



D2L Seating Charts

D2L has a seating chart tool which allows you to pick a classroom location/layout and create a seating chart which randomly assigns students a seat according to the select location/layout. Overall, the process must be completed in the following order:

- 1) Pick a location for the class
- 2) Create a seating chart and assign students
- 3) Create a class meeting via a D2L course calendar event, which references the seating chart.
 - a. This allows students to view their seating assignment and for you to mark attendance for those that attended.
- 4) ***Mark attendance from a class session**

[Setting a Classroom Location](#)

[Creating a Seating Chart](#)

- [Assigning Students to a Chart](#)

[Creating a Calendar Event](#)

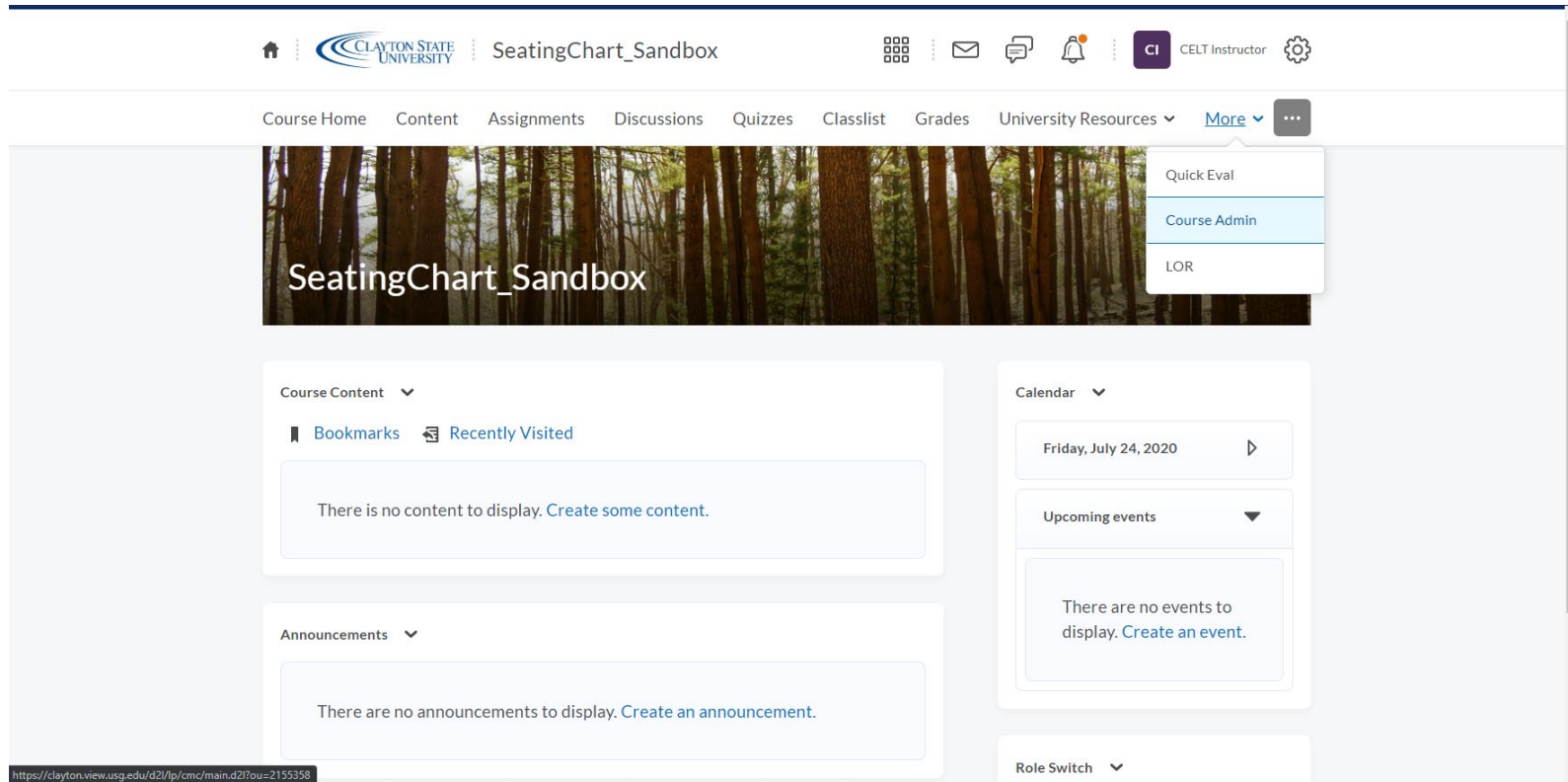
[Taking attendance from a class session](#)

Prefer a video?

