

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.

	A	B	C	D	E	F	G	H	I
1	Seating Chart Fall 2020								
2	Building and Room		0						
3	Course		-						
4	Days Students Meet		0						
5	Times		12:00 AM	to	12:00 AM				
6	Instructor		0						
7	<i>Back of Room</i>								
12		Student Name		Student Name		Student Name		Student Name	
13		D-8	D-7	D-6	D-5	D-4	D-3	D-2	D-1
14		Student Name		Student Name		Student Name		Student Name	Student Name
15	C-8	C-7	C-6	C-5	C-4	C-3	C-2	C-1	
16	Student Name		Student Name		Student Name		Student Name		Student Name
17	B-8	B-7	B-6	B-5	B-4	B-3	B-2	B-1	
18		Student Name		Student Name		Student Name		Student Name	
19	A-8	A-7	A-6	A-5	A-4	A-3	A-2	A-1	
20									
21									

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.

CASNR Course Seating Chart Fall 2020

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

The screenshot shows the Blackboard 'Download Grades' interface. The left sidebar contains navigation links such as 'Your Course', 'My Grades', 'Blackboard Support', and 'COURSE MANAGEMENT'. The main content area is titled 'Download Grades' and includes a descriptive paragraph about downloading data. Below this, there are three sections: 'DATA', 'OPTIONS', and 'SAVE LOCATION'. In the 'DATA' section, the 'User Information Only' radio button is selected and highlighted with a red box. In the 'OPTIONS' section, the 'Comma' radio button for 'Delimiter Type' and the 'Yes' radio button for 'Include Hidden Information' are both highlighted with red boxes. In the 'SAVE LOCATION' section, the 'My Computer' radio button is selected and highlighted with a red box. At the bottom right, the 'Submit' button is highlighted with a red box. The 'Cancel' button is also visible next to it.

Download Grades
Full or partial data can be downloaded from the Grade Center and saved to your computer or a Content Collection folder. Once downloaded, grades can be changed and added offline and later uploaded to the Grade Center. In addition, you can edit comments accessed through the Quick Comment feature or the Manually Override tab on the Grade Details page. [More Help](#)

DATA

Items with Anonymous Grading enabled will not be included in the download.

Select Data to Download

Full Grade Center

Selected Column Weighted Total Include Comments for this Column

User Information Only

OPTIONS

Choose either the tab delimited (.XLS) or comma delimited (.CSV) delimiter type to open the file directly in Microsoft Excel. Select comma delimited for importing to third-party applications that do not support Excel.

Delimiter Type

Comma Tab

Include Hidden Information

Yes No

Hidden information includes columns and users that have been hidden from view.

SAVE LOCATION

Select where to save the file.

Download Location

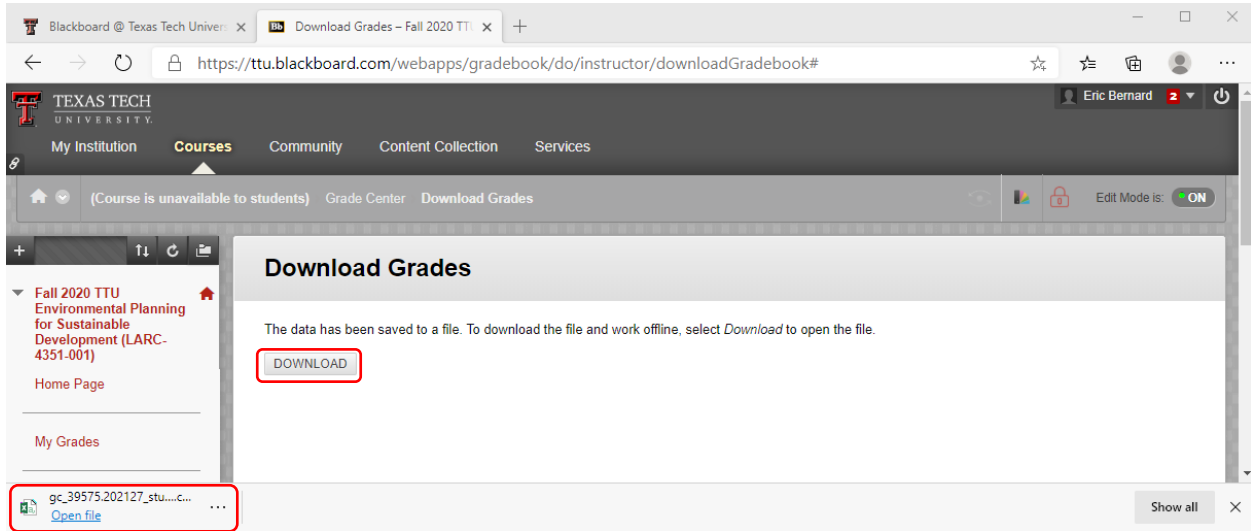
My Computer

Content Collection

Click **Submit** to proceed.

