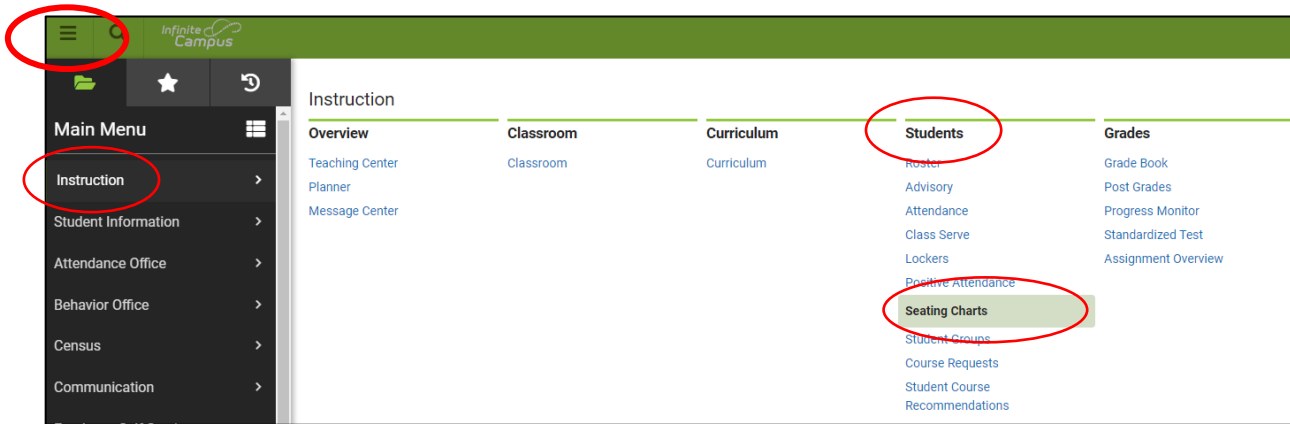


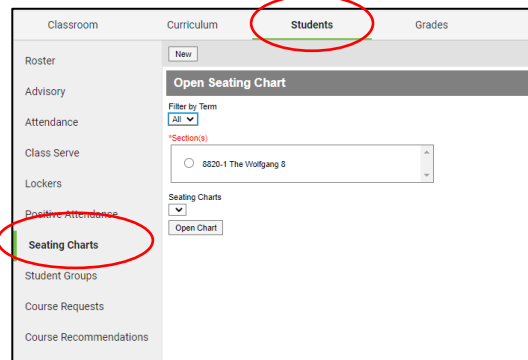
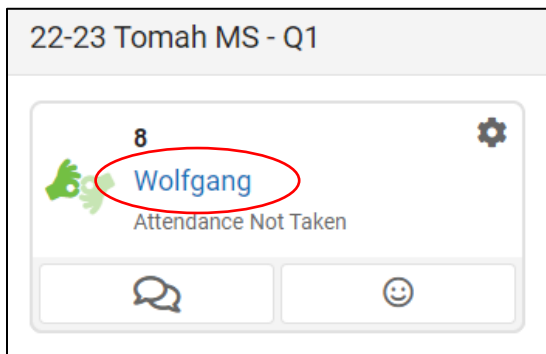
Infinite Campus Teacher Guide – Creating Seating Charts

Create Seating Charts – If you want to use the seating chart feature in Infinite Campus for taking attendance, consider “creating” the seating chart ahead of time. You can move desks/students around, later, as you like.

- **Pathway from Main Menu:** Instruction > Students > Seating Charts

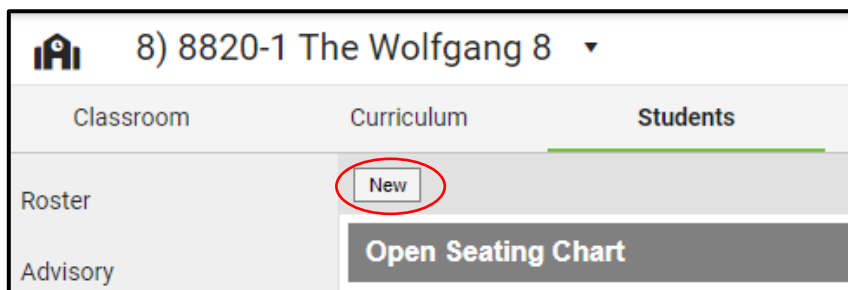


You can get to the same place by clicking on the course title from the teaching center dashboard.