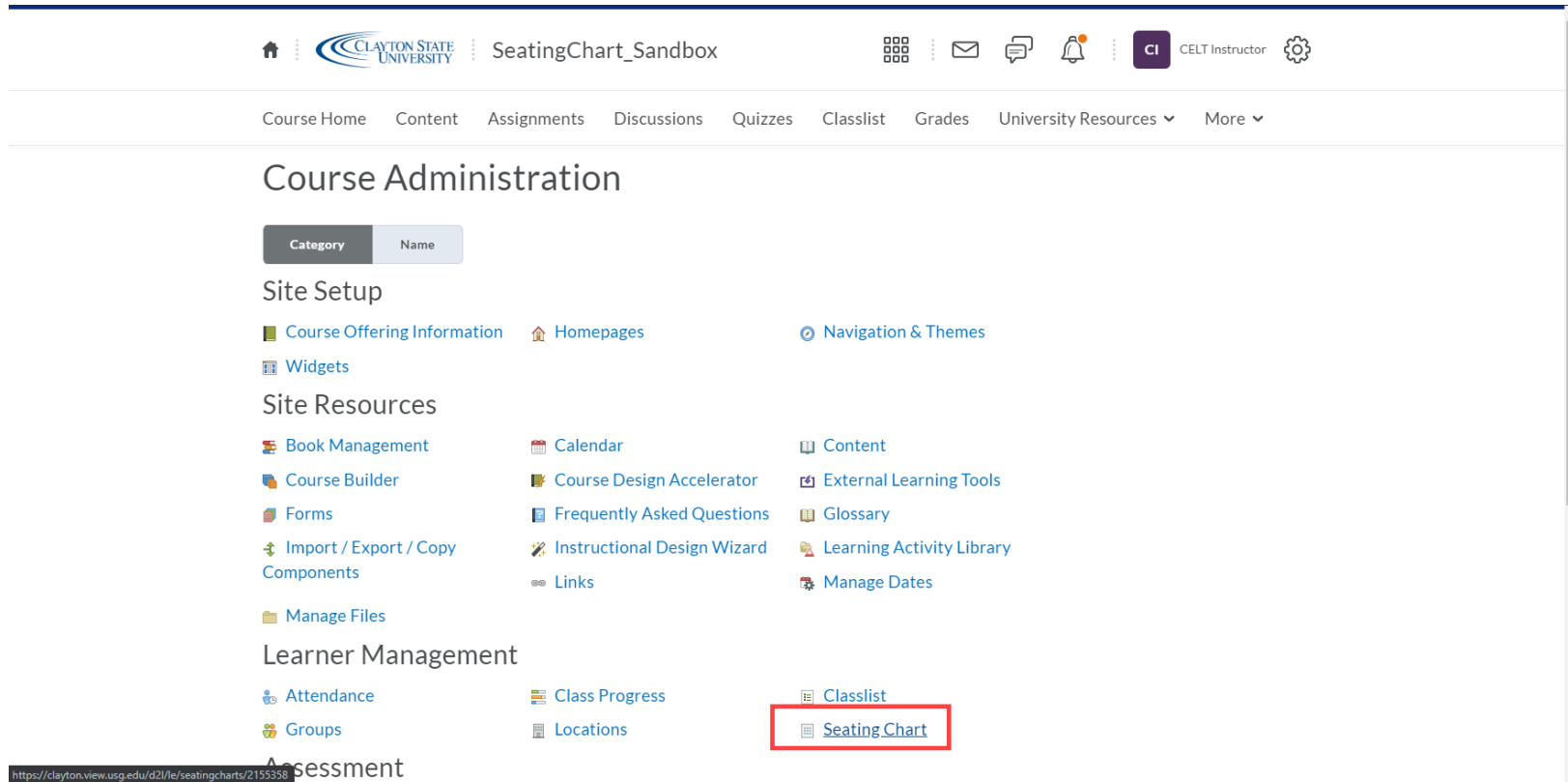
[Click here to view a step-by-step tutorial video.](#)

Classroom Location

Step 1: Login to D2L, access the course in which you'd like to create a seating chart, find and click **Course Admin**.



Step 2: From the course administration area, locate and click **Seating Chart**



Step 3: Click **Manage Locations** (Image 3.1). After clicking **Manage Locations** you'll be displayed with a list of classroom locations available to use as a seating chart layout (Image 3.2). You may scroll the list to view more or type in the "Search Locations" text-box on the upper right-hand side of the screen. You may search by classroom number or building to narrow the overall list.

Image 3.1

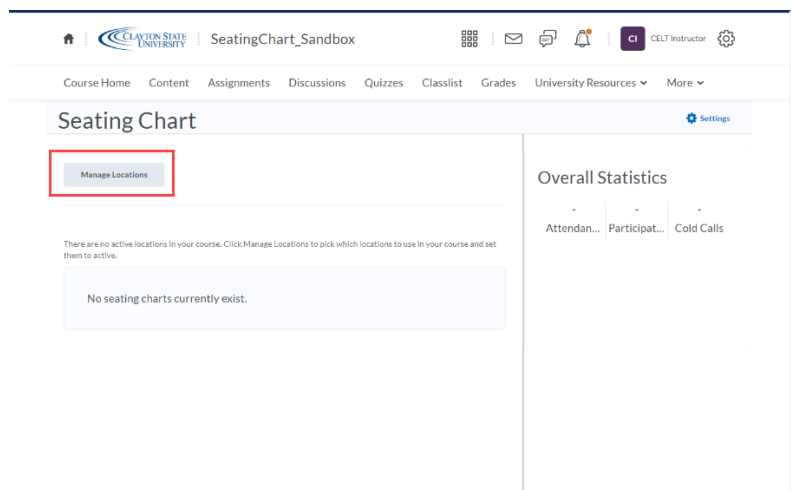
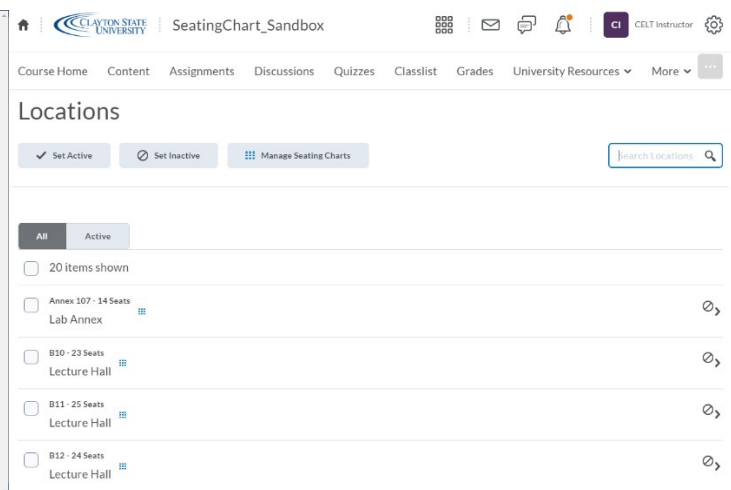


Image 3.2



Step 4: Once you've found the location you wish to build a seating chart from, you need to set the location as active. You may do so by clicking the checkbox next to the location and then click **Set Active** (Image 4.1). Or, you may click the on the location itself and then click **Set Active** (Image 4.2).

