

How to post assigned seats on Canvas at UCSD



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Overview

Upload spreadsheet of assigned seats

Student	Comments
Student A	SOLIS 104, Seat A-3
Student B	SOLIS 104, Seat B-9
Student C	SOLIS 107, Seat D-4

Student view in Canvas gradebook

Name	Due	Status	Score	Out of
Homework 1 Homework	Oct 6 by 12pm		-	30
Homework 2 Homework	Oct 13 by 12pm		-	30
Midterm 1 Seat Assignment Seat Assignments			-	0  
Comments Close				
Room SOLIS 107, Seat Z-1234		Glenn Tesler, Oct 10 at 10:34am		

Overview

- TritonEd (UCSD's previous LMS) allowed uploading a spreadsheet of text to its gradebook, but the Canvas gradebook only allows numbers.
- We'll use a Canvas add-on to upload a spreadsheet of text.
 - For students, it shows as comments in the gradebook (rather than scores).
 - For instructors, it shows as an Assignment Comment in SpeedGrader or the gradebook.

Part 1. Overview of Workflow

(based on correspondence with Ed Ruiz, ITS)

Add “Submissions Comments” tool to your Canvas class

Workflow for each exam:

- Download roster from Canvas
- Make EXCEL spreadsheet of seat/student assignments
- Upload spreadsheet to Canvas
- Student and instructor views of seat assignments in Canvas
- Changing seat assignments after they're uploaded

Later: Seating maps; manual & random seat assignments; exam logistics

Add Canvas tool: Submission Comments

- This tool lets us upload a spreadsheet of individual comment for each student to Canvas.
- It needs to be added to each course you'll use it in.

Add Canvas tool: Submission Comments

The screenshot shows a web browser window with the URL `canvas.ucsd.edu`. The page title is "Course Modules: MATH 283". The breadcrumb navigation shows "MATH283_FA21_A00 > Modules". The main content area displays "Fall 2021" and a "View Progress" button, followed by a blue "+ Module" button and a three-dot menu icon. A sidebar on the left contains navigation options: Account, Dashboard, Courses, Calendar, Inbox, and History. The "Courses" option is highlighted with a red box, and a red arrow points to it from the text "Go to your course". The "Modules" option in the breadcrumb is also highlighted with a red box, and a red arrow points to it from the text "In your course's menu, pick 'Modules'". A red arrow points from the text "Click on +Module" to the "+ Module" button.

Go to your course

In your course's menu, pick "Modules"

Click on +Module

Add Canvas tool: Submission Comments

The screenshot shows a web browser window with the URL `canvas.ucsd.edu`. The page title is "Course Modules: MATH 283 - 5 x". The main content area shows "MATH283_FA21_A00 > Modules". A sidebar on the left contains navigation links: Account, Dashboard, Courses, Calendar, Inbox, History, Home, Announcements, Syllabus, Assignments, Gradescope, Grades, Pages, My Media, Media Gallery, and Zoom LTI PRO. A "Fall 2021" dropdown is visible above the sidebar. In the main content area, there is a "View Progress" button, a "+ Module" button, and a menu icon. A modal dialog box titled "Add Module" is open in the center. It contains a text input field with "Admin Tools" entered, a "Lock until" checkbox, and "Cancel" and "Add Module" buttons. A red callout box with the text "Enter a module name, 'Admin Tools'" points to the input field. Another red callout box with the text "Click on: Add Module" and a red arrow points to the "Add Module" button.

Add Canvas tool: Submission Comments

The screenshot shows a web browser window with the URL `canvas.ucsd.edu`. The page title is "MATH283_FA21_A00 > Modules". The left sidebar contains navigation links: Account, Dashboard, Courses, Calendar, Inbox, and History. The main content area shows a "Fall 2021" section with buttons for "Collapse All", "View Progress", and "+ Module". Below this is an "Admin Tools" section with a dashed box containing a file upload area. The upload area has a large upward arrow and the text "Drop files here to add to module" and "or choose files". A red callout box with white text points to a "+" icon in the top right corner of the "Admin Tools" section, with the text "Use + to add an item to the module".

Course Modules: MATH 283 - x

canvas.ucsd.edu

MATH283_FA21_A00 > Modules

Fall 2021

Home

Announcements

Syllabus

Assignments

Gradescope

Grades

Pages

My Media

Media Gallery

Zoom LTI PRO

Collapse All View Progress + Module

Admin Tools

Drop files here to add to module
or choose files

Use + to add an item to the module

Add Canvas tool: Submission Comments

Course Modules: MATH 283 - 5 x

canvas.ucsd.edu

Add Item to Admin Tools

Add **External Tool** to Admin Tools

Select a tool from the list below, or enter a URL for an external tool you already know is configured with Basic LTI to add a link to it to this module.

- Submission Comments**
Bulk upload submission comments via CSV.
- Turnitin**
 - Turnitin Framework
Unavailable for use as external tool
 - WebCOM Course Materials
 - WileyPlus (New)
Outcomes-based learning.
 - WW Norton
- YouTube**
Search publicly available YouTube videos. A new icon will show up in your course rich editor letting you... and click to embed videos in your course material.

URL: **https://coursefinder.ucsd.edu/Su**

Cancel Add Item

Select "External Tool"

Scroll to select
"Submission Comments"

Selecting it will fill in URL

Click on: Add Item

Add Canvas tool: Submission Comments

The screenshot shows the Canvas LMS interface for a course titled 'MATH283_FA21_A00'. The left sidebar contains navigation options: Account, Dashboard, Courses, Calendar, Inbox, History, Commons, and My Media. The main content area shows the course modules for 'Fall 2021'. At the top right of the modules section are buttons for 'Collapse All', 'View Progress', '+ Module', and a menu icon. Below this is the 'Admin Tools' section, which includes 'Submission Comments'. A red box highlights the 'Submission Comments' tool icon, and a red arrow points from the text box on the right to this icon. Below the 'Admin Tools' section is a large dashed box with an upward-pointing arrow and the text 'Drop files here to add to module' and 'or choose files'.

Don't publish the module!
It's just for instructors/TAs,
not students.
It will work for you without
being published.

