

**Assigning Seats using Gradescope**  
**By Glenn Tesler**  
**May 3, 2023**

Please see my website on Assigning Seats at UC San Diego using Canvas.

<https://mathweb.ucsd.edu/~gptesler/assigningseats.html>

If your school does not have the Submissions Comments tool (or similar) available on your Canvas installation, but you are using Gradescope in your class, then here's a way to announce individual seat assignments through Gradescope.

Download the LaTeX template `gs_seats_template.tex` from the above website (in the "Info for other schools" section).

Customize this line in the LaTeX file to reflect your class name, exam name, date, etc.:  
Seat Assignment for the Math 123 Quiz #42 on February 31, 2023

There is a series of lines to generate a page for each student:

```
\seatpage{Name}{ID}{Seat}
```

where Name, ID, and Seat are replaced by each student's info.

The first one generates a template for Gradescope by leaving Name, ID, and seat blank:

```
\seatpage{ }{ }{ }
```

Keep that line, but replace the other `\seatpage{...}{...}{...}` lines by your students (see next page).

Run `pdflatex` on the file to generate a PDF. If you're using LaTeX from the command-line:

```
pdflatex gs_seats_template
```

Create a Gradescope assignment:

- Call it, e.g., **Quiz #42 Seat Assignment**
- Use the first page of the PDF (generated by `\seatpage{ }{ }{ }` with blank `{ }`'s) as the 1-page template for the assignment.
- Set Gradescope's **Name Region** and **ID Region** using that template.
- Upload the whole PDF file through **Manage Scans**.
- Release to the students using **Publish Grades** (even though you don't actually grade it).
- Announce to the class to look at that assignment to get their assigned seat.

Gradescope will try to match each page to a student based on their Name & ID.

- It should match most of them automatically, but you may have to match some manually.
- If you keep the blank template as the first page, it will not be matched; this is fine.
- The demo file includes a student from another class who is taking the test with this class. They won't be matched by Gradescope (unless you add them). Just send them an email about their seat assignment instead.

## Creating the \seatpage lines for your students from your spreadsheet

Here's how to create the \seatpage lines for your students from a spreadsheet. The spreadsheet below is adapted from one in the videos and slides on my Assigning Seats website, and I've added a new LaTeX column. If your spreadsheet is set up differently, then adjust the names of the columns, rows, and cells.

Enter this formula into cell H3 and then copy it down the column for all of the students. Use straight double quotes (not curly):

="\seatpage{" & A3 & "}" & C3 & "}" & E3 & "}"

Then copy/paste the \seatpage lines from the spreadsheet into your LaTeX file, in place of the demo students.

Student	ID	SIS User ID	SIS Login ID	Comments	Sequence	Notes	LaTeX
Aska, Al	1234	A11112222	al_aska	Demo Hall 101, Seat C-5	25		\seatpage{Aska, Al}{A11112222}{Demo Hall 101, Seat C-5}
Bama, Ala	56789	A22223333	ala_bama	Demo Hall 101, Seat B-1	20		\seatpage{Bama, Ala}{A22223333}{Demo Hall 101, Seat B-1}
Rado, Colo	234567	A55556666	colo_rado	Demo Hall 101, Seat C-103	16		\seatpage{Rado, Colo}{A55556666}{Demo Hall 101, Seat C-103}
Ware, Dela	42	A77778888	dela_ware	Demo Hall 101, Seat B-102	11		\seatpage{Ware, Dela}{A77778888}{Demo Hall 101, Seat B-102}
Zona, Ari	98765	A88889999	ari_zona	Demo Hall 101, Seat C-3	24		\seatpage{Zona, Ari}{A88889999}{Demo Hall 101, Seat C-3}
Toba, Mani				Demo Hall 101, Seat B-5	22	From another class!	\seatpage{Toba, Mani}{}{Demo Hall 101, Seat B-5}

Cells	Description
Column A	Student Name
Column C	SIS User ID
Column E	Seat Assignment
Column H	LaTeX (This is a new column you'll have to create, beyond what shows in the slides and videos)
Cell H3 (first student)	Enter this formula (use straight double quotes, not curly):  ="\seatpage{" & A3 & "}" & C3 & "}" & E3 & "}"
Cells below H3	Copy and paste that formula down the column. Then copy and paste the \seatpage lines into your LaTeX file in place of the demo students.