Image 4.1

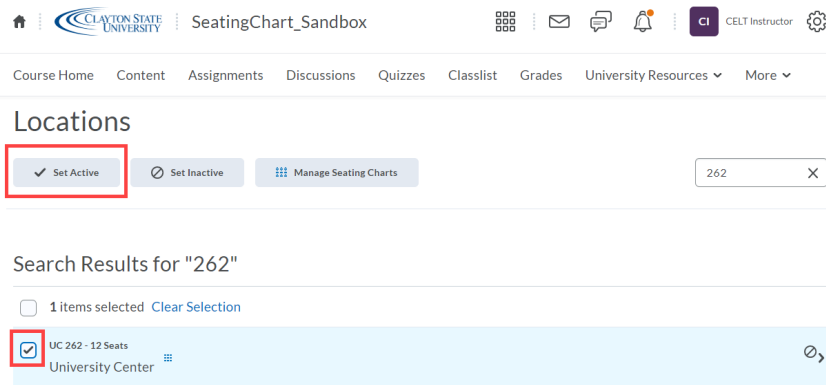
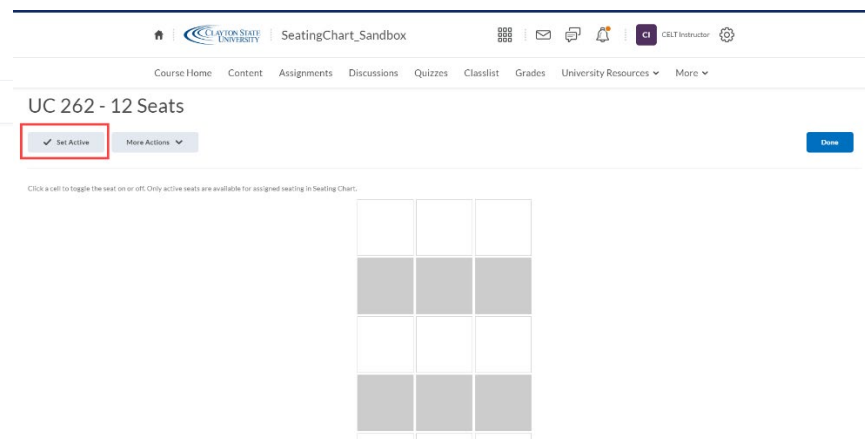