Preparing seat assignment spreadsheet

- [Download roster from Canvas gradebook](#)
- Use roster to make spreadsheet of seat assignments
- Create Canvas Assignment “Midterm 1 Seat Assignment”
- Upload spreadsheet to the Canvas Assignment
- Viewing/editing the Canvas Assignment after uploading

Download roster

Grades screen: Actions → Export

Gradebook - MATH 283 - Stat x +

canvas.ucsd.edu

MATH283_FA21_A00 > Grades

Fall 2021 Gradebook View Actions

Student Name	Import	Homework 2 Out of 30
Al Aska MATH 283 - A00 [52386]	Export	-
Ala Bama MATH 283 - A00 [52386]	New Export (Oct 9, 2021 at 10:30pm)	-
Front Desk MATH 283 - A00 [52386]		-
Cali Fornia MATH 283 - A00 [52386]	-	-
Colo Rado MATH 283 - A00 [52386]	-	-
Steffanie Staffperson MATH 283 - A00 [52386]	-	-
Dela Ware MATH 283 - A00 [52386]	-	-
Ari Zona MATH 283 - A00 [52386]	-	-
Test Student MATH 283 - A00 [52386]	-	-

- Go to **Grades** screen
On **Actions** menu: **Export**
- That downloads a file to your computer:
2021-10-09T2230_Grades-MATH283_FA21_A00.csv
- Optionally rename it, e.g.:
canvas_roster_mt1.csv

Preparing seat assignment spreadsheet

- Download roster from Canvas gradebook
- Use roster to make spreadsheet of seat assignments
- Create Canvas Assignment “Midterm 1 Seat Assignment”
- Upload spreadsheet to the Canvas Assignment
- Viewing/editing the Canvas Assignment after uploading

Entering seats in EXCEL

Open the roster file

AutoSave OFF | canvas_roster_mt1.csv

Home | Insert | Draw | Page Layout | Formulas | Data | Review | View | Tell me

Paste | Calibri (Body) | 12 | Bold | Italic | Underline | Number | Conditional Formatting | Format as Table | Cell Styles | Cells | Editing | Analyze Data

Possible Data Loss: Some features might be lost if you save this workbook in the comma-delimited (.csv) format. To preserve these fe... Save As...

A1 | Student

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Student ID	SIS User ID	SIS Login ID	Section	Homework 1	Homework 2	Assignments	Assignments	Assignments	Assignments	Homework C	Homework U	Homework F	
2	Points Possible				30	30 (read only)	(read only)	(read only)	(read only)	(read only)	(read only)	(read only)	(read only)	
3	Aska, Al	1234	A11112222	al_aska	MATH 283 - A00 [52386]								0	
4	Bama, Ala	56789	A22223333	ala_bama	MATH 283 - A00 [52386]								0	
5	Desk, Front	101112	A33334444	front_desk	MATH 283 - A00 [52386]								0	
6	Fornia, Cali	314159	A44445555	cali_fornia	MATH 283 - A00 [52386]								0	
7	Rado, Colo	234567	A55556666	colo_rado	MATH 283 - A00 [52386]								0	
8	Staffperson,	271828	A66667777	stefanie_st	MATH 283 - Stat Methods in Bioinformatics - Tesler [FA21]								0	
9	Ware, Dela	42	A77778888	dela_ware	MATH 283 - A00 [52386]								0	
10	Zona, Ari	98765	A88889999	ari_zona	MATH 283 - A00 [52386]								0	
11	Student, Tes	2468		0123456789	MATH 283 - A00 [52386] and MATH 283 - Stat Methods in Bioinformatics - Tesler [FA21]								0	
12														
13														

Ready | canvas_roster_mt1 | 100%

Entering seats in EXCEL

Keep first 4 columns:
Student
ID
SS User ID
SS Login ID

Optional: Keep 5th column
Section

The screenshot shows an Excel spreadsheet titled 'canvas_roster_mt1.csv'. The spreadsheet has columns A through N. The first four columns (A-D) contain student information: Student ID, SIS User ID, and SIS Login ID. The fifth column (E) contains the Section name. Columns F through N contain homework and assignment data. A red arrow points to the first four columns, and another red arrow points to the fifth column.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Student	ID	SIS User ID	SIS Login ID	Section	Homework 1	Homework 2	Assignments	Assignments	Assignments	Assignments	Homework C	Homework U	Homework F
2	Points Possible					30	30 (read only)	(read only)	(read only)	(read only)	(read only)	(read only)	(read only)	(read only)
3	Aska, Al	1234	A11112222	al_aska	MATH 283 - A00 [52386]									0
4	Bama, Ala	56789	A22223333	ala_bama	MATH 283 - A00 [52386]									0
5	Desk, Front	101112	A33334444	front_desk	MATH 283 - A00 [52386]									0
6	Fornia, Cali	314159	A44445555	cali_fornia	MATH 283 - A00 [52386]									0
7	Rado, Colo	234567	A55556666	colo_rado	MATH 283 - A00 [52386]									0
8	Staffperson,	271828	A66667777	stefanie_st	MATH 283 - Stat Methods in Bioinformatics - Tesler [FA21]									0
9	Ware, Dela	42	A77778888	dela_ware	MATH 283 - A00 [52386]									0
10	Zona, Ari	98765	A88889999	ari_zona	MATH 283 - A00 [52386]									0
11	Student, Tes	2468		0123456789	MATH 283 - A00 [52386] and MATH 283 - Stat Methods in Bioinformatics - Tesler [FA21]									0
12														
13														

Select and delete
all other columns

Entering seats in EXCEL

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Student	ID	SIS User ID	SIS Login ID										
2	Points Possible													
3	Aska, Al	1234	A11112222	al_aska										
4	Bama, Ala	56789	A22223333	ala_bama										
5	Desk, Front	101112	A33334444	front_desk										
6	Fornia, Cali	314159	A44445555	cali_fornia										
7	Rado, Colo	234567	A55556666	colo_rado										
8	Staffperson,	271828	A66667777	stefanie_st	ffperson									
9	Ware, Dela	42	A77778888	dela_ware										
10	Zona, Ari	98765	A88889999	ari_zona										
11	Student, Tes	2468		0123456789	bcdef0123456789	abcdef01234567								
12														
13														

Keep first 4 columns:
Student
ID
SS User ID
SS Login ID

Optional: Keep 5th column
Section

Select and delete
all other columns

Entering seats in EXCEL

AutoSave OFF

canvas_roster_mt1.csv

Home Insert Draw Page Layout Formulas Data Review View Tell me

Paste Calibri (Body) 12 Conditional Formatting Format as Table Cell Styles

Possible Data Loss Some features might be lost if you save this workbook in the comma-delimited (.csv) format. To preserve these fe... Save As...

