CLAYTON STATE
UNIVERSITY
*Center for Excellence in
Learning and Teaching*

## 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
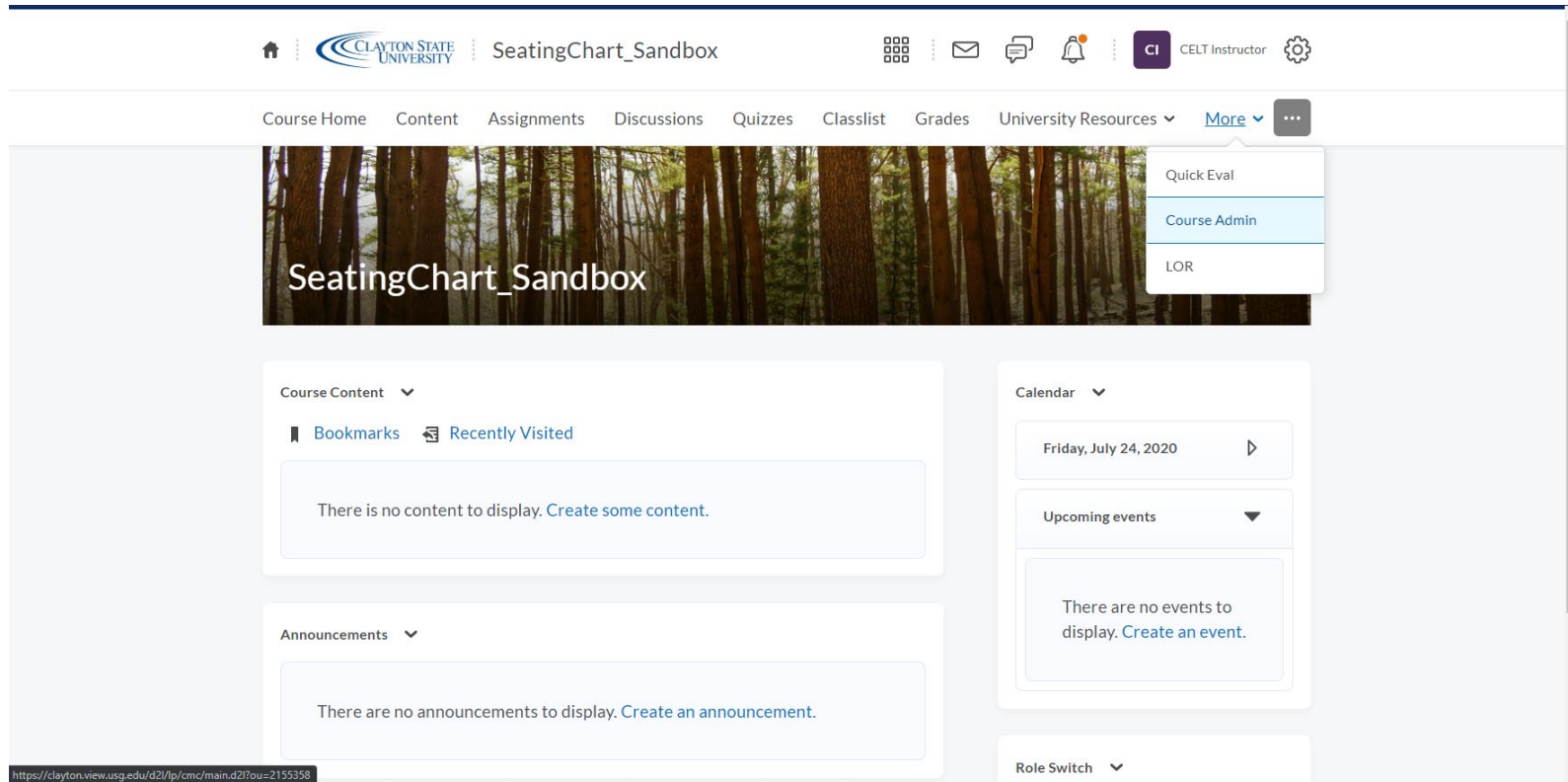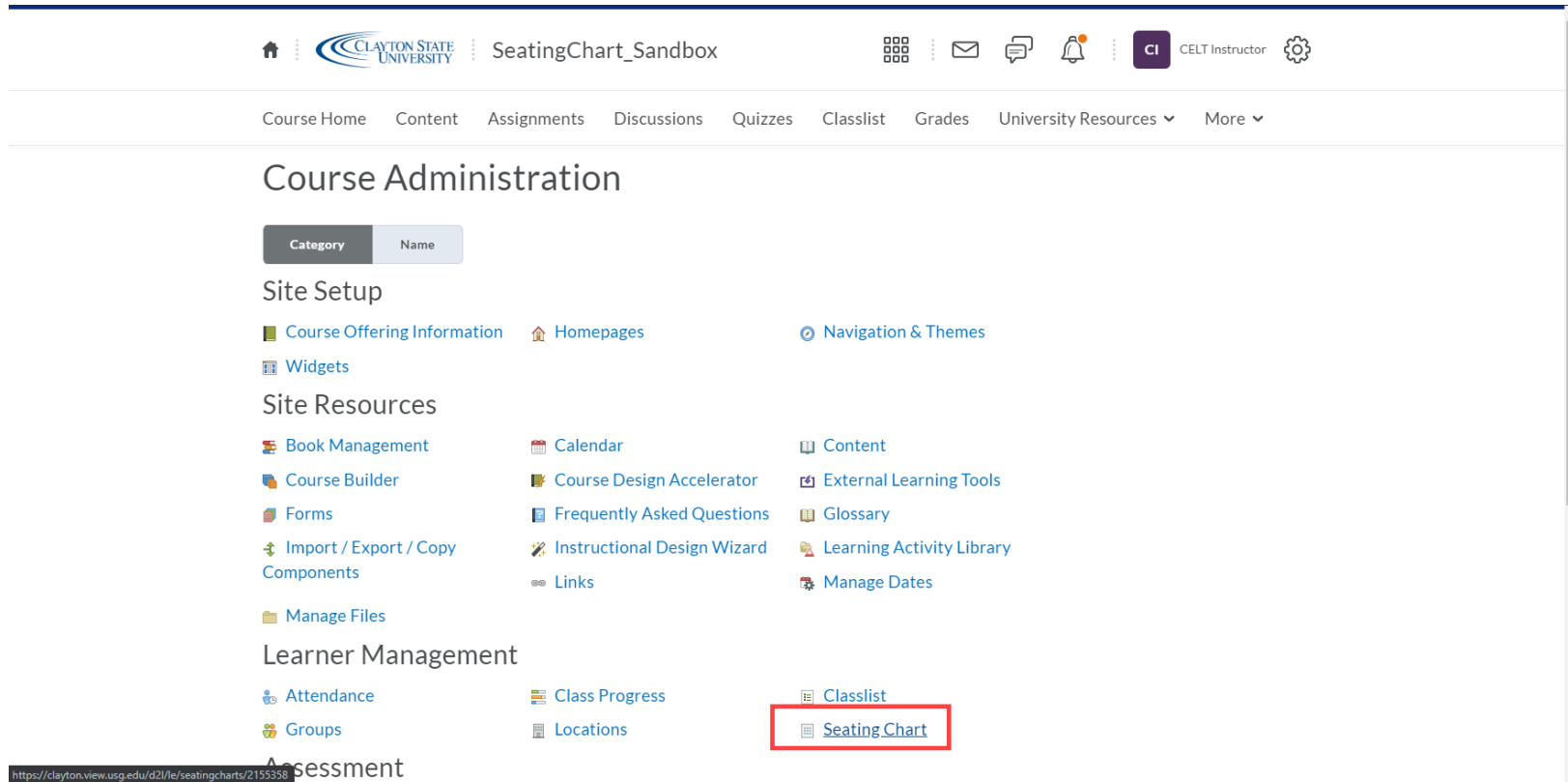Taking attendance from a class session


