

Instructions for using the CoB Seating Chart Generator

If you would like automatically-generated seating chart pictures, follow the steps below. We will then generate a hard copy and send it to you.

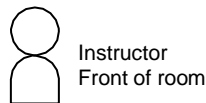
Note: If your classroom is in **BA116**, **BA166** or **BA355**, please follow the special instructions at the end of this document.

Step 1

Determine each student's seat number by rows (front to back) and columns (left to right). The first seat on the left (if you are facing the students) is seat A1 continuing to the right (A2, A3, etc.) The next row will be B, numbered from left to right (B1, B2, B3, etc.)

Figure 1, sample classroom

D1	D2	D3	D4
C1	C2	C3	C4
B1	B2	B3	B4
A1	A2	A3	A4



Step 2

Using the Excel class roll spreadsheet you received from Linda, add the seat number for each student to the first empty column (Column H). Do not delete or modify the spreadsheet.

Figure 2, sample data set

	A	B	C	D	E	F	G	H
1	hyperlink	ssn	class	section	lname	fname	mi	
2			BCIS 4680	001	Ames	Jeremiah	T	A5
3			BCIS 4680	001	Atwood	James	E	B1
4			BCIS 4680	001	Audirsch	Tammie	L	C3
5			BCIS 4680	001	Bebout	Chelsea	F	A3
6			BCIS 4680	001	Bell	Joseph	E	A8
7			BCIS 4680	001	Black	James	W	D2
8			BCIS 4680	001	Brotherson	Matthew	S	C5

Step 3

Save your Excel file, and attach it in an email to **CoBWeb** in Outlook (CoBWeb@unt.edu from an alternate email system).

The names will appear on the seating chart as *firstname lastname* (ex: John Smith)

You should receive your seating chart within a day or two, depending on what time you send it.

Special instructions for room BA 116

You will need to follow the steps above, except that:

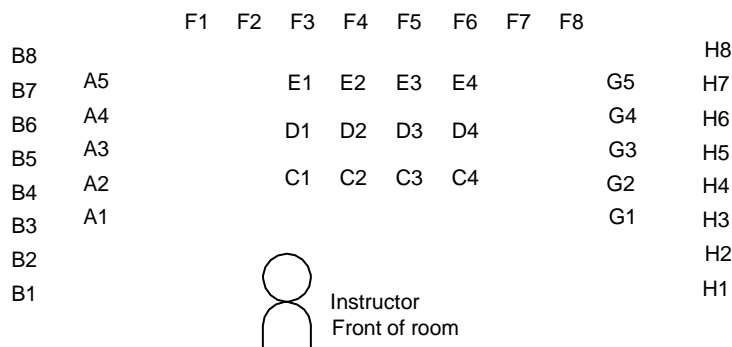
- 1) Treat each "section" (divided by the isles...there are 3 sections in 116) separately. So for the left section, seat A1 will be the left-most seat on the front row. For the middle section, the left-most seat on the front row will also be A1. *Note: Depending on how you document the seats initially, make sure you know what section they are in.*

- 2) Enter the seat numbers into **column H** on your class roll spreadsheet as indicated in Step 2 above. In **column I**, enter something that will identify what section they are in:

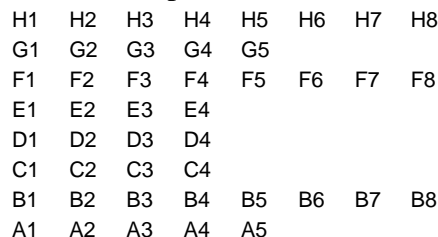
E	F	G	H	I
lname	fname	mi		
Ames	Jeremiah	T	A5	l
Atwood	James	E	B1	r
Audirsch	Tammie	L	C3	m
Bebout	Chelsea	F	A3	r

Special instructions for room BA 166

Use the layout below as a guide:



Your seating chart printout will then be printed as follows:



Special instructions for room BA 355

Use a similar layout as the instructions for room 166.

If you have any questions, please contact Brian Kucharski at 369-7166 or brian.kucharski@unt.edu.