E1 Comments

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Student	ID	SIS User ID	SIS Login ID	Comments									
2	Points Possible													
3	Aska, Al	1234	A11112222	al_aska										
4	Bama, Ala	56789	A22223333	ala_bama										
5	Desk, Front	101112	A33334444	front_desk										
6	Fornia, Cali	314159	A44445555	cali_fornia										
7	Rado, Colo	234567	A55556666	colo_rado										
8	Staffperson,	271828	A66667777	stefanie_staffperson										
9	Ware, Dela	42	A77778888	dela_ware										
10	Zona, Ari	98765	A88889999	ari_zona										
11	Student, Tes	2468		0123456789abcdef0123456789abcdef01234567										
12														
13														

canvas_roster_mt1

Enter 100%

Enter "Comments"
at the top of the column

Entering seats in EXCEL

	A	B	C	D	E	F	G	H	I	J	K
1	Student	ID	SIS User ID	SIS Login ID	Comments						
2	Points Possible										
3	Aska, Al	1234	A11112222	al_aska	Seat A-1						
4	Bama, Ala	56789	A22223333	ala_bama	Seat B-3						
5	Desk, Front	101112	A33334444	front_desk	Staff - No seat						
6	Fornia, Cali	314159	A44445555	cali_fornia	Seat: OSD separate room						
7	Rado, Colo	234567	A55556666	colo_rado	Seat D-8						
8	Staffperson, Steffanie	271828	A66667777	steffanie_staffperson	Staff - No seat						
9	Ware, Dela	42	A77778888	dela_ware	Room SOLIS 104, Seat A-5						
10	Zona, Ari	98765	A88889999	ari_zona	Room SOLIS 107, Seat D-3						
11	Student, Test	2468		0123456789abcdef01234	Room SOLIS 107, Seat Z-1234						
12											
13											

Enter seat assignments for each student in the "Comments" column

Later: Random seats based on seat maps

Entering seats in EXCEL

AutoSave OFF

canvas_roster_mt1b.csv

Home Insert Draw Page Layout Formulas Data Review View Tell me

Paste Calibri (Body) 12 Conditional Formatting Format as Table Cell Styles

Possible Data Loss Some features might be lost if you save this workbook in the comma-delimited (.csv) format. To preserve these fe... Save As...

E6 fx Seat: OSD separate room

	A	B	C	D	E	F	G	H	I	J	K
1	Student	ID	SIS User ID	SIS Login ID	Comments						
2	Points Possible										
3	Aska, Al	1234	A11112222	al_aska	Seat A-1						
4	Bama, Ala	56789	A22223333	ala_bama	Seat B-3						
5	Desk, Front	101112	A33334444	front_desk	Staff - No seat						
6	Fornia, Cali	314159	A44445555	cali_fornia	Seat: OSD separate room						
7	Rado, Colo	234567	A55556666	colo_rado	Seat D-8						
8	Staffperson, Steffanie	271828	A66667777	steffanie_staffperson	Staff - No seat						
9	Ware, Dela	42	A77778888	dela_ware	Room SOLIS 104, Seat A-5						
10	Zona, Ari	98765	A88889999	ari_zona	Room SOLIS 107, Seat D-3						
11	Student, Test	2468		0123456789abcdef012345	Room SOLIS 107, Seat Z-1234						
12											
13											

canvas_roster_mt1b +

Ready

Student with special arrangements

Entering seats in EXCEL

	A	B	C	D	E	F	G	H	I	J	K
1	Student	ID	SIS User ID	SIS Login ID	Comments						
2	Points Possible										
3	Aska, Al	1234	A11112222	al_aska	Seat A-1						
4	Bama, Ala	56789	A22223333	ala_bama	Seat B-3						
5	Desk, Front	101112	A33334444	front_desk	Staff - No seat						
6	Fornia, Cali	314159	A44445555	cali_fornia	Seat: OSD separate ro						
7	Rado, Colo	234567	A55556666	colo_rado	Seat D-8						
8	Staffperson, Steffanie	271828	A66667777	steffanie_staffperson	Staff - No seat						
9	Ware, Dela	42	A77778888	dela_ware	Room SOLIS 104, Seat	5					
10	Zona, Ari	98765	A88889999	ari_zona	Room SOLIS 107, Seat D-3						
11	Student, Test	2468		0123456789abcdef012345	Room SOLIS 107, Seat Z-1234						
12											
13											

Staff with student access to class; may not want to assign seats to them

Entering seats in EXCEL

AutoSave OFF

canvas_roster_mt1b.csv

Home Insert Draw Page Layout Formulas Data Review View Tell me

Paste Calibri (Body) 12 Conditional Formatting Format as Table Cell Styles

Possible Data Loss Some features might be lost if you save this workbook in the comma-delimited (.csv) format. To preserve these fe... Save As...

E11 fx Room SOLIS 107, Seat Z-1234

	A	B	C	D	E	F	G	H	I	J	K
1	Student	ID	SIS User ID	SIS Login ID	Comments						
2	Points Possible										
3	Aska, Al	1234	A11112222	al_aska	Seat A-1						
4	Bama, Ala	56789	A22223333	ala_bama	Seat B-3						
5	Desk, Front	101112	A33334444	front_desk	Staff - No seat						
6	Fornia, Cali	314159	A44445555	cali_fornia	Seat: OSD separate room						
7	Rado, Colo	234567	A55556666	colo_rado	Seat D-8						
8	Staffperson, Steffanie	271828	A66667777	steffanie_staffperson	Staff - No seat						
9	Ware, Dela	42	A77778888	dela_ware	Room SOLIS 104, Seat A-5						
10	Zona, Ari	98765	A88889999	ari_zona	Room SOLIS 107, Seat D-3						
11	Student, Test	2468	0123456789abcdef01234		Room SOLIS 107, Seat Z-1234						
12											
13											

canvas_roster_mt1b

Ready 100%

“Test Student”
Enter fake seat to test
the student view in Canvas

Entering seats in EXCEL

AutoSave OFF canvas_roster_mt1b.csv

Home Insert Draw Page Layout Formulas Data Review View Tell me

Paste Calibri (Body) 12 Conditional Formatting Format as Table Cell Styles

Possible Data Loss Some features might be lost if you save this workbook in the comma-delimited (.csv) format. To preserve these fe... Save As...