Image 4.2

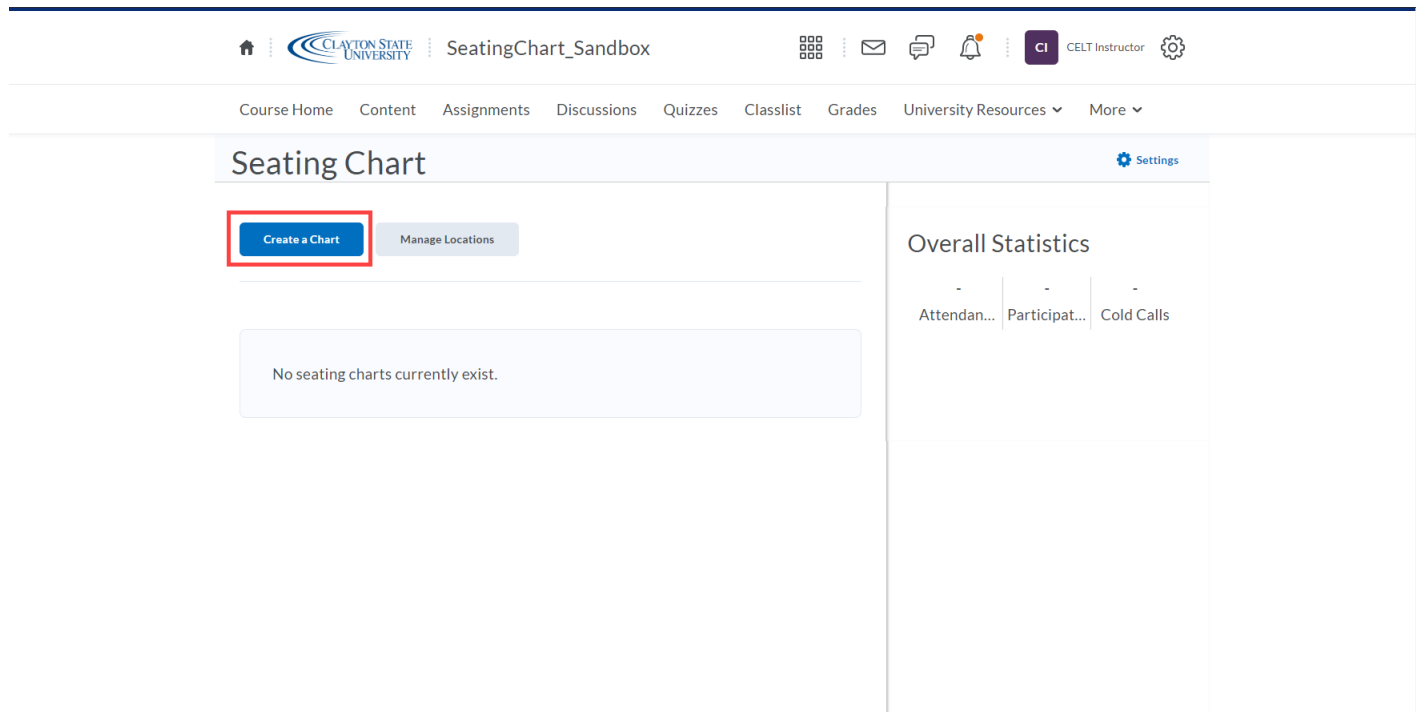


Step 5: After setting a location as active, click **Manage Seating Charts** to be taken back to the seating chart tool.

The screenshot shows the top navigation bar of the SeatingChart_Sandbox interface. The header includes the Clayton State University logo, the course name 'SeatingChart_Sandbox', and user information 'CEL T Instructor'. Below the header is a menu with options: Course Home, Content, Assignments, Discussions, Quizzes, Classlist, Grades, University Resources, and More. The main section is titled 'Locations' and contains three buttons: 'Set Active', 'Set Inactive', and 'Manage Seating Charts'. The 'Manage Seating Charts' button is highlighted with a red rectangular box. To the right of these buttons is a search bar labeled 'Search Locations'. Below the buttons are two tabs: 'All' and 'Active'. The 'All' tab is selected. Underneath, there are two location entries: 'Annex 107 - 14 Seats Lab Annex' and 'B10 - 23 Seats Lecture Hall'. Each entry has a checkbox on the left and a magnifying glass icon on the right.

Creating a Seating Chart

Step 1: From the seating chart tool, click **Create a Chart**.



Step 2: You will be prompted to name the chart, select the location, and attendees. The attendee drop-down may contain different attendee groups if your course is cross-listed. After entering in the details, click **Save**.

Create a Chart ✕

Chart Name *

ChartSandbox-Section01

Location

UC 262 - 12 seats ▾

Attendees

SeatingChart_Sandbox ▾

Save Cancel ⌵

Assigning Students to Seats

After creating a chart, you can assign students to available seats. Note: The white blocks are available seats and the gray blocks designate either skipped seats or walkways depending on the classroom layout.

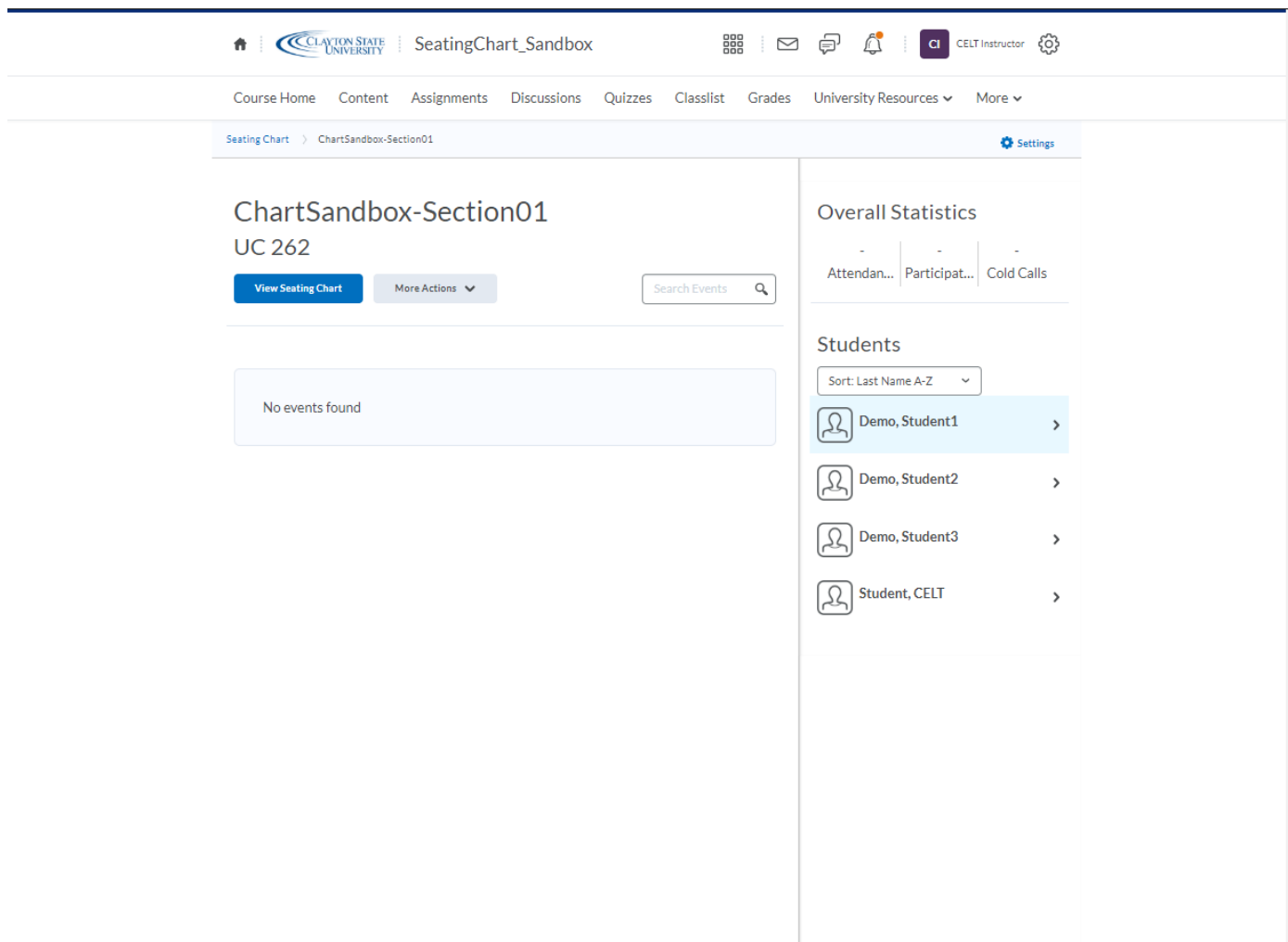
Step 1: Once a chart is created, you'll be taken to the layout/student assignment screen. To place students in available seats, scroll to the bottom of the page and click **Assign All** then select the assignment method (randomize, bottom left, bottom right, top left, top right).