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.
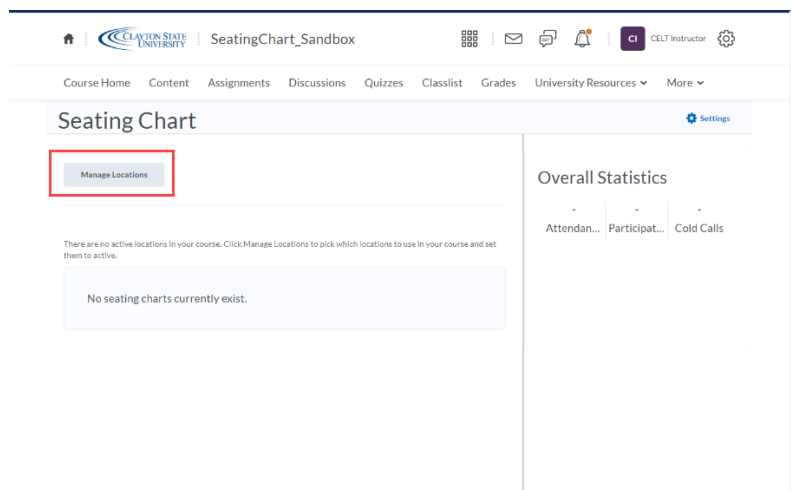
*Image 3.1*                                                            *Image 3.2*
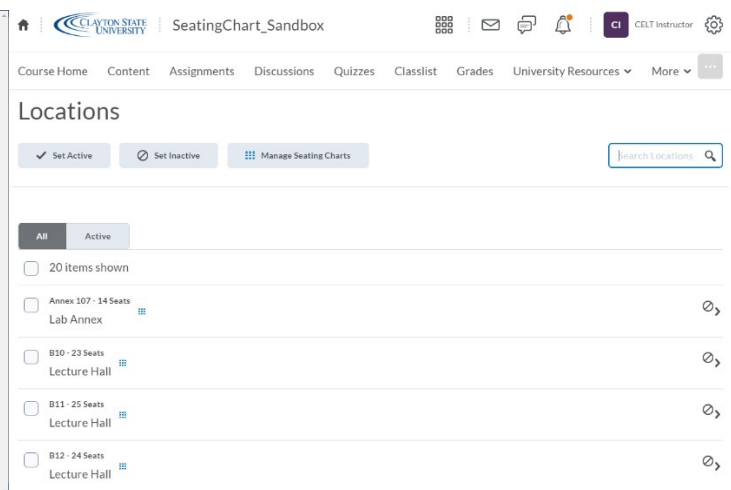
Step 4: Once you've found the location you wish to build a seating chart from, you need to set the location as active. You may do so by clicking the