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# Desire2Learn: Seating Charts

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## Seating Charts

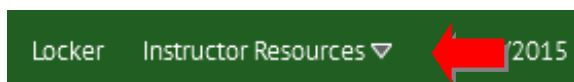
The Seating Chart enables you to view and track attendance and participation for your courses and group events using a drag and drop interface to assign seats to students.

### Activating a Location

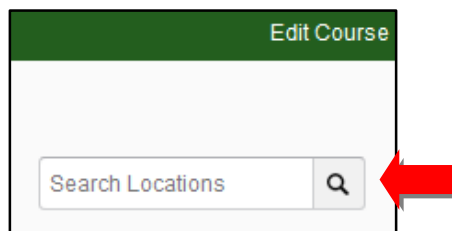
Before you can use the seating chart you need to activate and associate a location with your class.

#### To activate a Location

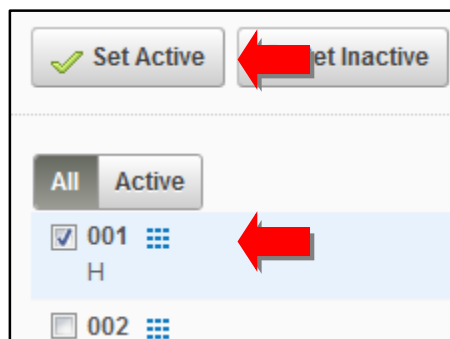
1. Select **Instructor Resources** then **Locations** from the course navigation bar.



2. Enter your classroom number in the search bar and select the magnifying glass icon.



3. Place a checkmark in the box next to your classroom location and select **Set Active**.



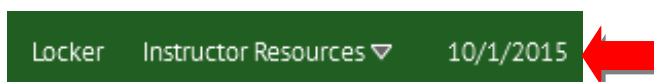
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## Creating a Calendar Event with the Location

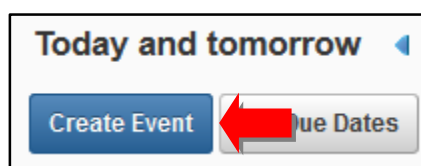
Once you have activated your location, you need to create an event in the Calendar tool to be able to use the seating chart in your course.

### To create a Calendar Event

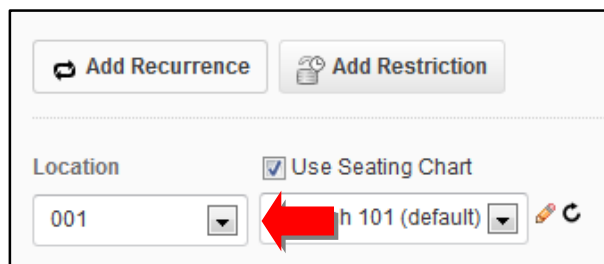
1. Select the date in the course navigation bar.



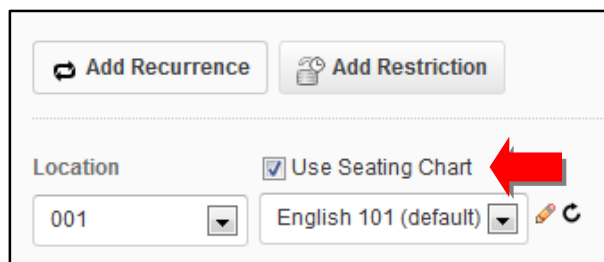
2. Select **Create Event**.



3. Enter a title for the event.
4. Select the start and end date/time.
5. Select **Add Recurrence**.
  - a. Select the type of recurrence.
  - b. Set how often the recurrence occurs.
  - c. Set when the recurrence ends.
6. Select the **Location** from the dropdown box.



7. Select **Use Seating Chart** and select your class from the drop down box.



8. Select **Create**.

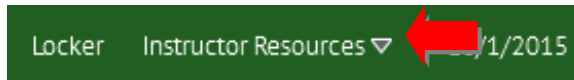
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## Setting Up a Seating Chart

Before you can use the Seating Chart to mark attendance, you need to add your students to the Seating Chart grid.