The screenshot displays the 'SeatingChart_Sandbox' interface. At the top, there is a navigation bar with 'Course Home', 'Content', 'Assignments', 'Discussions', 'Quizzes', 'Classlist', 'Grades', 'University Resources', and 'More'. Below this, the title 'ChartSandbox-Section01' is shown with 'Print' and 'Settings' options. A 'Lock' button and 'More Actions' dropdown are also present. The main area features a 6x3 grid of seats. The top row is white, the second row is gray, the third row is white, the fourth row is gray, the fifth row is white, and the sixth row is white. Above the grid are tabs for 'Cold Call', 'Low Scores', and 'Attendance', along with a 'Search Students' input field. To the right of the grid is a dropdown menu with options: 'Randomize', 'Bottom Left', 'Bottom Right', 'Top Left', and 'Top Right'. At the bottom of the page, there is an 'Unassigned Students' section with a list of four students: 'Student1 Demo', 'Student2 Demo', 'Student3 Demo', and 'CELT Student'. A red box highlights the '+ Assign All' button in the bottom right corner of the interface.

Step 2: After assigning students, their icon will be placed on the available seats. You may then click **Return to Events** in the upper right-hand corner.

The screenshot shows a web interface for a seating chart. At the top, there is a navigation bar with the Clayton State University logo and the title "SeatingChart_Sandbox". Below this is a secondary navigation bar with links for "Course Home", "Content", "Assignments", "Discussions", "Quizzes", "Classlist", "Grades", "University Resources", and "More". The main content area is titled "ChartSandbox-Section01" and includes a "Print" button, a "Settings" button, a "Lock" button, and a "More Actions" dropdown menu. A "Return to Events" button is located in the top right corner of the main content area. Below the navigation, there are tabs for "Cold Call", "Low Scores", and "Attendance", along with a "Search Students" search bar. The seating chart itself is a 3x3 grid. The top row has "Student1 Demo" in the middle seat and "Student3 Demo" in the right seat. The bottom row has "CELT Student" in the left seat and "Student2 Demo" in the middle seat. The other seats in the grid are empty. At the bottom right of the grid, it says "12 seat capacity".

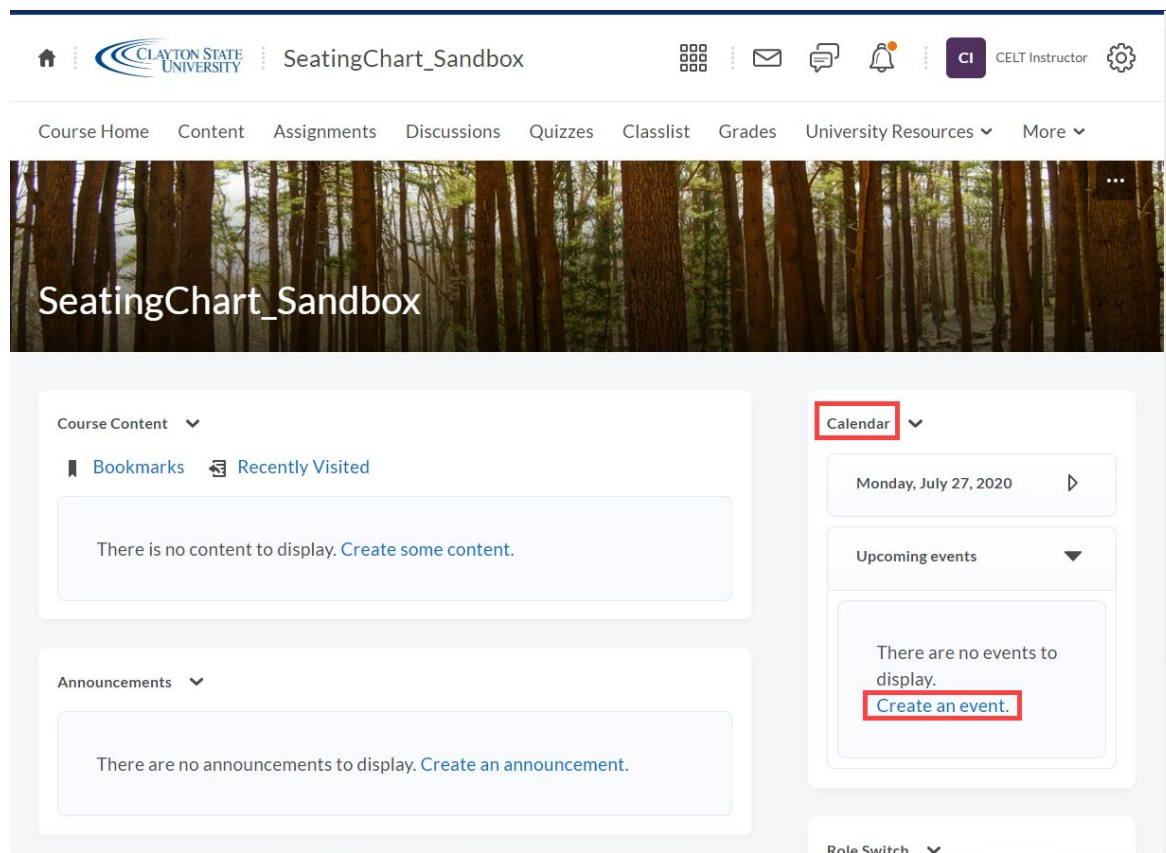
Step 3: You are then taken back to the seating chart tool for the course. After assigning students to a chart, their names appear in this view on the right-hand side as a quick way to inform you as to whether or not you've assigned students to that particular chart.