CASNR Course Seating Chart
Fall 2020

- Click the Download button then Open the .csv file once downloaded in Excel.



- Select the students' information from the Blackboard downloaded csv file opened in Excel as shown starting in A2 to D#.

	A	B	C	D	E	F
1	Last Name	First Name	Username	Student ID	Last Access	Availability
2	Lname	Fname	Username	R#####		Yes
3	Lname	Fname	Username	R#####		Yes
4	Lname	Fname	Username	R#####		Yes
5	Lname	Fname	Username	R#####		Yes
6	Lname	Fname	Username	R#####		Yes
7	Lname	Fname	Username	R#####		Yes
8	Lname	Fname	Username	R#####		Yes
9	Lname	Fname	Username	R#####		Yes
10	Lname	Fname	Username	R#####		Yes
11	Lname	Fname	Username	R#####		Yes

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

	A	B	C	D
1	Course Information	Enter Information or Select from Dropdown		
2	Course Prefix	Faculty fill in this info		Fill in EX: LARC
3	Course Number	Faculty fill in this info		Fill in EX: 1302
4	Course Section	Faculty fill in this info		Fill in EX: 001
5	Course Name	Faculty fill in this info		Fill in: Intro to LA
6	Course Auto Calculated	Auto-filled		Automatically Created
7	Instructor Name	Faculty fill in this info		Fill in: Raider Red
8	Start Time	Faculty use Drop-Downs		Drop Down
9	End Time	Faculty use Drop-Downs		Drop Down
10	Day(s) Meets	Faculty use Drop-Downs		Drop Down
11	Building Room	Faculty use Drop-Downs		Drop Down

Course_Info_Roster Seating_Chart_Master Seating_Chart_Attend_Master

CASNR Course Seating Chart
Fall 2020

- 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.

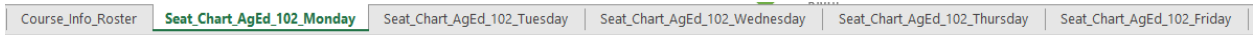
NOTE:

- 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).

1	Course Information		Enter Information or Select from Dropdown		D	E	F	G	H	I	J
2	Course Prefix				Fill in EX: LARC						
3	Course Number				Fill in EX: 1302						
4	Course Section				Fill in EX: 001						
5	Course Name				Fill in: Intro to LA						
6	Course Auto Calculated				Automatically Created						
7	Instructor Name				Fill in: Raider Red						
8	Start Time	8:00 AM			Drop Down						
9	End Time	8:50 AM			Drop Down						
10	Day(s) Meets	Monday-Wednesday			Drop Down						
11	Building Room	CASNR Annex 111			Drop Down						
12	PASTE Student Names from BlackBoard starting in the Name row 14.				This field (column) is AutoCalculated.				Mon	Tue	Wed
13	Last Name	First Name	Username	Student ID	Student_Name	Seat (Dropdown Menu)	Day or Days Attend Class Normally (Dropdown)		24-Aug	25-Aug	26-Aug
14	Name	Student	Username	R#####	Student Name						
15	Your roster from BlackBoard pasted here.				Full Names auto-calculated here	Optional drop-down areas to record seat ID and days students attend		Optional Attendance Recorder			
16											
17											
18											
19											
20											
21											
22											
Course_Info_Roster											

CASNR Course Seating Chart
Fall 2020

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



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.

The screenshot shows an Excel spreadsheet titled 'Seating Chart Fall 2020'. The grid has columns A through N and rows 1 through 17. Row 1 is a green header. Rows 2-6 contain a table with labels: 'Building and Room', 'Course', 'Days/Student Meet', 'Times', and 'Instructor'. A red box highlights this area with the text 'This will auto-fill from course info filled out previously'. Below this, there are two seating grids. The left grid is labeled 'Back of Room' and has rows D, C, B, and A. The right grid is labeled 'Front of Room' and has rows D, C, B, and A. Each seat is a cell with a seat ID (e.g., D-10, D-9, D-8, D-7, D-6) and a green 'Student Name' text above it. A yellow callout box points to the 'Student Name' in the A-1 seat, containing the text: 'Dropdown-Select Student Name from Dropdown roster. Note: Student Names in list automatically generated from Course_Info_Roster tab (worksheet)'. At the bottom, there is a green directional arrow with 'Z' at the top, 'A' at the bottom, '#' on the left, and '1' on the right. To the left of the arrow is the label 'Door' and to the right is 'Teaching Podium' and 'Door'.

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.