



Seating Chart Overview

Creating a Seating Chart

Seating Charts are highly flexible and allow many levels of control by the teacher to design and create Seating Charts.

- **Grading > Teacher Gradebook > Menu > Seating Charts**

To Create a Seating Chart

Select the Course/Section and click Create.

Grading > Teacher Gradebook

Menu Seating Chart Section: 02 | Psychology (01) | S1 | 08 Elkins, Larsen

No Seating Chart Assigned Create

Select the correct Properties and Seat Assignment and click Create Seating Chart.

Room Properties

- Based on Room Properties, the Type of Room Layout to assign may be selected.
- Based on the Type of Room Layout chosen, a Seating Type is selected.

Standard or Horseshoe Layout Properties

- Based on Standard or Horseshoe Layout Properties, the Number of Columns and Rows to assign may be selected.

Seat Assignment

- Seats may be assigned alphabetically, randomly, or manually.
- Seats may be assigned by Column or by Row.

Grading > Teacher Gradebook

Menu Seating Chart Section: 02 | Psychology (01) | S1 | 08 Elkins, Larsen

Class Information
Class 02 | Psychology (01)
Building A
Room 30
Student Count 15

Room Properties
Room Layout Please Choose
Seating Type Please Choose

Seat Assignment
Assign Seat Please Choose Please Choose

Create Seating Chart Cancel

Student Pictures

- Pictures of Students, if uploaded into SAM, will display on the Seating Chart once it has been created.

Editing of Seating Charts

- Seats may be edited once a Seating Chart has been assigned.

After being created the Seating Chart may be printed by clicking the **Print** icon.