Create an Event

After creating a seating chart, and assigning students, you can then create a calendar event which allows students to view their seating chart assignment. Additionally, creating an event from the seating chart allows you to capture attendance from a class session.

Step 1: Go to your course homepage. You may click **Create an event** if your calendar tool displays that text or click **Calendar** if the “Create an event” option is not displayed. If you click **Calendar** you will click **Create Event** from that screen.



Step 2: From the create event screen, name the event. The name you enter is what will display in the calendar and will be visible to students. Therefore, you may want to name the event something recognizable, like “CSU 1000 – M/W”.

The screenshot shows the 'Create Event' interface. At the top, there is a navigation bar with the Clayton State University logo and the course name 'SeatingChart_Sandbox'. Below this is a menu with options like 'Course Home', 'Content', 'Assignments', 'Discussions', 'Quizzes', 'Classlist', 'Grades', 'University Resources', and 'More'. The main heading is 'Create Event'. Underneath, there is a section for 'SeatingChart_Sandbox'. The 'Title' field is highlighted in light blue and contains the text 'SeatingChart-Section01-M/W'. Below the title field is a description field with a rich text editor toolbar. The toolbar includes icons for video, image, link, paragraph, bold, italic, and underline. At the bottom of the form, there are 'Create' and 'Cancel' buttons.

Step 3: Scroll down the page to set a start date/time/length of the event. If you'd like to set the event to recur throughout the semester, click **Add Recurrence** (Image 3.1). Then you can designate how frequently the event (class session) will occur (Image 3.2).

Image 3.1

The screenshot shows the 'When' section of an event creation form. It includes a 'Description' field at the top with a rich text editor. Below it, the 'When' section has an 'All day' checkbox (unchecked). The date and time are set to 7/27/2020 from 11:00 AM to 11:30 AM, with the location 'United States - New York'. The 'Add Recurrence' button is highlighted with a red box, and the 'Add Restriction' button is visible next to it. A 'Location' dropdown menu is set to '-- No location --'. At the bottom, there are 'Create' and 'Cancel' buttons.

Image 3.2

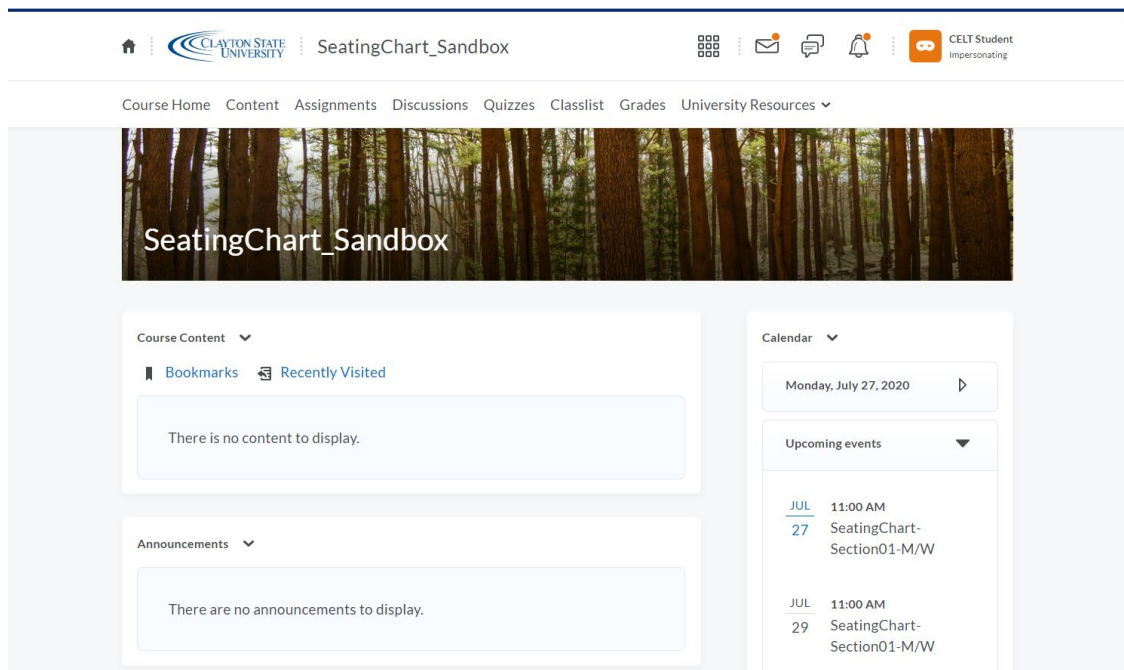
The screenshot shows the 'Add Restriction' dialog box open over the event creation form. The dialog box has a title bar 'Add Restriction' and a close button 'X'. It contains the following fields: 'Recurrence' set to 'Weekly', 'Repeat Every' set to '1 week(s)', 'Repeat On' with checkboxes for Sun (unchecked), Mon (checked), Tue (checked), Wed (checked), Thu (unchecked), Fri (unchecked), and Sat (unchecked), and 'Recurrence Ending' set to '11/16/2020'. At the bottom of the dialog, there are 'Create' and 'Cancel' buttons.

