# Creating a Seating Chart in Canvas

As an additional safety precaution and to assist with contact tracing, (1) establishing a seating chart and (2) taking attendance for in-person courses will be **required** for *all* Face-to-Face courses.

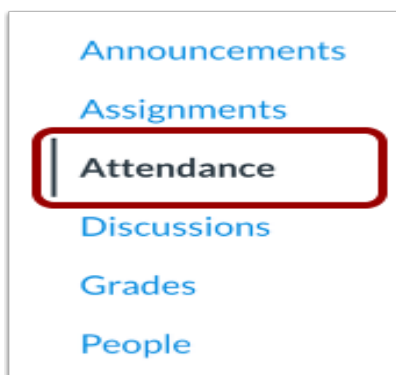## Adding the Attendance Tool to Your Course Navigation Menu

❑ Click on **Settings** in the course menu.
❑ Click on **Navigation** tab.
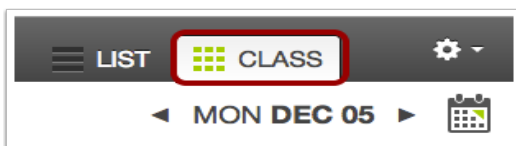❑ Locate **Attendance** in the list of tools.
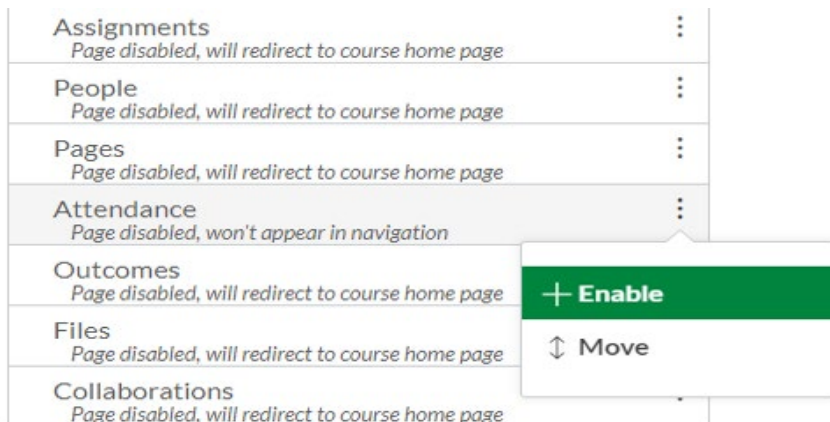
❑ Click the 3 vertical dots located to the right and select **Enable.**
❑ Scroll to the bottom of the page and click **Save.**

Creating Your Seating Chart

❑ Click on the **Attendance** tool now located on your navigation menu.

❑ Click on **Class**, located at the top in the gray header.

❑ Click on the **Edit Seating Chart** tab.