E9 fx Room SOLIS 104, Seat A-5

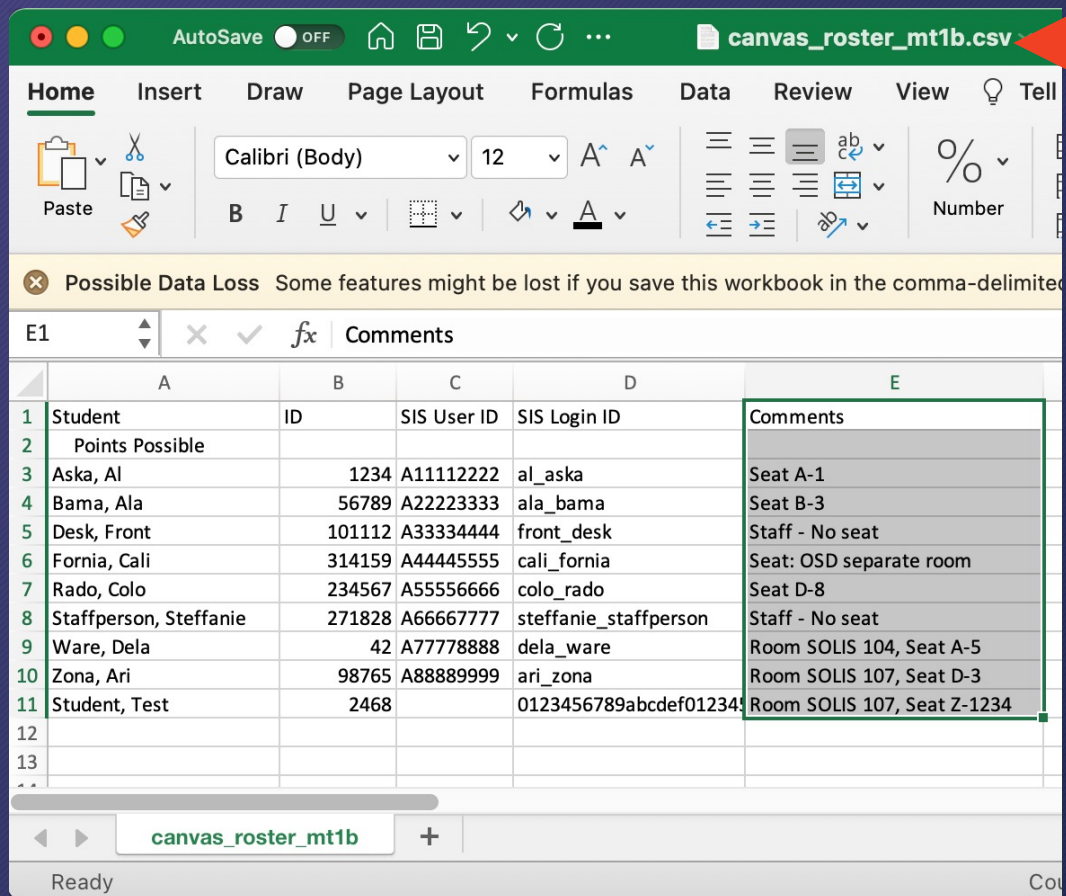
	A	B	C	D	E	F	G	H	I	J	K
1	Student	ID	SIS User ID	SIS Login ID	Comments						
2	Points Possible										
3	Aska, Al	1234	A11112222	al_aska	Seat A-1						
4	Bama, Ala	56789	A22223333	ala_bama	Seat B-3						
5	Desk, Front	101112	A33334444	front_desk	Staff - No seat						
6	Fornia, Cali	314159	A44445555	cali_fornia	Seat: OSD separate room						
7	Rado, Colo	234567	A55556666	colo_rado	Seat D-8						
8	Staffperson, Steffanie	271828	A66667777	steffanie_staffperson	Staff - No seat						
9	Ware, Dela	42	A77778888	dela_ware	Room SOLIS 104, Seat A-5						
10	Zona, Ari	98765	A88889999	ari_zona	Room SOLIS 107, Seat D-3						
11	Student, Test	2468	0123456789	abcdef01234	Room SOLIS 107, Seat Z-1234						
12											
13											

canvas_roster_mt1b

Ready Count: 3 100%

For exam in 2 rooms,
put room and seat #
into the comment

Entering seats in EXCEL



	A	B	C	D	E
1	Student	ID	SIS User ID	SIS Login ID	Comments
2	Points Possible				
3	Aska, Al	1234	A11112222	al_aska	Seat A-1
4	Bama, Ala	56789	A22223333	ala_bama	Seat B-3
5	Desk, Front	101112	A33334444	front_desk	Staff - No seat
6	Fornia, Cali	314159	A44445555	cali_fornia	Seat: OSD separate room
7	Rado, Colo	234567	A55556666	colo_rado	Seat D-8
8	Staffperson, Steffanie	271828	A66667777	steffanie_staffperson	Staff - No seat
9	Ware, Dela	42	A77778888	dela_ware	Room SOLIS 104, Seat A-5
10	Zona, Ari	98765	A88889999	ari_zona	Room SOLIS 107, Seat D-3
11	Student, Test	2468		0123456789abcdef01234	Room SOLIS 107, Seat Z-1234
12					
13					

Save in CSV format
(Comma-separated values)

EXCEL:

- File → Save As...
- Pick CSV for the File format

Google Sheets:

- File → Download → Comma-separated values

Numbers:

- File → Export To → CSV...

Preparing seat assignment spreadsheet

- Download roster from Canvas gradebook
- Use roster to make spreadsheet of seat assignments
- Create Canvas Assignment “Midterm 1 Seat Assignment”
- Upload spreadsheet to the Canvas Assignment
- Viewing/editing the Canvas Assignment after uploading

Create Canvas Assignment Group (optional)

The screenshot shows the Canvas LMS interface for the course 'MATH283_FA21_A00'. The page title is 'Assignments' and it shows '68 Student View'. The left sidebar contains navigation options: Account, Dashboard, Courses, Calendar, Inbox, History, Commons, My Media, and Help. The main content area has a search bar and two buttons: '+Group' and '+ Assignment'. Below these is a table of assignments under the 'Homework' group, which is currently at '50% of Total'. The assignments listed are Homework 1 through Homework 8, each with a due date and point value. Homework 1 and 2 are marked with green checkmarks, while Homework 3 through 8 are marked with red X's.

