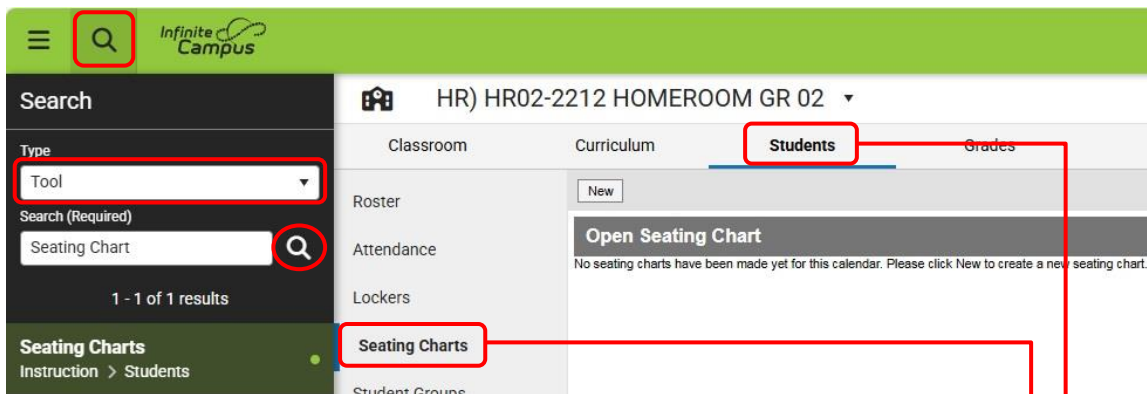


Infinite Campus provides the **Seating Chart** tool for creating and managing seating charts, which can be useful for classroom organization and attendance taking. Seating charts provide a visual representation of where students sit in a classroom.

## Seating Chart Tool

To open the **Seating Chart** tool through the **Search Menu**:

1. Click on the **Search** icon.
2. In the **Type** field, click on the drop-down arrow, and then choose **Tool**.
3. In the **Search** field, type **Seating Chart**, and then click **Search**.
4. Click on **Seating Charts** from the results that appear.



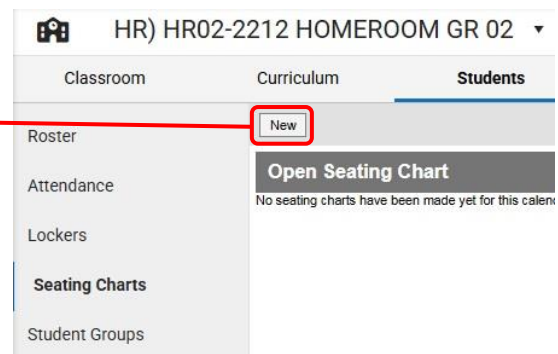
To open the **Seating Chart** tool through the **Teaching Center**:

1. Click on the name of the homeroom where you want to create the seating chart.
2. From the menu that appears, click on **Students**.
3. Click on **Seating Charts**.

## Creating a Seating Chart

From the **Open Seating Chart** window:

1. Click **New**.



2. Click on the **Section** where you want to create the seating chart.
3. Enter a **Name** for the new seating chart.
4. Select the number of **Columns** and **Rows** in indicate how many desks to include in the seating chart.
5. Indicate the **Horizontal** and **Vertical** spacing you want between desks.
6. Click on the drop-down arrow under the **Place Students** section, and then choose how the students will be placed in the seating chart.
7. Click **Create Chart** to create a seating chart based on the parameters you selected.

The seating chart fills based on the parameters that you set, but you can click and drag desks into any configuration you would like.

8. Once you have finished the seating chart, click **Save** to add it to your list.

### Create New Seating Chart

\*Section(s)

HR02-2212 HOMEROOM GR 02

0201-2212 READING 2  
0202-2212 WRITING 2  
0203-2212 SOCIAL STUDIES 2  
0204-2212 MATH 2  
0205-2212 SCIENCE 2  
HR02-2212 HOMEROOM GR 02

\*Seating Chart Name

Grade 2 Homeroom

Column  
5 ▾ Students: 19

Rows  
5 ▾ Desks: 5 x 5

Horizontal space between desks  
1/2 desk ▾

Vertical space between desks  
1/2 desk ▾

Place Students  
Do Not Place ▾

**Create Chart**

### Click and Drag Logic

The following logic applies to the manual placing of students into a seating 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.

### **Seating Chart Options**

The following options are located in the top menu bar of the seating chart.

**Delete** - Deletes the open seating chart.

**Copy Layout** - Copies this desk layout to a new chart.

**Print Options** – Opens the printing options for the seating 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, *Alphabetically A to Z, Alphabetically Z to A, or Random.*

**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.

### **IT Support**

#### **Creating Seating Charts:**

If you have issues with **Creating Seating Charts** after reviewing the steps above, please submit a support request via email to [epssupport@eriesd.org](mailto:epssupport@eriesd.org).