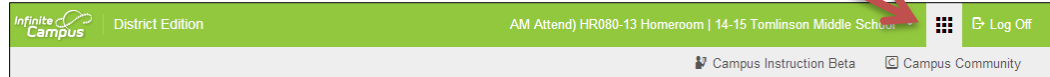# Infinite Campus- Print Seating Chart (Instruction Beta)

The Seating Charts may be customized now to allow for non-linear seating plans in classrooms. It is also possible to print a seating chart and show pictures.
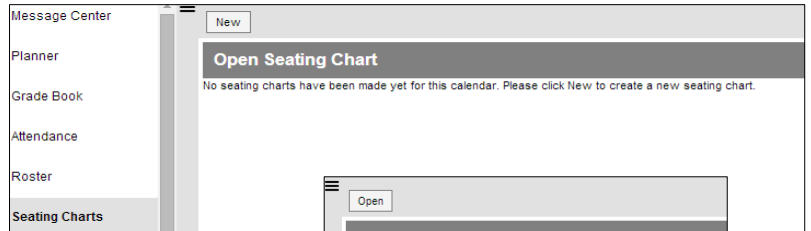
> These are helpful for your sub folder

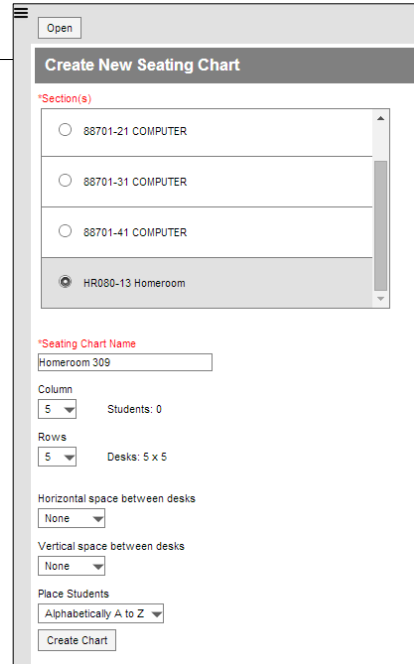Log into IC   (or switch to **Campus Instruction Beta** view from **Campus Tools** view)
- select the app switcher icon in the top right corner (9 little squares)
- select Campus Instruction Beta
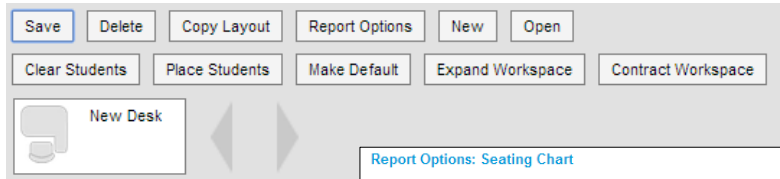

1. Select **Seating Charts**
2. Click **New**

3. Select one **Section** from your drop down list
4. **Name** the Seating Chart
5. Choose number of **Columns and Rows**
6. Choose **Space** between if desired
7. Choose an option to **Place Students** alphabetically or randomly
8. Click **Create Chart**
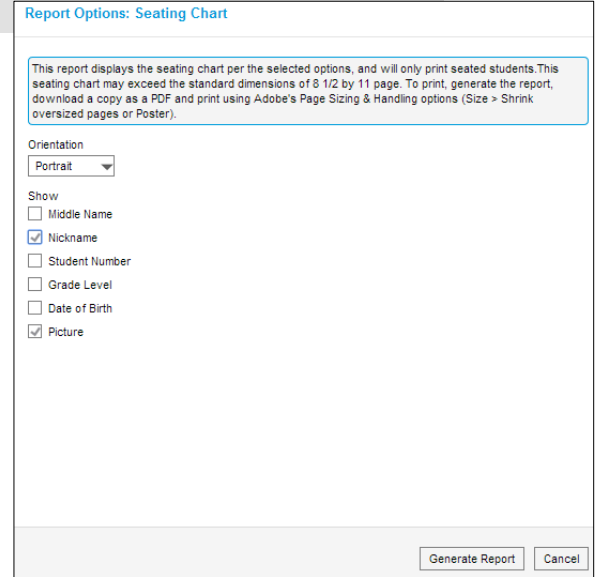9. **Seating Chart Grid will appear**

10. Click **SAVE!!**

11. Click **Copy Layout** to copy to another class section

12. Click **Report Options** To print a seating chart,
    a. Check the desired print options, including a picture
    b. Click Generate Report
    c. When Chart displays, it is possible to Print it or Save it as a PDF file
    d. The is no option to make the pictures or names print larger

13. Click **Place Students** to change to random, etc

14. To **customize the seating chart layout** to reflect your classroom layout:
    a. Drag and drop student desks
    b. Create pods, U shapes, etc
    c.

15. Clicking the X will delete the student desk
16. **SAVE** new seating chart layout!!