Assignment	Due Date	Points	Status
Homework 1	Due Oct 6 at 12pm	30 pts	Completed
Homework 2	Due Oct 13 at 12pm	30 pts	Completed
Homework 3		30 pts	Not Started
Homework 4		30 pts	Not Started
Homework 5		30 pts	Not Started
Homework 6		30 pts	Not Started
Homework 7		30 pts	Not Started
Homework 8			Not Started

Create Canvas Assignment Group (optional)

The screenshot shows the Canvas LMS interface for a course titled 'MATH283_FA21_A00'. The 'Assignments' section is active, and the 'Homework' category is expanded. A modal dialog box titled 'Add Assignment Group' is open, allowing the user to create a new group. The 'Group Name' field is filled with 'Seat Assignments', and the percentage field is filled with '0'. The 'Save' button is highlighted with a red arrow.

Enter group name
"Seat Assignments"
and "0" for percentage

Click on: Save

Create Canvas Assignment (mandatory) “Midterm 1 Seat Assignment”

The screenshot displays the Canvas LMS interface for the course MATH283_FA21_A00. The page title is "Assignments" and it shows a "63 Student View" button. The sidebar on the left contains navigation links: Account, Dashboard, Courses, Calendar, Inbox, History, Commons, My Media, Help, and Outcomes. The main content area features a search bar for assignments and two buttons: "+ Group" and "+ Assignment". Below these buttons is a table of homework assignments:

Homework		50% of Total
Homework 1	Due Oct 6 at 12pm 30 pts	✓
Homework 2	Due Oct 13 at 12pm 30 pts	✓
Homework 3	30 pts	○
Homework 4	30 pts	○
Homework 5	30 pts	○
Homework 6	30 pts	○
Homework 7	30 pts	○
Homework 8		○

Click on +Assignment

Create Canvas Assignment (mandatory) “Midterm 1 Seat Assignment”

The screenshot shows the Canvas LMS interface for editing an assignment. The browser address bar shows 'canvas.ucsd.edu'. The course path is 'MATH283_FA21_A00 > Assignments > Midterm 1 Seat Assignment'. The assignment is currently 'Not Published'. The title field contains 'Midterm 1 Seat Assignment'. The description field contains the text: 'Please check this assignment's comment section for your seat assignment:' followed by a bulleted list: 'Click on Grades in the course menu', 'Click on the comments icon for "Midterm 1 Seat Assignment"', and 'Note your seat assignment, e.g., H-5'. The 'Points' field is set to 0. A yellow highlight is around the description text, and a red arrow points to it from the right. Another red arrow points to the title field from the right. A third red arrow points downwards from the bottom right of the screenshot.

Enter a title
“Midterm 1 Seat Assignment”

Enter a description (optional)

Keep scrolling for more
settings (next slide)

Create Canvas Assignment (mandatory)

“Midterm 1 Seat Assignment”

The screenshot shows the 'Edit Assignment' interface in Canvas LMS. A red box highlights the following settings:

- Points: 0
- Assignment Group: Seat Assignments
- Display Grade as: Points
- Do not count this assignment towards the final grade
- Submission Type: No Submission

Other visible settings include:

- Group Assignment: This is a Group Assignment
- Peer Reviews: Require Peer Reviews
- Assign to: Everyone

Set all five of these:

The close-up shows the following settings:

- Points: 0
- Assignment Group: Seat Assignments (optional / may vary)
- Display Grade as: Points
- Do not count this assignment towards the final grade
- Submission Type: No Submission

Create Canvas Assignment (mandatory) “Midterm 1 Seat Assignment”

Submission Type: No Submission

Group Assignment: This is a Group Assignment

Peer Reviews: Require Peer Reviews

Assign

Assign to: Everyone

Due: [Calendar icon]

Available from: [Calendar icon] Until: [Calendar icon]

+ Add

Notify users that this content has changed

Cancel Save & Publish Save

Use Save & Publish

- It must be published to upload the spreadsheet.
- After uploading, unpublish to hide the seat assignments

Create Canvas Assignment (mandatory) “Midterm 1 Seat Assignment”

Midterm 1 Seat Assignment

Published

Please check this assignment's comment section for your seat assignment:

- Click on **Grades** in the course menu
- Click on the **comments icon** for "Midterm 1 Seat Assignment"
- Note your seat assignment, e.g., H-5