checkbox next to the location and then click **Set Active** (Image 4.1). Or, you may click the on the location itself and then click **Set Active** (Image 4.2).
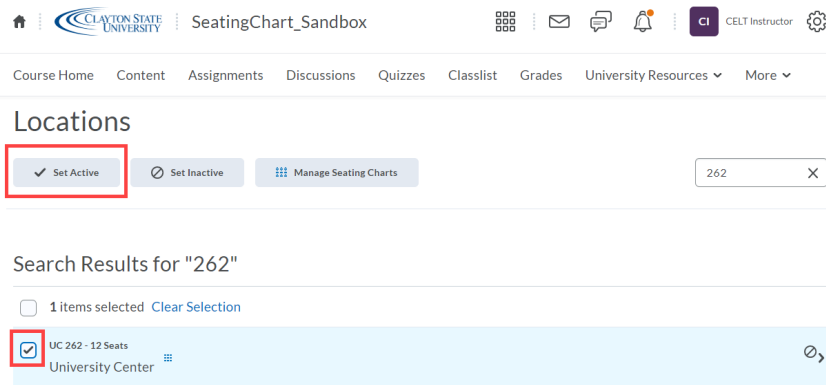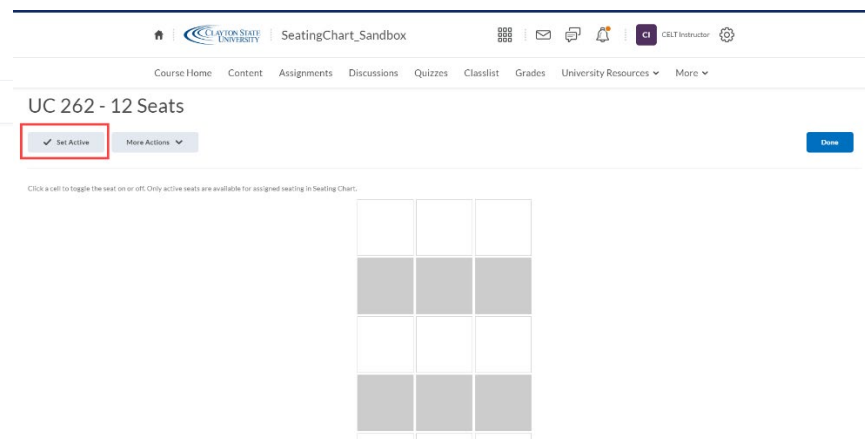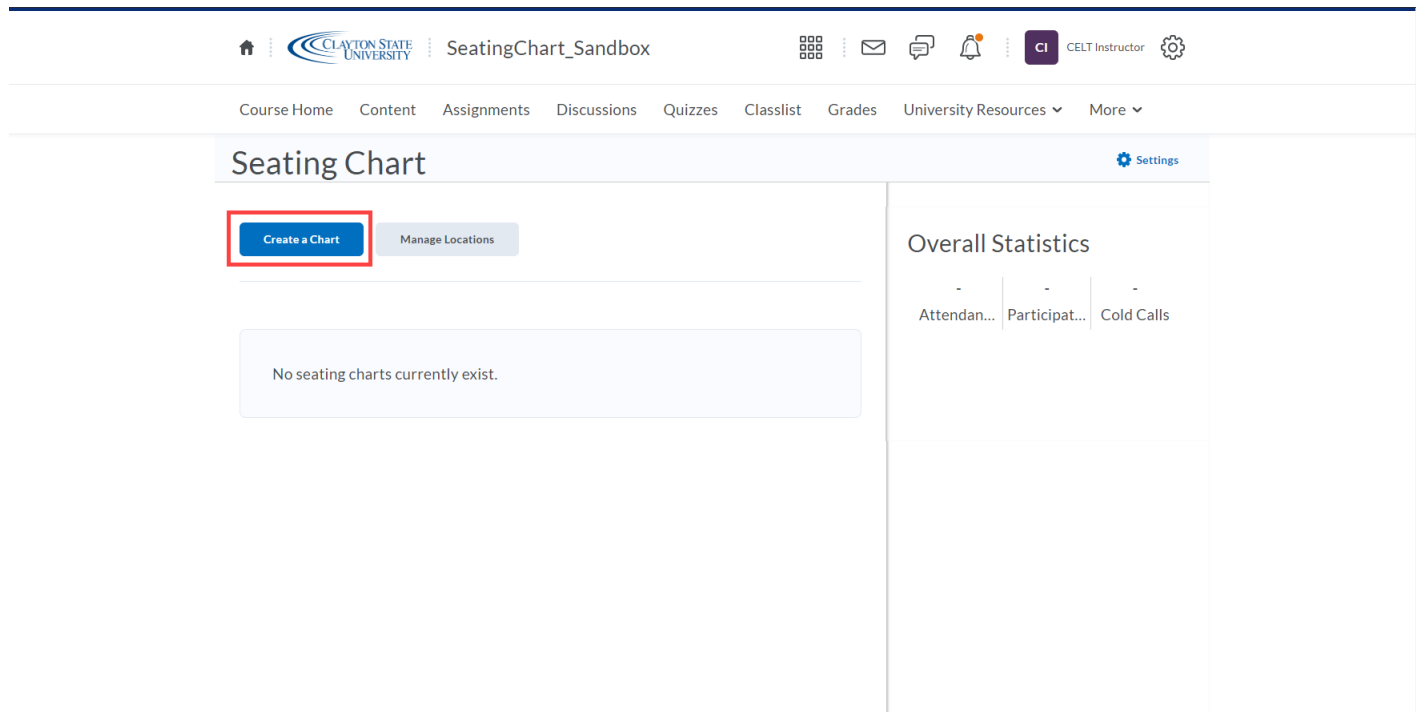
*Image 4.1*                                                              *Image 4.2*