Either way works! You’ll develop the route you prefer. Once at this screen, follow these steps to create your seating chart for each class you teach.

- Click “New” in the upper left-hand corner.



- Select Section > Name the Seating Chart > Drop Down Desk Number in Columns and Rows > Drop Down for Space Between Desks > Place Students > Create Chart

Infinite Campus

Open

Create New Seating Chart

*Section(s)

- 8820-1 The Wolfgang 8
- 8820-2 The Wolfgang 8
- 8820-3 The Wolfgang 8
- 8820-4 The Wolfgang 8

*Seating Chart Name

8th Hour Wolfgang M-W

Column
2 ▾ Students: 0

Rows
10 ▾ Desks: 10 x 2

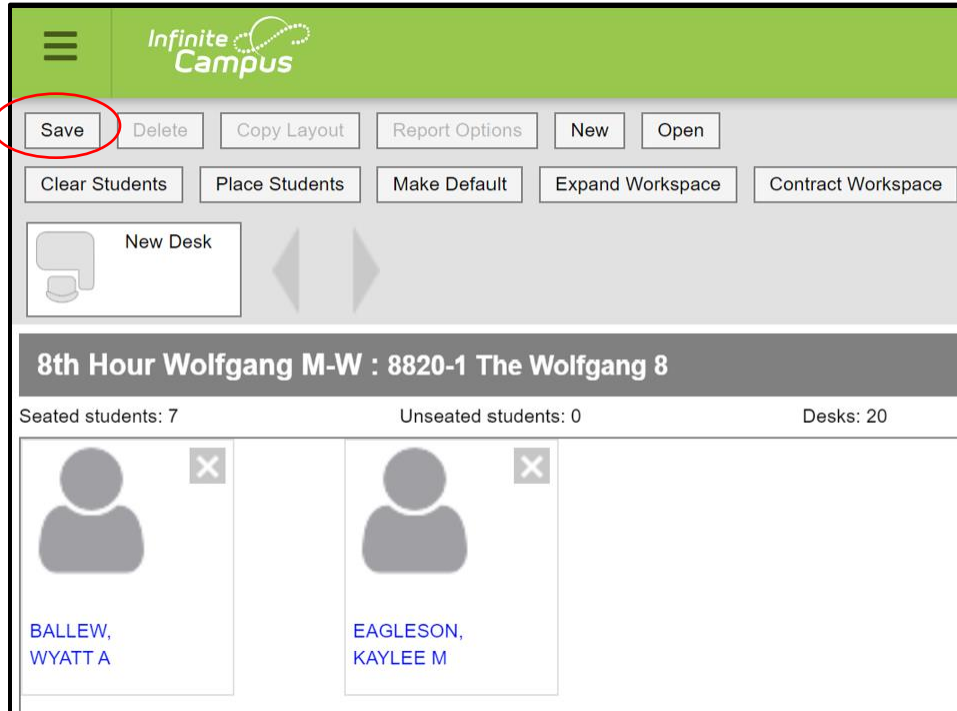
Horizontal space between desks
1/2 desk ▾

Vertical space between desks
1/2 desk ▾

Place Students
Alphabetically A to Z ▾

Create Chart

- Students will appear in a seating chart. Drag and drop them as desired to various areas of the “room.” Add desks as needed using the “New Desk” icon.
 - **Remember to SAVE (upper left corner)**



“Clear Students” brings all students to the top of the screen. You can then drag them and drop them onto a desk.

- Remember to SAVE (upper left corner).