Points 0
Submitting Nothing

Due	For	Available from	Until
-	Everyone	-	-

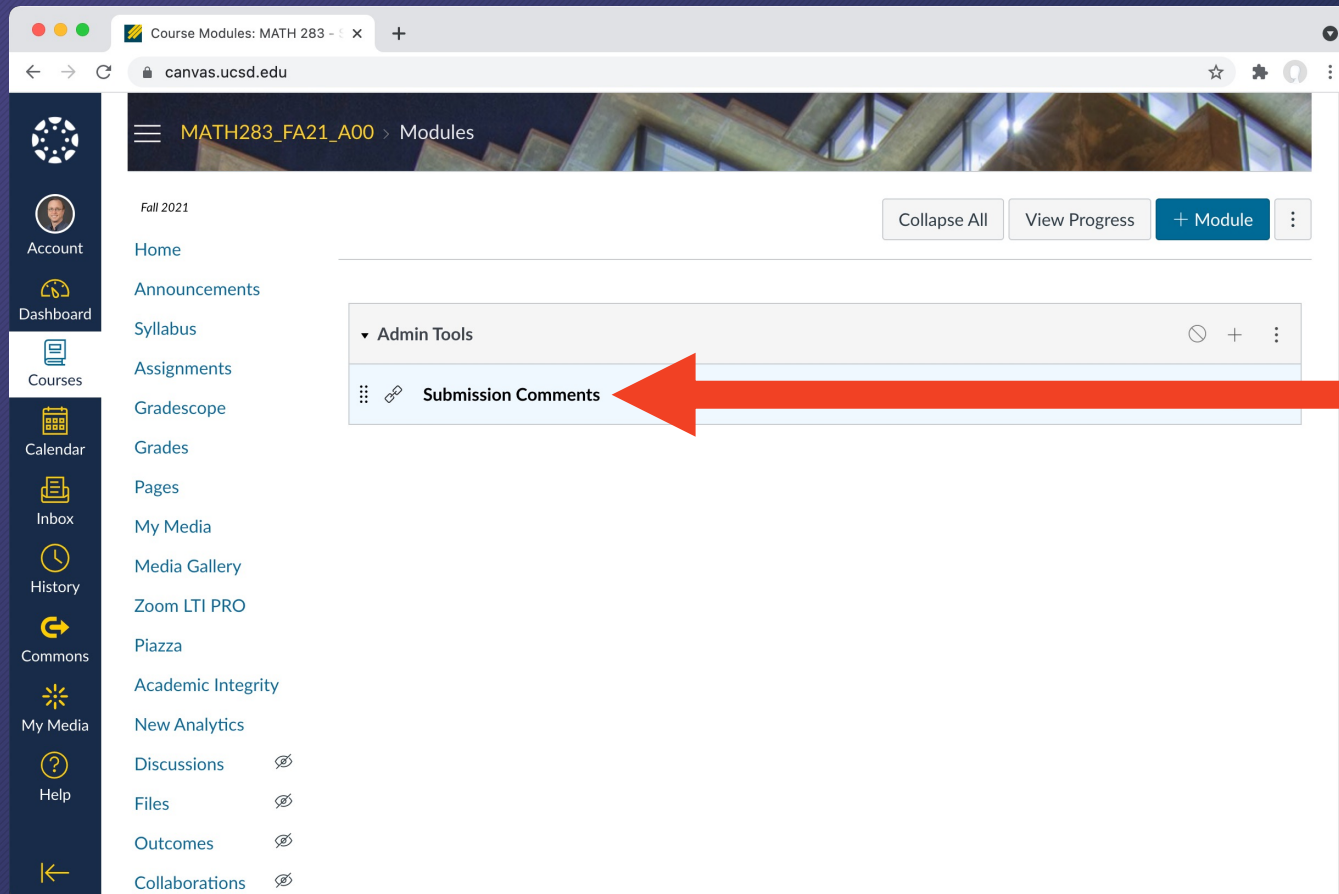
+ Rubric

Assignment successfully created and published

Preparing seat assignment spreadsheet

- Download roster from Canvas gradebook
- Use roster to make spreadsheet of seat assignments
- Create Canvas Assignment “Midterm 1 Seat Assignment”
- Upload spreadsheet to the Canvas Assignment
- Viewing/editing the Canvas Assignment after uploading

Uploading spreadsheet to Canvas



The screenshot shows the Canvas LMS interface for a course titled 'MATH283_FA21_A00'. The left sidebar contains navigation options: Account, Dashboard, Courses, Calendar, Inbox, History, Commons, My Media, and Help. The main content area displays the 'Modules' page for 'Fall 2021'. At the top right of the main area are buttons for 'Collapse All', 'View Progress', and '+ Module'. Below these is a dropdown menu for 'Admin Tools' which is expanded to show 'Submission Comments' highlighted. A red arrow points from a text box on the right to the 'Submission Comments' link.

Go back to Modules screen
Click on: Submission Comments

Uploading spreadsheet to Canvas

Submission Comments Bulk Loader

Assignments in 'MATH 283 - Stat Methods in Bioinformatics - Tesler [FA21]'

Add comments to the assignment: Homework 1

The easiest way to prepare a spreadsheet is to export your gradebook from Canvas, delete all the columns except 'ID', 'SIS User ID', and 'SIS Login ID', add a column named 'Comments', and enter your comments in that column.

If you create a spreadsheet yourself:

- Include column labels in the first row
- Include at least one of the following columns to identify students:
 - "ID" or "Canvas ID": The Canvas numerical identifier, found in the "ID" column of a gradebook export
 - "SIS User ID" or "PID": The student's A-number
 - "SIS Login ID" or "username": The student's campus username, as used to log in to Canvas
- Include a column of comments named "Comment", "Comments", or "Assignment Comments"
- Each row with a comment must have a value for at least one user-identifying column that corresponds to a student in this class.
- Any comments without a user identifier will be ignored.
- If more than one user-identifying column has a value, each value must refer to the same student.

Load comments from the spreadsheet:

Choose File No file chosen

Preview Assignment Comments (Large classes may take up to a minute to load)

Select Canvas Assignment
"Midterm 1 Seat Assignment"

Uploading spreadsheet to Canvas

Submission Comments Bulk Loader

Assignments in 'MATH 283 - Stat Methods in Bioinformatics - Tesler [FA21]'

Add comments to the assignment: **Midterm 1 Seat Assignment**

The easiest way to prepare a spreadsheet is to export your gradebook from Canvas, delete all the columns except 'ID', 'SIS User ID', and 'SIS Login ID', add a column named 'Comments', and enter your comments in that column.

If you create a spreadsheet yourself:

- Include column labels in the first row
- Include at least one of the following columns to identify students:
 - "ID" or "Canvas ID": The Canvas numerical identifier, found in the "ID" column of a gradebook export
 - "SIS User ID" or "PID": The student's A-number
 - "SIS Login ID" or "username": The student's campus username, as used to log in to Canvas
- Include a column of comments named "Comment", "Comments", or "Assignment Comments"
- Each row with a comment must have a value for at least one user-identifying column that corresponds to a student in this class.
- Any comments without a user identifier will be ignored.
- If more than one user-identifying column has a value, each value must refer to the same student.

Load comments from the spreadsheet:

Choose File **canvas_roster_mt1b.csv**

Preview Assignment Comments (Large spreadsheets may take up to a minute to load)

Select Canvas Assignment
"Midterm 1 Seat Assignment"

Choose the CSV file to upload

Click on: Preview Assignment Comments

Uploading spreadsheet to Canvas

Submission Comments

canvas.ucsd.edu

MATH283_FA21_A00 > Modules > Admin Tools > Submission Comments

Fall 2021

Home

Announcements

Syllabus

Assignments

Gradescope

Grades

Pages

My Media

Media Gallery

Zoom LTI PRO

Piazza

Academic Integrity

New Analytics

Discussions

Files

Outcomes

Collaborations

People

	A	ID:	None	Staff - No seat
	A	ID:	None	This student was not found in your spreadsheet.
	A	ID:	None	Seat B-3
Test Student		ID:	None	Room SOLIS 107, Seat Z-1234

Add Comments to Students

Scroll through to verify it uploaded correctly

This is the **ONLY** chance to see all seat assignments at once in Canvas. You'll still need your separate spreadsheet.

