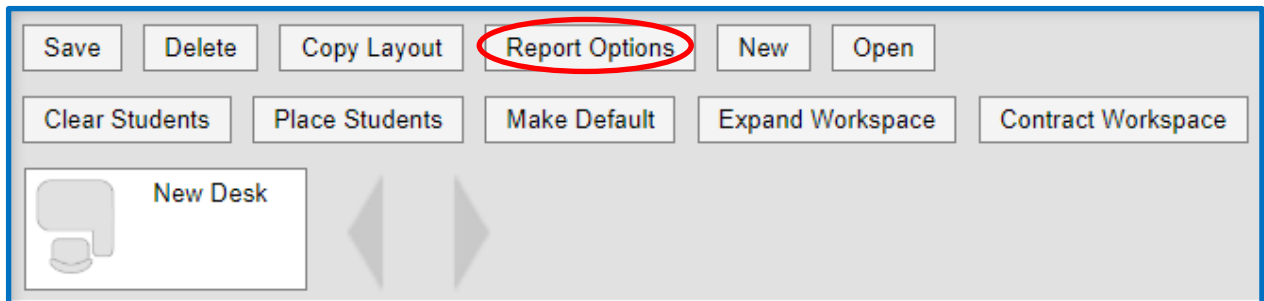
To remove a desk: Select the “x” located in the top right corner of the desk icon



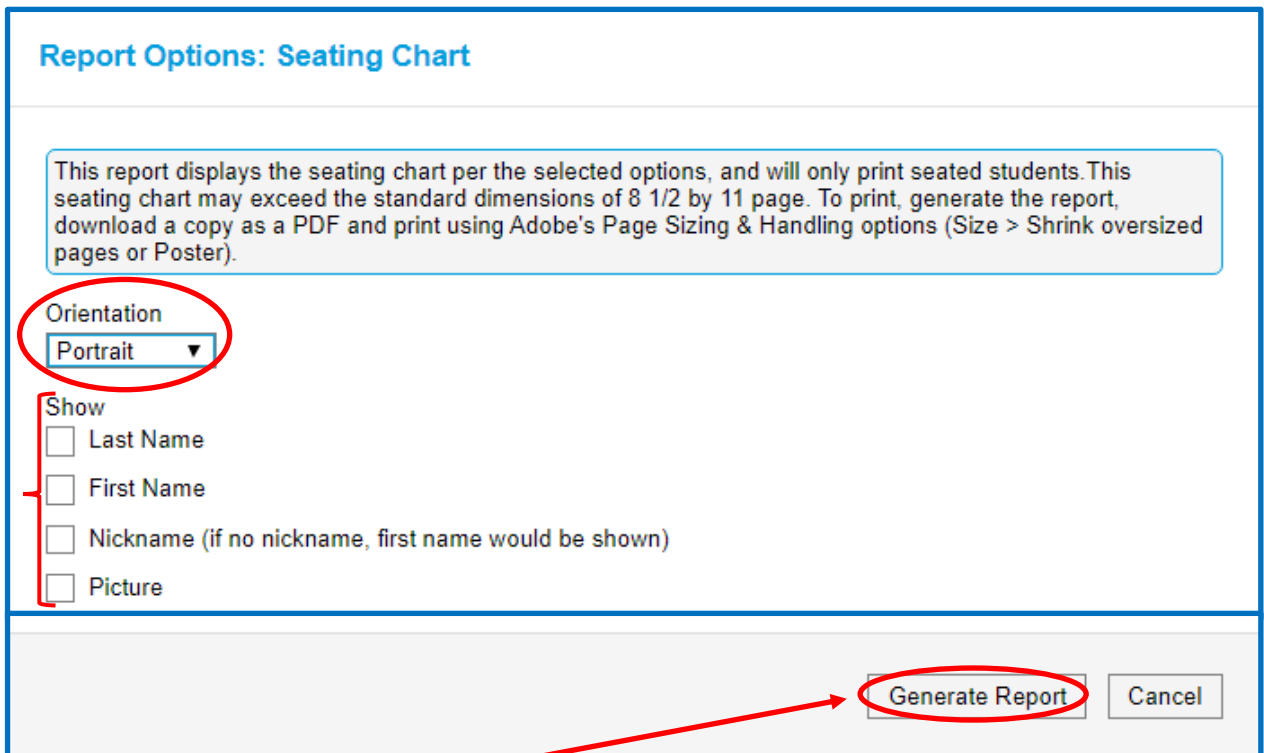
How to Print a Seating Chart



Step 1: Select "Report Options" after opening desired seating chart.



Step 2: Select the "Orientation" (Portrait (default) or Landscape) and the items you want to appear on the seating chart (Last Name, First Name, Nickname, Picture).



Step 3: Select "Generate Report."

Step 4: Select the Print icon located in the top right corner of the report.