### To add students to the Seating Chart grid

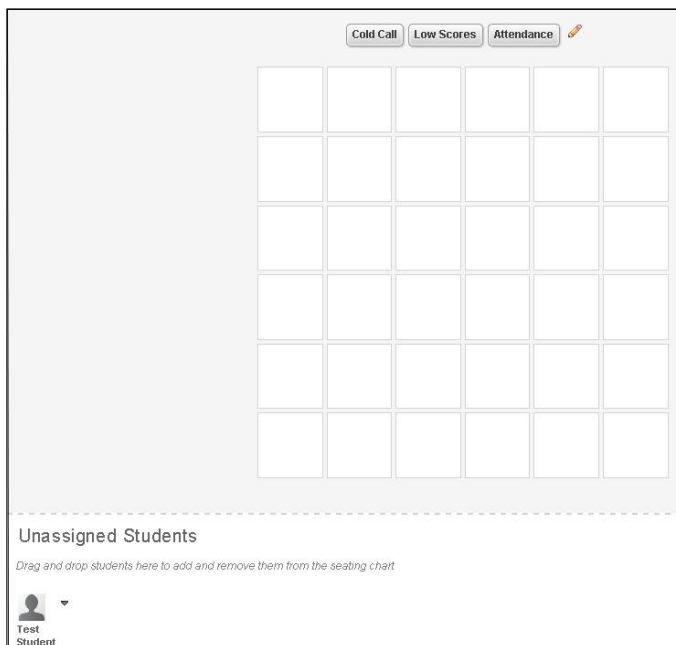
1. Select **Instructor Resources** then **Seating Chart** from the course navigation bar.



2. Select **View Seating Chart**.



3. Drag and drop the student name at the bottom of the screen onto the appropriate square in the seating chart.



4. Select **Return to Events** when you are done adding students.

## Using the Seating Chart

Once you have added students to the Seating Chart, you can use it to mark attendance, participation and cold calls.

### To mark student attendance

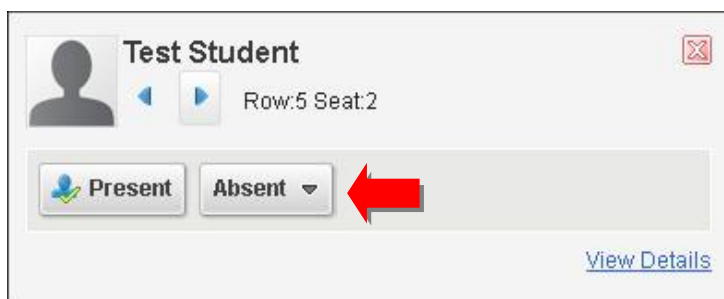
1. Select **Instructor Resources** then **Seating Chart** from the course navigation bar.



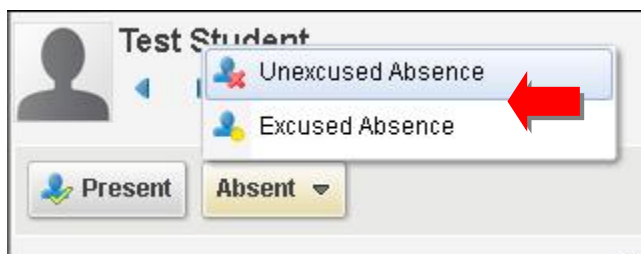
2. Select the event from the list of events.



3. Select a student icon.
4. Select **Present** or **Absent**.

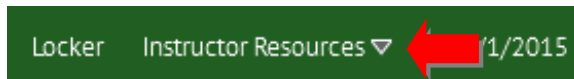


5. If a student is **Absent**, select **Unexcused** or **Excused**.



## To mark Participation and Cold Calls

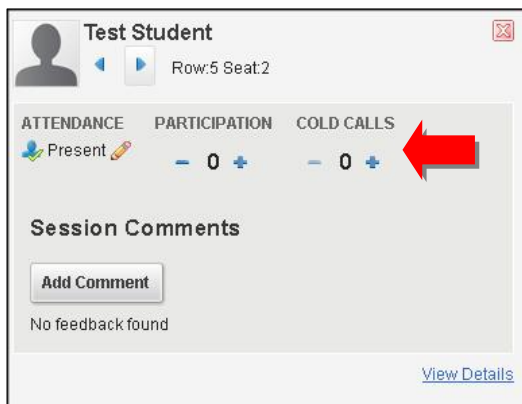
1. Select **Instructor Resources** then **Seating Chart** from the course navigation bar.



