Adding Students to Your Seating Chart

This Document will help you use the Seating Chart Tool to create a seating chart. The Seating Chart Tool automatically adds students based on their enrollment into your course. As a faculty member you have the option to create the seating chart yourself, or you can have students fill out the chart during the first few days of class by visiting your bCourses site.

Student Created Seating Chart
Allowing students to fill out and maintain the seating chart is a quick and easy way to set up seating. Included in the guide are tips on how to use it effectively your first days of class. To block seats before the semester begins, like the back row, skip to “Blocking or Reserving Seats”

1. On the first day of class, after students have been seated, instruct them to visit your bCourses site and mark where they are seated in the Seating Chart Tool.
2. Students that are not yet enrolled in the course will be unable to do this and must wait until they are enrolled into the course to pick their seat.
3. Inform students that after class there will be openings since some may drop the course and students that have not been added to the course will have to choose their seat later on.
4. You may choose to lock the seating chart after a specific date or allow students to move around as they wish. To learn how to lock your seating chart, skip to the section “Locking Your Seating Chart”

Login to the Seating Chart Tool.

1. Visit law.berkeley.edu.
2. Click the “For Faculty & Staff” Button.
3. Click “Classroom Seating Chart” link under Courses and Teaching. You will be taken to a CalNet ID Login page.
4. Type your Username and Password.
5. Click Authenticate. Your seating chart course list will appear.

Blocking or Reserving Seats
Faculty may block or reserve certain seats in the Seating Chart Tool. For example a seat in the far corner, or the entire back row can be blocked. You may also block a seat to reserve it for guest speakers, those with special needs or even for yourself.
1. Login to the Seating Chart tool.
2. Click the room number, located to the right of your course on your course list page.
   The Seating Chart Tools will appear.
3. **Click “Block Seats”** under the Controls heading.
4. **Locate the seat you want to block and click on it.** A red X should appear on the seat.
5. You may unblock those seats by **Click “Unblock Seats”** under Controls and clicking on the seats marked with an X.

### Assigning Seats to Students
You may assign students seats before the first day of class or during the first day while taking roll. You can also choose to create a random seating chart arrangement.

Tip: You must inform students that they will be assigned seating. To save time assign seats before or after the first day of class. Students can then see their new seat and spend less time moving around during class.

1. **Login to the Seating Chart Tool.**
2. **Click the room number,** located to the right of your course on the course list page. The Seating Chart Tools will appear.
3. **Click “Add Students”** under the Controls heading.
4. **Click “Select Student”** drop down menu.
5. **Select student from drop down menu.**
6. **Click on the seat you would like to assign them too.**
7. To create a random seating arrangement, **Click “Randomize”**.
8. You **MUST** Lock the chart if you do not want students to make changes.

### Locking the Seating Chart
Locking the seating chart allows you to learn student names more easily. It is also necessary if you wish to keep students in their arranged seats.

Tip: For a student created seating chart, wait until enrollment is finalized (Usually 2-3 weeks) before locking the chart. It is important to inform students of this deadline.

1. **Login to the Seating Chart Tool**
2. **Click the room number,** located to the right of your course on the course list page. The Seating Chart Tools will appear.
3. **Click “Lock”** under the Lock Chart heading.

### Keep Track of student response, nicknames and pronunciation.

1. **Login to the Seating Chart Tool**
2. **Click the room number,** located to the right of your course on the course list page. The
Seating Chart Tools will appear.

3. **Click on the photo of the student in the seating chart.** It will expand to show more info.

4. You may add a nickname and pronunciation, under Pronunciation Guide and Nickname.

5. **Click “Submit”** when you are finished.
6. To track question responses, Type in the questions under the Student in Class Responses section. Select Answer Quality, notes and Click Submit.

7. You may check all answers tracked by Click “All Student Responses” under the Menu heading.

What Else Can I do?
The Seating Chart Tool also will help you learn student names by taking a Face Quiz or by viewing student profiles by click on their photos. You can also print out the seating chart or just a blank diagram of seats in the classroom.