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

## 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).

**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.

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.
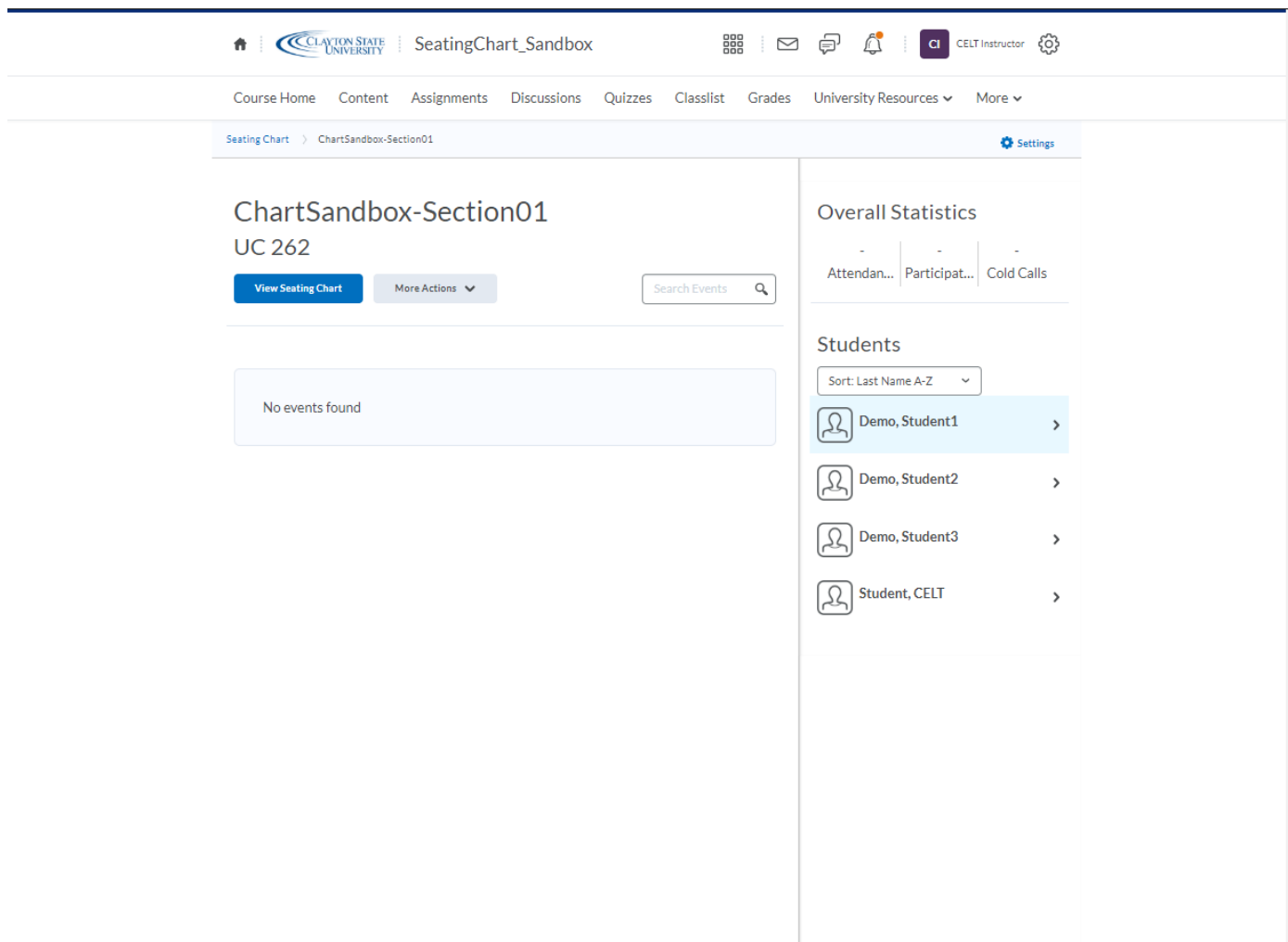
## Create an Event