Uploading spreadsheet to Canvas

The screenshot shows the Canvas LMS interface for the course 'MATH283_FA21_A00'. The 'Submission Comments' page is active, displaying a table with the following data:

Student Name	Section	ID	Grade	Comments
[Redacted]	A	[Redacted]	None	Staff - No seat
[Redacted]	A	[Redacted]	None	This student was not found in your spreadsheet.
[Redacted]	A	[Redacted]	None	Seat B-3
Test Student		[Redacted]	None	Room SOLIS 107, Seat Z-1234

At the bottom of the table, there is a blue button labeled 'Add Comments to Students' with a red arrow pointing to it.

After verifying the upload, click on:
Add Comments to Students

Preparing seat assignment spreadsheet

- Download roster from Canvas gradebook
- Use roster to make spreadsheet of seat assignments
- Create Canvas Assignment “Midterm 1 Seat Assignment”
- Upload spreadsheet to the Canvas Assignment
- Viewing/editing the Canvas Assignment after uploading
 - Student view
 - Instructor view/edit with SpeedGrader or Canvas gradebook

Students: View seat assignment

The screenshot shows the 'Grades for Test Student' page in Canvas LMS. The left sidebar contains navigation links: Home, Announcements, Syllabus, Assignments, Gradescope, **Grades** (circled in red), Pages, My Media, Media Gallery, Zoom LTI PRO, Piazza, and Academic Integrity. The main content area is titled 'Grades for Test Student' and includes a 'Print Grades' button. Below the title is an 'Arrange By' dropdown menu set to 'Due Date'. A table lists assignments with columns for Name, Due, Status, Score, and Out of. The 'Midterm 1 Seat Assignment' row is highlighted in blue, and a red box highlights a comment bubble icon in the 'Status' column. To the right, a 'Total: N/A (F)' section shows a breakdown of assignments and weights: Homework (50%), MT1 Exam (20%), Final Exam (30%), Assignments (0%), and Seat A (0%), with a Total of 100%. A checkbox for 'Calculate based only on graded assignments' is checked. At the bottom, a footer indicates 'You are currently logged into Student View' and provides 'Reset Student' and 'Leave Student View' buttons.

Name	Due	Status	Score	Out of
Homework 1 Homework	Oct 6 by 12pm		-	30
Homework 2 Homework	Oct 13 by 12pm		-	30
Midterm 1 Seat Assignment Seat Assignments			-	0
Homework			N/A	0.00 / 0.00
MT1 Exam			N/A	0.00 / 0.00
Final Exam			N/A	0.00 / 0.00

Group	Weight
Homework	50%
MT1 Exam	20%
Final Exam	30%
Assignments	0%
Seat A	0%
Total	100%

Students: Go to Grades

Look for "Midterm 1 Seat Assignment"

Click on comment bubble to reveal seat assignment

Students: View seat assignment

Grades for Test Student

Print Grades

Total: N/A (F)

Show All Details

Assignments are weighted by group:

Group	Weight
Homework	50%
MT1 Exam	20%
Final Exam	30%
Assignments	0%
Seat Assignments	0%
Total	100%

Calculate based only on graded assignments

You can view your grades based on What-If scores so that you know how grades will be affected by upcoming or resubmitted assignments for an assignment that already includes a score, or an assignment that has yet to be graded.

Name	Due	Status	Score	Out of
Homework 1 Homework	Oct 6 by 12pm		-	30
Homework 2 Homework	Oct 13 by 12pm		-	30
Midterm 1 Seat Assignment Seat Assignments			-	0
Homework			N/A	0.00 / 0.00

Comments

Room SOLIS 107, Seat Z-1234

Reset Student

Leave Student View

60 You are currently logged into Student View

Resetting the test student will clear all history for this student, allowing you to view the course as a brand new student.

Seat assignment!

Sample Canvas Announcement / instructions

Midterm 1 in two rooms

Assigned seats for Midterm 1 have been posted, and some students will be in a second room. Please view your room and seat assignment as follows:

- Open this class in Canvas and click on **Grades** in the course menu
- Click on the **comments icon** for **Midterm 1 Seat Assignment**
- Note your assigned room and seat, e.g., **Center 109, Seat H-5**
- Seat number map for the regular classroom Center 109 [link]
Seat number map for the second classroom Center 105 [link]

Sample Canvas Announcement / instructions

Midterm 2 in one room with new seats

Assigned seats for Midterm 2 have been posted. They are different than on Midterm 1, and everyone will be in the regular classroom, **Center 109**; we are not using a second classroom. Please view your seat assignment as follows:

- Open this class in Canvas and click on **Grades** in the course menu
- Click on the **comments icon** for **Midterm 2 Seat Assignment**
- Note your assigned seat, e.g., **Seat H-5**
- Seat number map for Center 109 [link]

In addition to Canvas Announcement

If changing seat assignments for each exam, you can
unpublish “Midterm 1 Seat Assignment”
when you publish “Midterm 2 Seat Assignment”
so that they only see the current exam’s seat assignment.

Instructors: Viewing seats in SpeedGrader

Assignments: MATH 283 - Stat

canvas.ucsd.edu

Quizzes 30 pts

Modules

Settings

Account

Dashboard

Courses

Calendar

Inbox

History

Commons

My Media

Help

MT1 Exam 20% of Total

Midterm 58 pts

Final Exam 30% of Total

Final 86 pts

Assignments 0% of Total

TESTING CANVAS COMMENTS

Seat Assignments 0% of Total

Midterm 1 Seat Assignment

Go to Assignments screen and click on
Midterm 1 Seat Assignment

Instructors: Viewing seats in SpeedGrader

Midterm 1 Seat Assignment

Published

Please check this assignment's comment section for your seat assignment:

- Click on **Grades** in the course menu
- Click on the **comments icon** for "Midterm 1 Seat Assignment"
- Note your seat assignment, e.g., H-5

Due	For	Available from	Until
-	Everyone	-	-

+ Rubric

Related Items

[SpeedGrader™](#)

Click on: SpeedGrader

Only shows if assignment is Published. If you just published it, you may have to refresh the screen (or leave it and come back) for SpeedGrader to show.

