**\*\*\*The templates provided are based on estimations of how the furniture is placed in the room. User is responsible to ensure the templates match the actual room furniture placement before assigning seats.**

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.**

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.**



1. **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.**
2. **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.**
3. **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.**



1. **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.**



1. **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.**
2. **Repeat this process to change the dots in the file to your desired color arrangement.**