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

		Infinite District Ed			AM Attend) HR08	0-13 Homeroom 14-15 Tomlinson Middle School 🕂 🗰 🕒 Log Off
						₽ Campus Instruction Beta C Campus Community
1. 2.		eating Charts w		Message Center Planner Grade Book Attendance Roster Seating Charts		ating Chart ts have been made yet for this calendar. Please click New to create a new seating Open
				oodding onlarto		Create New Seating Chart
3.	Select or	ne Section from	*Secton(s)			
4.		e Seating Char			O 86701-31 COMPUTER	
5.	Choose r	number of Colu	88701-41 COMPUTER			
6.		pace betweer			HR080-13 Homeroom	
7. 8.	randoml	an option to Pl y ate Chart	ace Students	ally or	*Seating Chart Name Homeroom 309 Column 5 V Students: 0	
9.	Seating (Chart Grid will	appear			Rows 5 V Desks: 5 × 5
	Homeroor	n 309 : HR080-13 F	lomeroom	Horizontal space between desks		
	eated students:	24	Unseated students: 0		Desks: 25	Vertical space between desks
		×××	×	×	×	Place Students Alphabetically A to Z
)8 Ali, Ammar	08 Beerbower, Lexi T	08 Breakell, Conor W	08 Cohen, William O (Will)	08 Dougherty, Grace J (Gracie)	
		X X	X	X	×	

08 Kane, Caitlyn P (Caitlyn)

08 Hutter, Andrew R

(Andy)

10. Click SAVE!!

08 Ferreira, Charles M

(Matt)

08 Figueras, Millenia N 08 Houston, Angelica M 11. Click **Copy Layout** to copy to another class section

Save Delete Copy Layout Report	Options New Open							
Clear Students Place Students Make D	efault Expand Workspace Contract Workspace							
New Desk	Report Options: Seating Chart							
	This report displays the seating chart per the selected options, and will only print seated students. This seating chart may exceed the standard dimensions of 8 1/2 by 11 page. To print, generate the report, download a copy as a PDF and print using Adobe's Page Sizing & Handling options (Size > Shrink oversized pages or Poster). Orientation Portrait Show Middle Name							
12. Click Report Options To print a seating chart,								
 a. Check the desired print options, including a picture 								
b. Click Generate Report	Vickname Student Number							
c. When Chart displays, it is possible to Print it or	Grade Level Date of Birth							
Save it as a PDF file	✓ Picture							
d. The is no option to make the pictures or								
names print larger								
13. Click Place Students to change to random, etc	Generate Report. Cancel							

- 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														
		×		×							×			X	
80	Ali, Ammar		08 Beerbower LexiT	;		×		×		Dougherty, Grace J (Gracie)		08	Kane, Caitlyn P (Caitlyn)		
		×		×	08 Breakell, Conor W		08 Cohen, William O (Will)				×			×	
80	Ferreira, Charles M (Matt)		08 Figueras, Millenia N		08 Houston,	×	08 Pires,	×		Hutter, Andrew R (Andy)		08	Rhoades, Justin A (Justin)		
					Angelica M		Leticia F								

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