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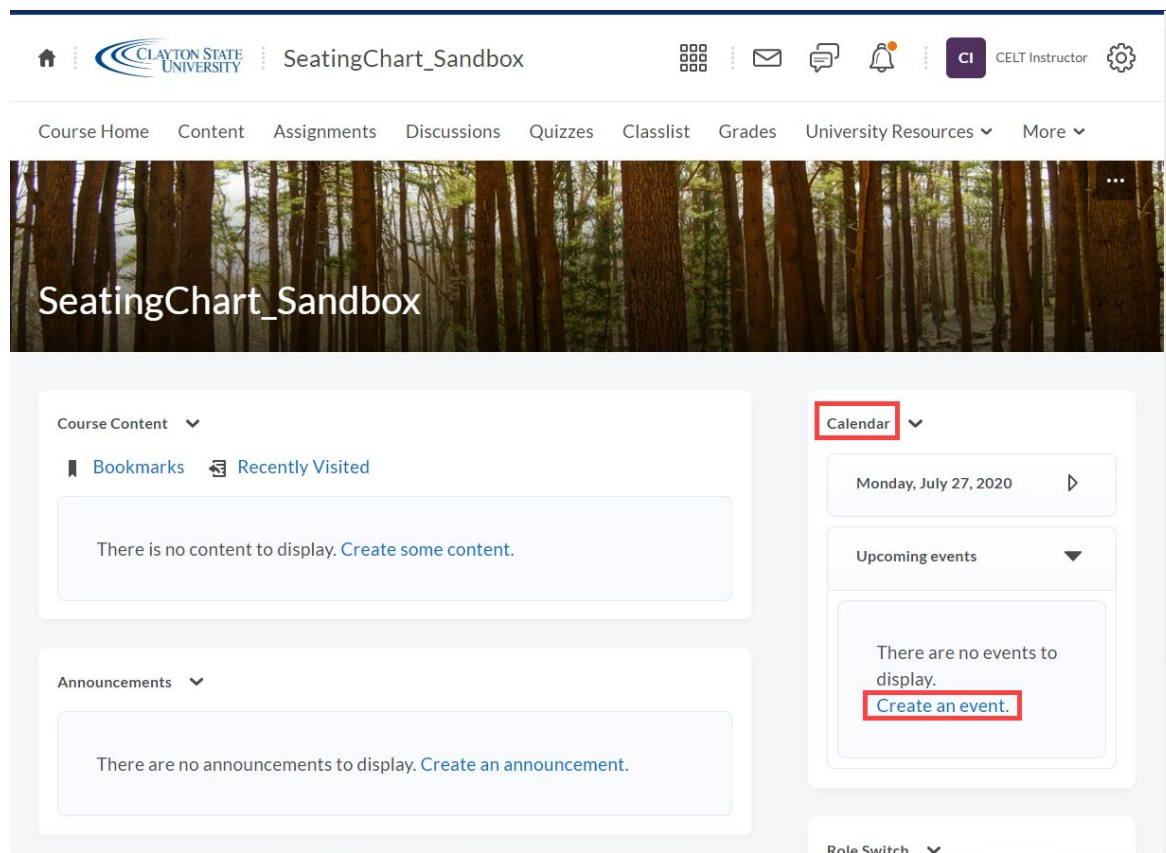
Step 2: From the create event screen, name the event. The name you enter is what will display in the calendar and will be visible to students. Therefore, you may want to name the event something recognizable, like "CSU 1000 – M/W".

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*             *Image 3.2*

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.

After creating the event, the upcoming class sessions will be displayed in the course calendar.
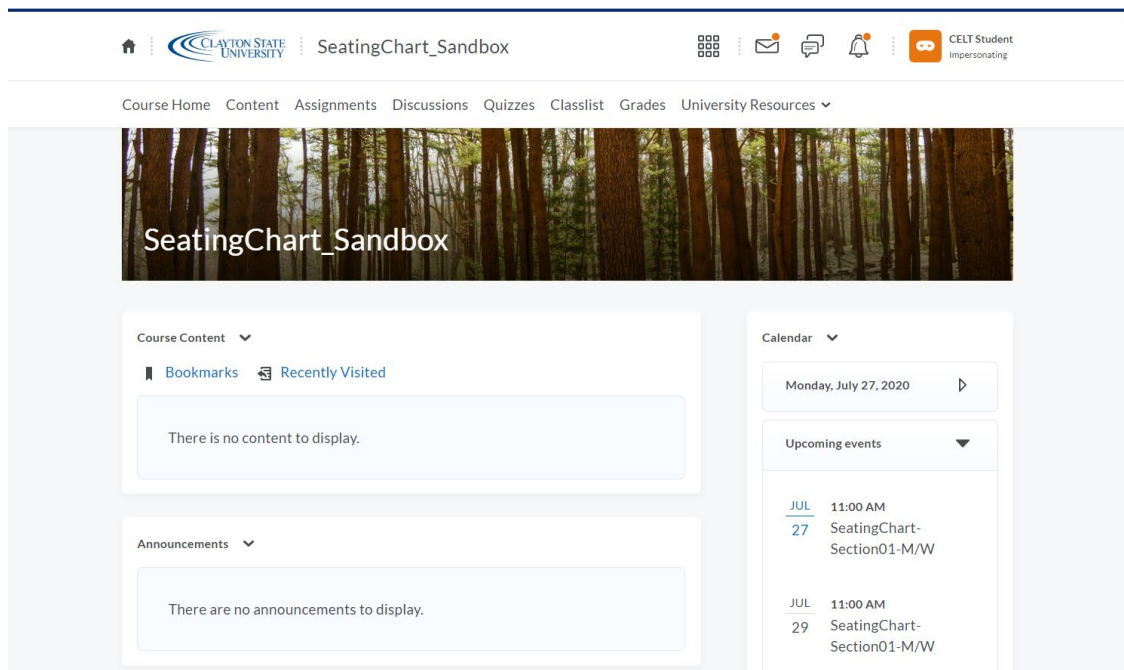
Students can click on the event, then click **View Seating Chart** to view their seat assignment for any of the upcoming events (class sessions).