Populating your Seating Chart

❏ All student names will appear in the left-hand column.
❏ *Separate seating charts are available for students within a class who are attending in person on different days of the week. If you need a different seating chart for each class meeting day, you can choose the day of the week in the dropdown box under Roll Call displaying only the students meeting on those days.*
❏ Click and drag each student name onto the grid.
❏ Arrange the names by clicking, dragging and dropping, according to the social distancing layout of the classroom.
❏ *Use the first row of the seating chart as the front row of the classroom. In addition, skip every other row and use every third seat in the chart to demonstrate 6' social distancing as shown below. For example, from the instructors perspective, student Joy Consford is seated in the first open seat in the front row, to the left of the classroom.*
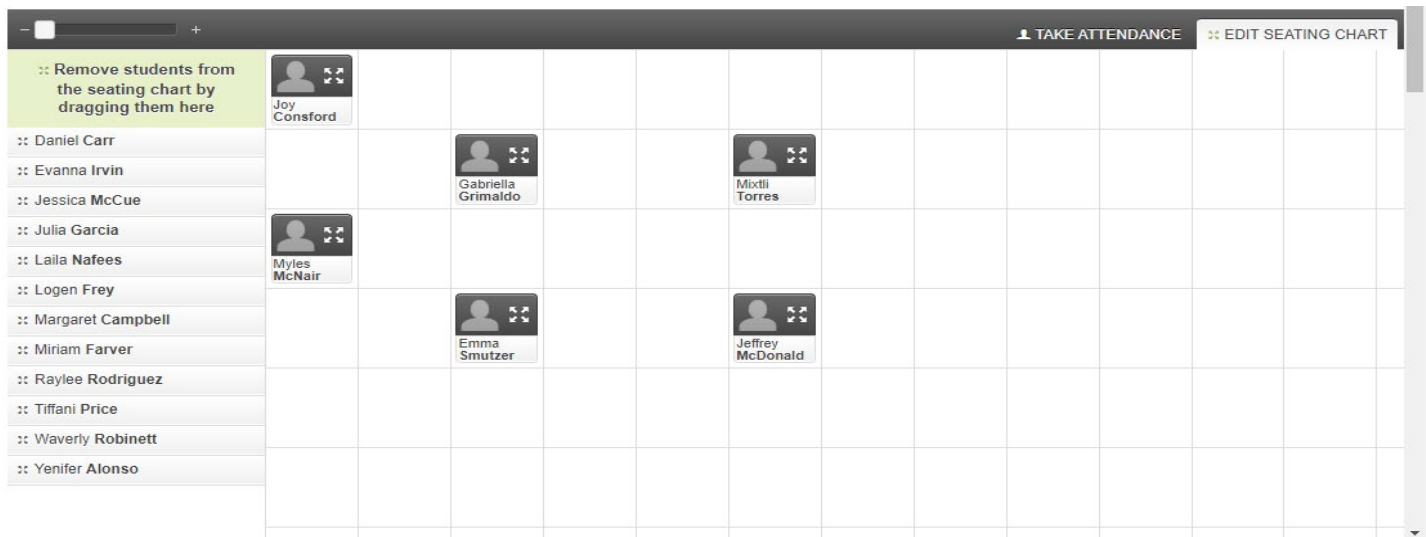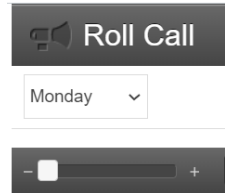
Taking Roll Using the Seating Chart

❏ Click on the **Attendance** tool in the course navigation menu.
❏ Click on **Class** in the grey header.
❏ Toggle the correct mark (**present or absent**) next to each student's name.
❏ If all students are in attendance you can click on Mark All Present.
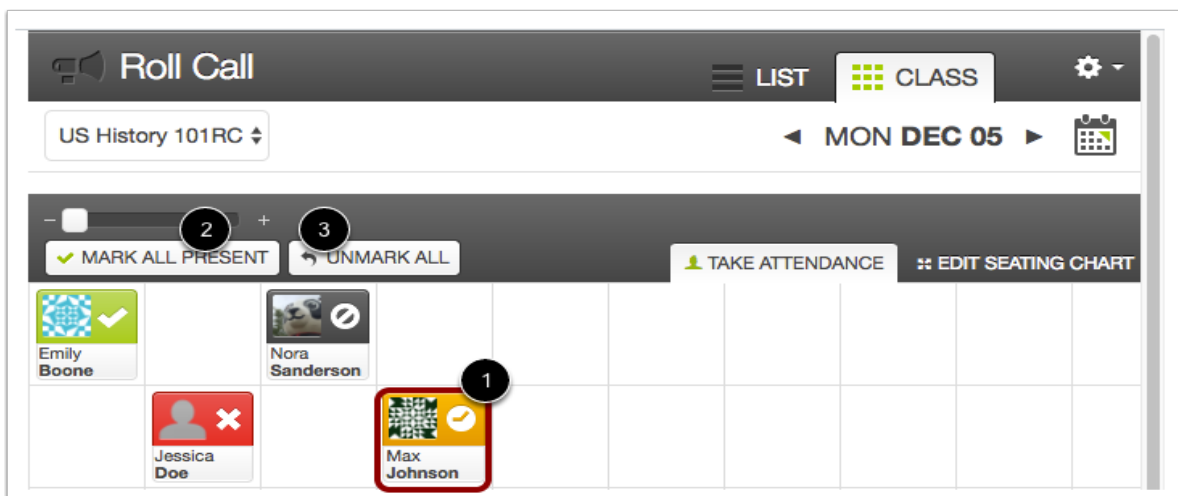
❏ An attendance column will be added to your gradebook.
❏ If you don't want to include attendance in the grade total, add attendance to an assignment group with a weight of 0%.