Step 4: Scroll down to select the location of the event (class). After selecting a location any seating charts you’ve created from that location will be available to select. Ensure the “Use Seating Chart” check-box is selected, then click **Save**.

Note: If you select a location but have not built a seating chart using that location, the “Use Seating Chart” option will NOT display. You must create a seating chart from that location first before creating an event.

The screenshot shows a form for creating an event. At the top is a large empty box with a toolbar containing icons for undo, redo, copy, paste, and other editing functions. Below this is the 'When' section, which includes an 'All day' checkbox (unchecked), a date and time range from 7/27/2020 11:00 AM to 7/27/2020 11:30 AM, and the location 'United States - New York'. An 'Add Restriction' button is present. The 'Recurrence' section is expanded, showing 'Weekly' as the recurrence type, '1 week(s)' as the repeat interval, and 'Repeat On' days: Sun (unchecked), Mon (checked), Tue (unchecked), Wed (checked), Thu (unchecked), Fri (unchecked), and Sat (unchecked). The 'Recurrence Ending' date is set to 11/16/2020. The 'Location' section shows 'UC 262' selected in a dropdown, with 'Use Seating Chart' checked. Below the location dropdown is another dropdown for 'ChartSandbox-Section01 (default)'. At the bottom are 'Save' and 'Cancel' buttons.

After creating the event, the upcoming class sessions will be displayed in the course calendar.



Students can click on the event, then click **View Seating Chart** to view their seat assignment for any of the upcoming events (class sessions).

ChartSandbox-Section01

Print

Return to Events

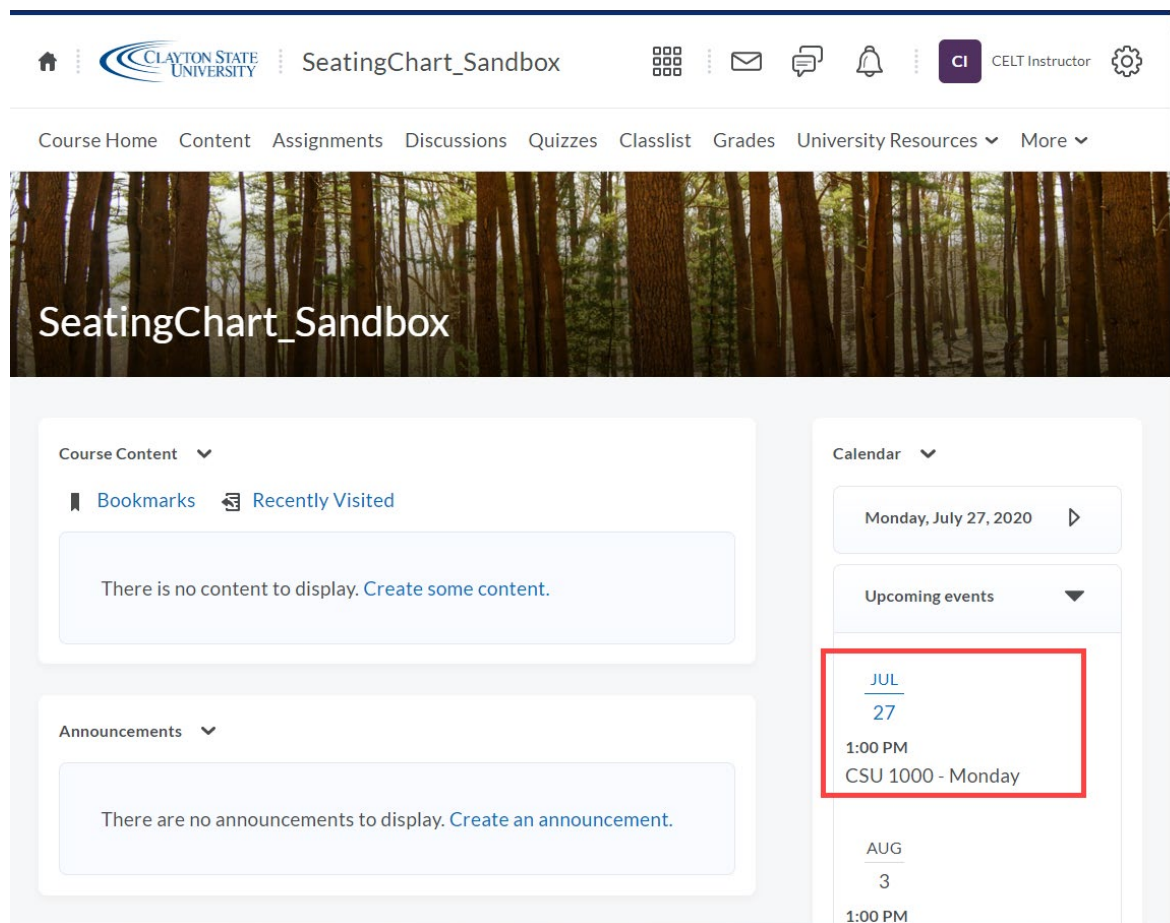
	Student1 Demo	Student3 Demo
CELT Student		Student2 Demo

12 seat capacity

Taking Attendance from a Seating Chart

Once you've created a seating chart and made it an event, via the course calendar, you are able to mark attendance for the session on that particular date/time.