2. Select the event from the list of events.

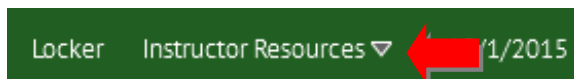


3. Select a student icon.
4. Select the plus or minus icons to increase or decrease the participation or cold call numbers.



## To add comments to individual students

1. Select **Instructor Resources** then **Seating Chart** from the course navigation bar.

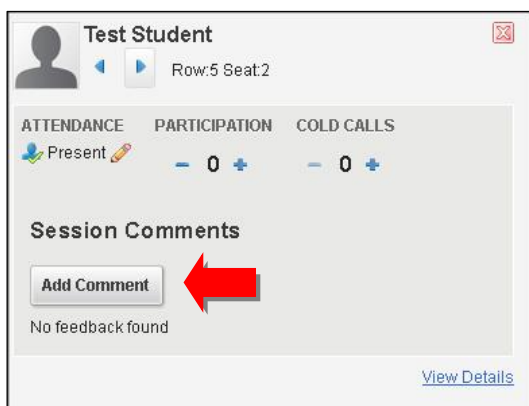


2. Select the event from the list of events.

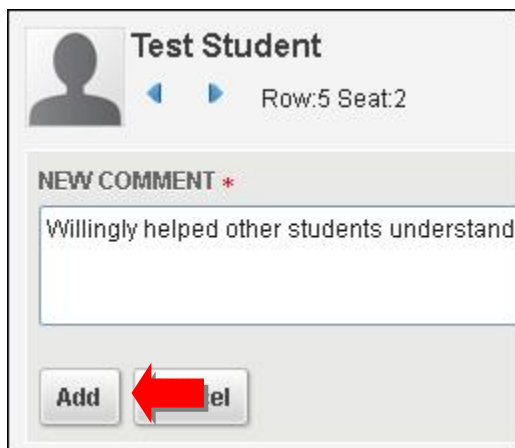


3. Select a student icon.

#### 4. Select **Add Comment**.



#### 5. Enter your comment in the text box and select **Add**.



### Ending a Session

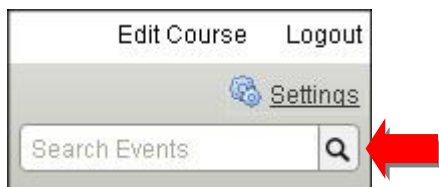
1. From inside your current seating chart, select **Set Session Completed**.
2. Select **Return to Events**.

### Setting Positive and Negative Thresholds for Participation

1. Select **Instructor Resources** then **Seating Chart** from the course navigation bar.



2. Select **Settings** from the upper right corner.



3. Enter a number for the positive and negative thresholds.

 A screenshot of a form titled 'Participation Options'. It contains two input fields. The first is labeled 'POSITIVE THRESHOLD \*' and has the number '1' entered. The second is labeled 'NEGATIVE THRESHOLD \*' and has the number '0' entered.

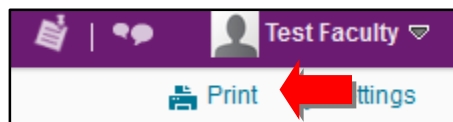
4. Select **Save**.

### Printing the Seating Chart

1. Select **Instructor Resources** then **Seating Chart** from the course navigation bar.



2. Select the event from the list of events.
3. Select **Print** from the upper right corner.



4. Select **Print**.
5. Select your printer.
6. Select **OK**.