## 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**

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.
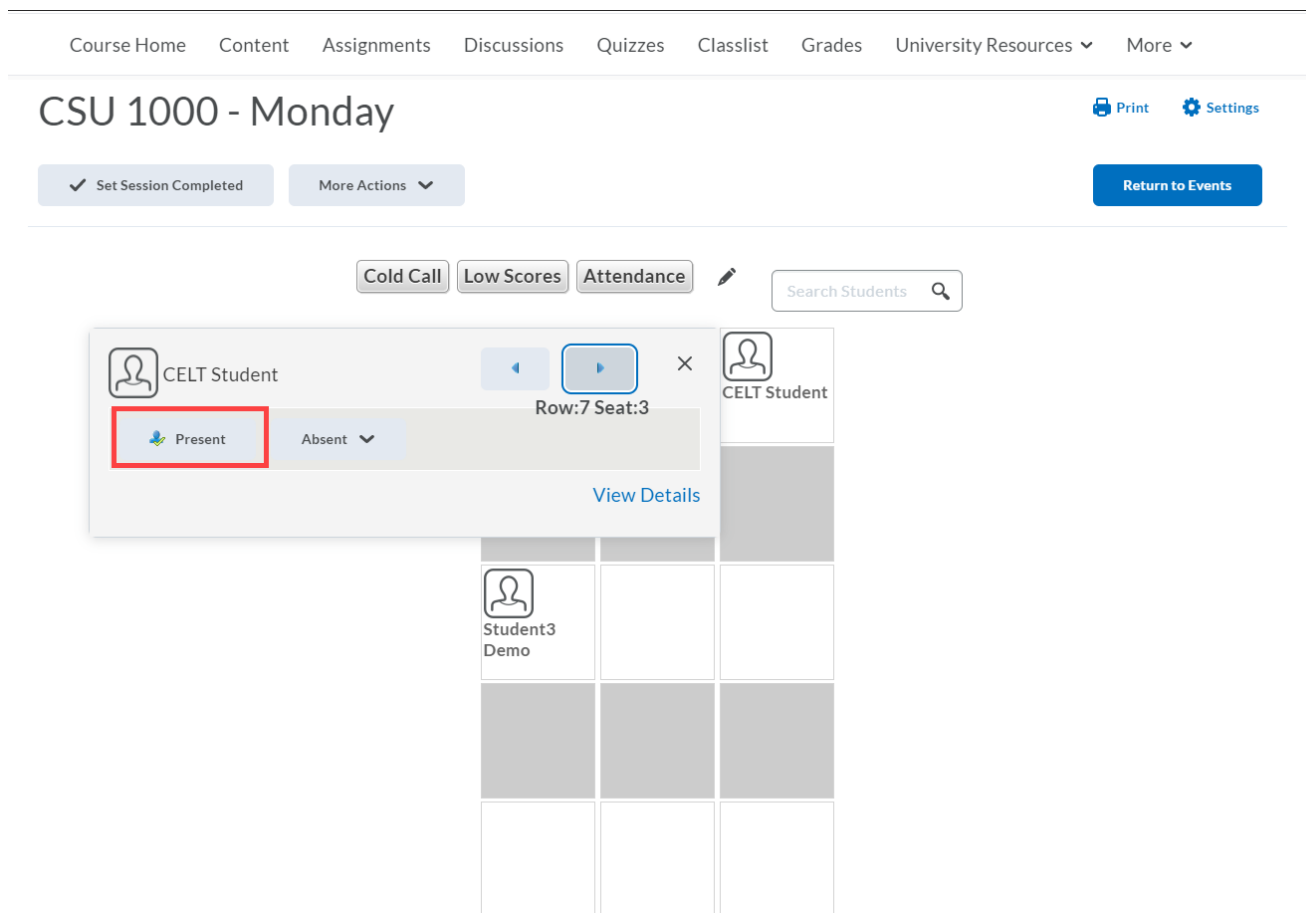


*Note*: Each calendar event is a unique class session. Therefore, you'll need to click the calendar event for the particular date in which you'd like to take attendance.