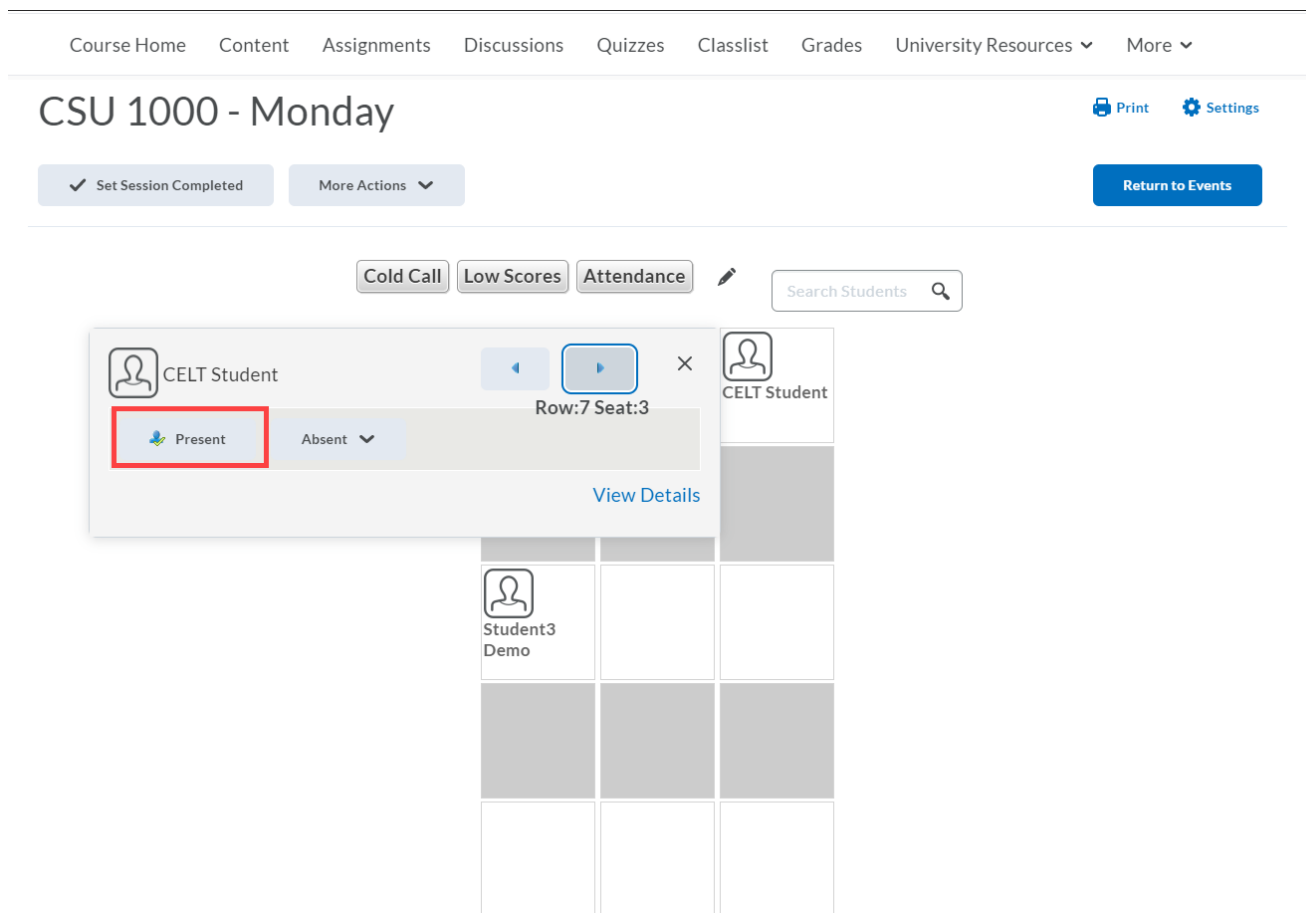
Step 1: Access the course in which you've created the seating chart and calendar event. Then click the particular event that you'd like to mark attendance for.



Step 2: Then click **View Seating Chart**

The screenshot shows a web interface for Clayton State University. At the top, there is a navigation bar with the university logo, the course name 'SeatingChart_Sandbox', and user information 'CI CELT Instructor'. Below this is a menu with options like 'Course Home', 'Content', 'Assignments', 'Discussions', 'Quizzes', 'Classlist', 'Grades', 'University Resources', and 'More'. A secondary bar shows the date 'Jul 27, 2020' and the course 'CSU 1000 - Monday', along with 'Print' and 'Settings' icons. The main content area features a card for 'CSU 1000 - Monday' with a time slot of 'Jul 27, 2020 1:00 PM - 2:00 PM'. Inside this card, there is a link for 'SeatingChart_Sandbox' and a red-bordered button labeled 'View Seating Chart'. To the right of the card is a 'Tasks' section with a dropdown arrow and an 'Add a task...' input field.

Step 3: Click on a student which will display another detail box. You can mark that student “Present” if they attended the class session. Clicking the arrow to the right of the detail area will advance to another student listed on the seating chart. This allows you to quickly navigate student to student for that session.



Note: Each calendar event is a unique class session. Therefore, you’ll need to click the calendar event for the particular date in which you’d like to take attendance.