CASNR Teaching Classroom Excel Seating Chart *How To Guide*

Overview

The document provides guidance on how to use an Excel template to record seating charts for courses held in CASNR classrooms. The template was prepared to make the process of recording classroom seating as easy as possible for faculty. Seating assignments are required for all classes for the Fall 2020 semester to aid contact tracing should the need arise. Faculty can allow students to sit in any green chair in the seating charts provided on the first day, or send students an assigned seat based on the charts provided prior to the start of the semester. **Students will then sit in the same chair the entire semester**.

The Excel tool created involves faculty filling out some basic course information on the first worksheet that will pre-populate to room layout worksheets.

Worksheets like the one shown here provide room layouts as if the faculty is standing in front of the room at the Teaching Podium (green box). Room layouts are accurate to the required 50% capacity and seats that can be used by students and are noted in the **green Desk/Chair ID (ex. A-1)**. Seats are laid out with rows in letters from front of room to back, and seat numbers from faculty's right to left. The green **Student Name** text above the seat ID is clicked on to select the **Student Name** from the pre-populated lists created in the steps that follow.

Detailed instructions follow to help you be successful in this important task.

NOTE: If you are teaching in a room that is not in a CASNR Building, if you will go to that room and take pictures from the teaching position and opposite back corner capturing all seats we can help you construct a seating chart for non-CASNR classrooms using this system.

Detailed Instructions

1. Open BlackBoard, Select Course, then as shown below, expand Grade Center>Full Grade Center then choose Work Offline>Download to download the current course roster. Note the roster can change as students add/drop from the course. NOTE: Download options to choose shown in step 2.

2. Select the following options to download student roster from BlackBoard.

3. Click the Download button then Open the .csv file once downloaded in Excel.
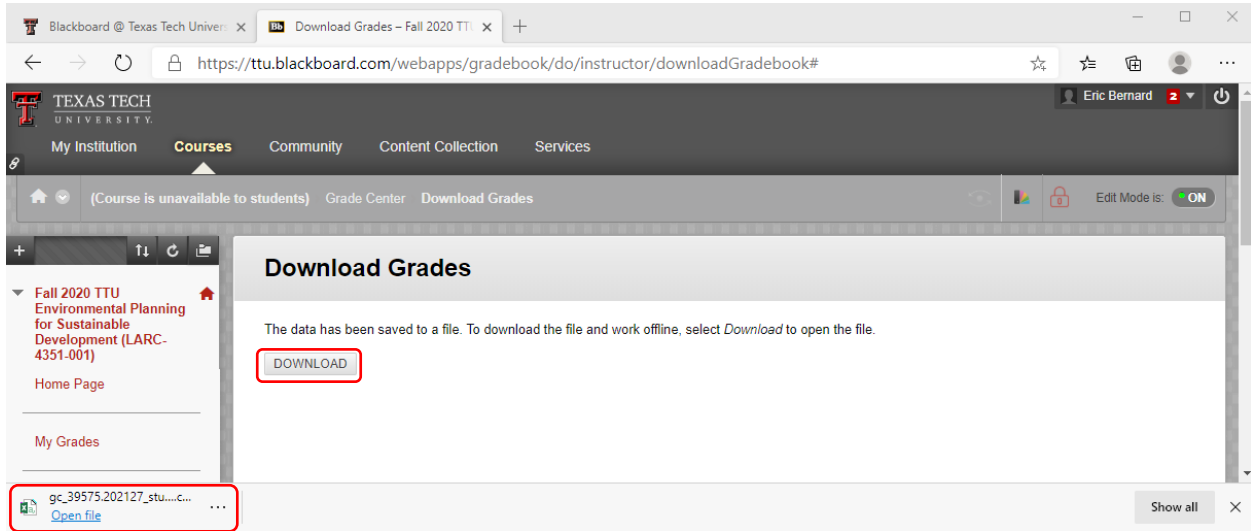
4. Select the students' information from the Blackboard downloaded csv file opened in Excel as shown starting in A2 to D#.

5. Open the CASNR_SeatingChart_BUILDING_08122020.xlsx template file emailed or shared by CASNR Department Chair responsible for room you're teaching in.

6. Save the file with your Name in front of CASNR. Once saved and completed, be sure to share the file via email, or designated share folder, with appropriate Department chair for building and home Department Chair should you have to miss class.

7. Fill in the information for the course on the Course_Info_Roster tab (worksheet).

Note this information will auto-fill the room layout and seating chart worksheets for each day that are used in the following steps.

7. Paste copied student last, first name, user name and student ID into the template in the A-14 cell and verify the student information copied fills in the green highlighted area as shown below.
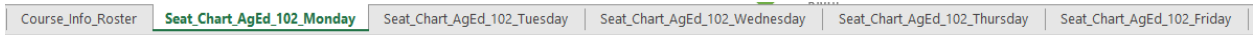
NOTE:

- Green areas are places to add or select information via dropdowns, and orange highlighted areas are auto-filled or calculated fields.
- Drop-downs to the right of the auto-calculated full name can be used to choose the Seat ID for the chair the student is sitting in after the seating chart worksheets are filled in.
- Day(s) each student is in actually in the classroom can also be selected via drop-down and used to sort students by day to speed up attendance taking.
- Attendance can be taken on this roster page using the date fields to the right. All days of the week for the entire semester are included in the template so it works for any faculty and for potential field trips. Simply delete days you don't need by deleting the column (field).

8. Select the Seat_Chart_Building_ROOM#_Day worksheet for the day of the week the students are in the classroom.

| Course_Info_Roster | Seat_Chart_AgEd_102_Monday | Seat_Chart_AgEd_102_Tuesday | Seat_Chart_AgEd_102_Wednesday | Seat_Chart_AgEd_102_Thursday | Seat_Chart_AgEd_102_Friday |

9. Instruct students to sit only in **green** identified chairs on these room layout worksheets. If the chart has an issue or needs improvement, please contact the CASNR Department Chair responsible for the building.

10. Ask students to identify themselves when sitting in a **green** chair by row starting in **green** A-1 or A-2.

11. Click on each green **Student Name** text above the **green** seat ID and then choose the students name from the drop-down list. NOTE: If a student is not in the drop-down, add them at the bottom of the Course_Info_Roster list created in step 7 and ask them to verify they have access to the class in BlackBoard, or make sure they are enrolled in the correct class and section.

12. Delete any worksheets for days the class does not meet. Right Click on tab (worksheet) and choose Delete.

13. Save the file with your Name in place of CASNR and save and share the file via email or designated share with appropriate Department chair for building and home Department Chair should you have to miss class.