## 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.

- Э \* Instruction Main Menu Overview Classroom Curriculum Students Grades Teaching Center Classroom Curriculum Grade Book Instruction > Planner Advisorv Post Grades Message Center Attendance Progress Monito Student Information Class Serve Standardized Test Lockers Assignment Overview Attendance Office Behavior Office Seating Charts Census Course Requests Communication Student Course Recommendations
- 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.

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Advisory Refer by Term Attendance Wolfgang Attendance Not Taken Attendance Not Taken	22-23 Tomah MS - Q1	Roster
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Wolfgang Attendance Not Taken	8 🏟	"Section(s)
Attendance Not Taken	Wolfgang	O 8820-1 The Wolfgang 8
Seating Charts		Positive Attendance
		Seating Charts
Student Groups Course Requests		
Course Recommendations		

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.

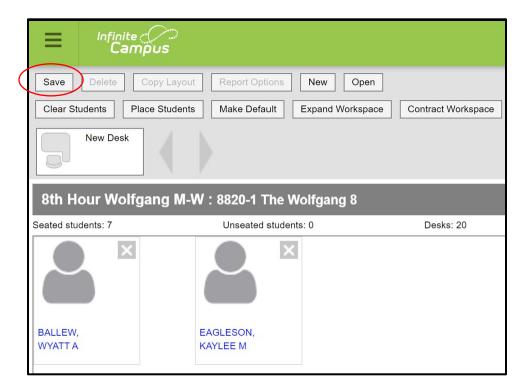
• Click "New" in the upper left-hand corner.

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Clas	ssroom	Curriculum	Students
Roster		New	
Advisory	,	Open Seating	Chart

 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		
Crea	ate New Seating Chart	
*Section	(\$)	
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0	8820-2 The Wolfgang 8	
0	8820-3 The Wolfgang 8	
0	8820-4 The Wolfgang 8	•
8th Hou Column 2 V Rows		
1/2 des	space between desks k ❤	

 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).

