

How to create a seating chart using Infinite Campus

The following steps will assist you in taking attendance using Infinite Campus.

1. Log into Infinite Campus with your district supplied Infinite Campus credentials.
2. Click Seating Charts in the Infinite Campus dynamic navigation.
3. Click New.
4. Select what period/course/section you would like to create a seating chart for.
5. Give your seating chart a name.
6. Based on the number of students your period/course/section has, select the appropriate number of columns or rows, using the drop down boxes, to ensure each student has a seat.
7. Using the drop down boxes, select how much horizontal or vertical space you will to have between desks.
8. Using the drop down box entitled "Place Students", select how you would like your students to be placed in the seating chart, Alphabetically, A to Z or Z to A, at random, or you can select to have them not placed in the chart allowing you to place them where you wish.
9. Click create chart.
10. Edit the chart to your liking.
11. Click the save button and your seating chart will be created. You may create

*You may create multiple seating charts for the same class if you wish.