Template Instructions

Prior to assigning seats:

1. Please review the template compared to the room's furniture location. Feel free to relocate the colored furniture marker on the template to match the current room furniture layout.*

2. Adjust the templates to match the CDC guidelines of social distancing as needed.*

These templates are based on estimations supported by CDC guidelines and serves as a supporting tool to the conduct in the space. It is the responsibility of the end user to make necessary adjustments to ensure compliance with University and CDC guidelines.

How to add Student Names to Seating Assignments

1. Save the seating assignment template excel file to your desired location.

2. Open the excel sheet, fill in the building name, room number, course, and section.

3. Add the student names were indicated to assign seats. When entering information into "vacant" spaces in the excel file, it is coded to change from red to no color. Add additional lines in the excel file as needed.

4. After assigning seats, save the file. Repeat for additional courses or sections. The COVID capacity is the max number of assignable seats per room.

How to Move Student Seats (dots) in Room File

1. Right click the room file and "save as" to a location you prefer.

2. Go to the file location, right click the file and select "edit with Adobe Acrobat."

3. Once in Adobe Acrobat, make sure the "comment" menu is selected.

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4. Then zoom in as need to select the colored dot and hold the cursor on the dot, then move the cursor to the location you would like the dot to be located.

5. Then select and hold the corresponding number text box and move the box so it is placed on top of the dot in its new location.

6. Repeat this process to move other dots to new locations within the room document.

How to Change Color of Student Seats (dots)

1. Right click the room file and "save as" to a location you prefer.

2. Go to the file location, right click the file and select "edit with Adobe Acrobat."

3. Once in Adobe Acrobat, select the "comment" menu. Icon as shown below.

4. Then select the red dot you would like to change to green or vice versa. Once you select the dot, on the comment menu bar a color swatch option will appear, as seen below.

5. Click on the color swatch and a menu of colors will appear with the current color selected with a check mark. Click the color you would like to change the dot to. For example, to change the dot from red to green click the green swatch so a checkmark appears on it and the dot will change to green.

6. Repeat this process to change the dots in the file to your desired color arrangement, the COVID capacity is the max number of green dots per room.

How to Change Color of Student Seats (boxes)

1. Right click the room file and "save as" to a location you prefer.

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2. Go to the file location, right click the file and select "edit with Adobe Acrobat."

3. Once in Adobe Acrobat, select the "comment" menu. Icon as shown below.

4. Then find the box you would like to change to green or red. Double click the box that you want to change the color. Then click and highlight the number in the box, on the comment menu bar a color swatch option will appear, as seen below.
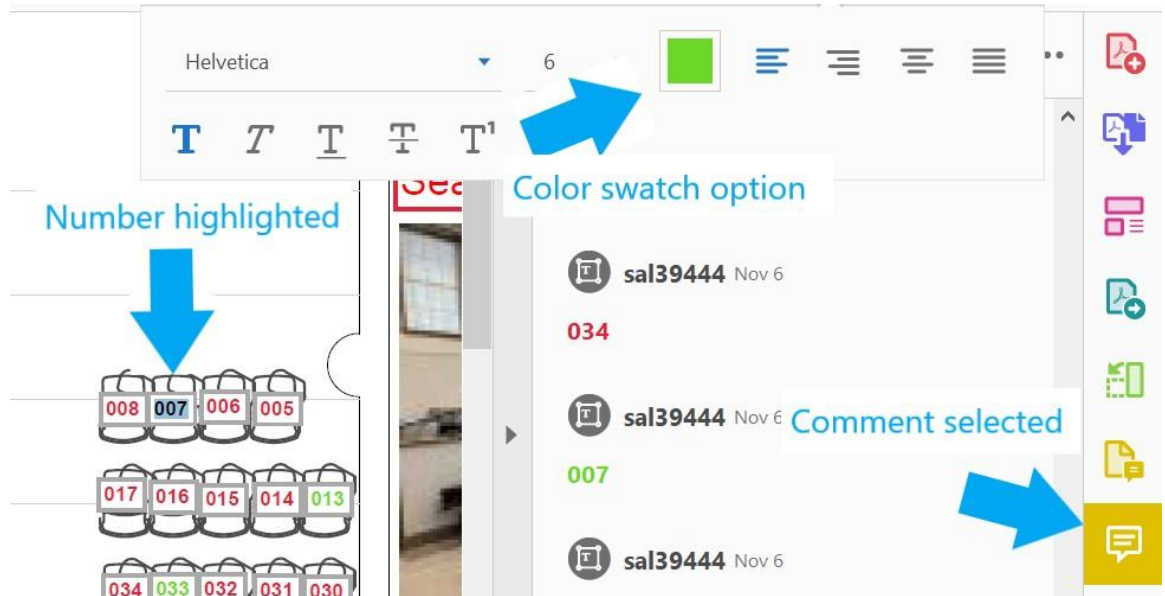
5. Click on the color swatch and a menu of colors will appear with the current color selected with a check mark. Click the color you would like to change the dot to. For example, to change the dot from red to green click the green swatch so a checkmark appears on it and the dot will change to green.

6. Repeat this process to change the boxes in the file to your desired color arrangement, the COVID capacity is the max number of green boxes per room.