Instructors: Viewing seats in SpeedGrader

Midterm 1 Seat Assignment
Due: No Due Date - MATH283_FA21_A00

0/36 Graded 36/36

← Test Student →

This student does not have a submission for this assignment

Assessment
Grade out of 0

Assignment Comments

Room SOLIS 107, Seat Z-1234
Glenn Tesler, Oct 10 at 10:34am

Add a Comment

Submit

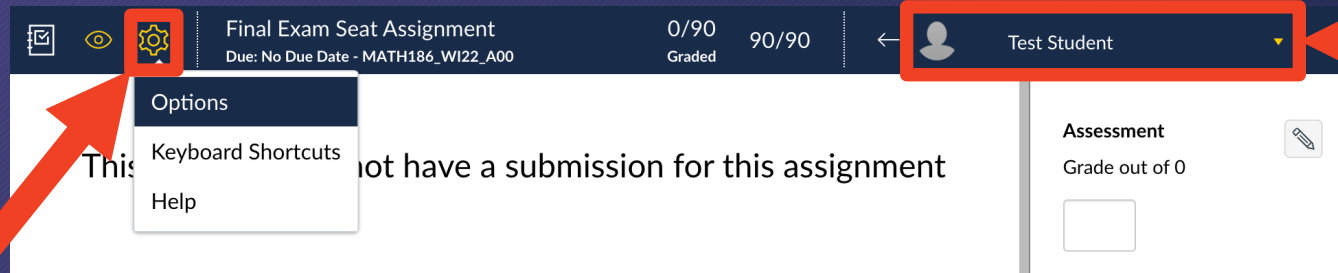
Download Submission Comments

Use arrows/menu to go through students 1-by-1

Seat assignment is listed as a “comment”

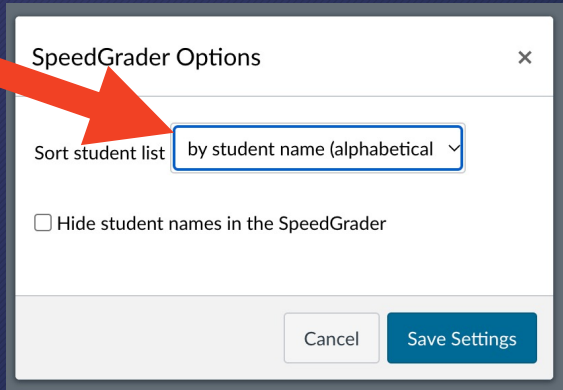
Instructors: Viewing seats in SpeedGrader

Set student menu to alphabetical order



Scrollable list of students

Click on gear icon
Select "Options"
Select alphabetical



Instructors: Minor edits in SpeedGrader (changing just a few seats)

Midterm 1 Seat Assignment
Due: No Due Date - MATH283_FA21_A00

0/36 Graded 36/36

Test Student

This student does not have a submission for this assignment

Assessment
Grade out of 0

Assignment Comments

Room SOLIS 107, Seat Z-1234
Glenn Tesler, Oct 10 at 10:34am

Add a Comment

Submit

Download Submission Comments

Use X to delete the old comment (otherwise they'll see both the old and new comment)

Then write new comment

Also make corresponding change in spreadsheet, and email student

Instructors: Viewing seats in **gradebook**

Second method to view/edit! Allows search by student.

Winter 2022

MATH186_WI22_A00 > Grades

Gradebook ▾ View ▾ Actions ▾

Student Names

Assignment Names

Search Test Student × Search Students ▾

Search Assignments ▾

Student Name	Final Exam Seat Assignment Out of 0	Final Exam 35% of grade	Seat Assignments 0% of grade
Test Student MATH 186 - A01 [7...]	-	35.71%	-

Select "Grades"

Search by name

Scroll horizontally and click cell
for their seat assignment "score"

Instructors: Viewing seats in **gradebook**

Second method to view/edit! Allows search by student

The screenshot shows the Blackboard interface for a course named 'MATH186_WI22_A00'. The left sidebar contains navigation options: Account, Dashboard, Courses, Calendar, and Pages. The main content area is titled 'Grades' and includes a 'Gradebook' dropdown, 'View' and 'Actions' dropdowns, and a search bar. Below the search bar is a table with the following data:

Student Name	Final Exam Seat Assignment Out of 0	Final Exam 35% of grade	Seat Assignments 0% of grade
Test Student MATH 186 - A01 [7007...	<input type="text" value=" "/>	35.71%	-

A red arrow points to a right-pointing arrow icon in the 'Final Exam Seat Assignment' cell for the 'Test Student' row.

Click on the arrow in that cell

Instructors: Viewing seats in **gradebook**

Second method to view/edit! Allows search by student

MATH186_WI22_A00 > Grades

Winter 2022

Gradebook ▾ View ▾ Actions ▾

Student Names

Test Student x Search Students ▾

Student Name	Final Exam Seat Assignment	Out of 0
Test Student MATH 186 - A01 [7007...	-	

Assignment

Comments

Glenn Tesler
Mar 16 at 10:07am

PCYNH 106, Seat Z-1234

Leave a comment

Scroll to bottom of panel to view, edit, delete, or add comments

Also make corresponding change in spreadsheet, and email student

Instructors: Viewing seats in **gradebook**

Second method to view/edit! Allows search by student

MATH186_WI22_A00 > Grades

Winter 2022

Gradebook ▾ View ▾ Actions ▾

Student Names

Assignment

Test Student x Search Students ▾

Student Name	Final Exam Seat Assignment Out of 0
Test Student MATH 186 - A01 [7007...	-

Test Student

Final Exam Seat Assignment >

SpeedGrader

Not calculated in final grade

Grade out of 0

Scroll to top of panel and click on the x to close it

Two students with same name!

Student Name
Erik Smith MATH 186 - A01 [1234...
Erik Smith MATH 186 - A01 [1234...

Student Name	Final Exam Seat Assignment
⋮	Out of 0
Sort by >	-
Display as >	-
Secondary info >	✓ Section
Show	SIS ID
Inactive enrollments	Integration ID
Concluded enrollments	Login ID
	None

Hover by "Student Name"
Click on the three dots: ⋮

Select "Secondary info"

Pick either "SIS ID"

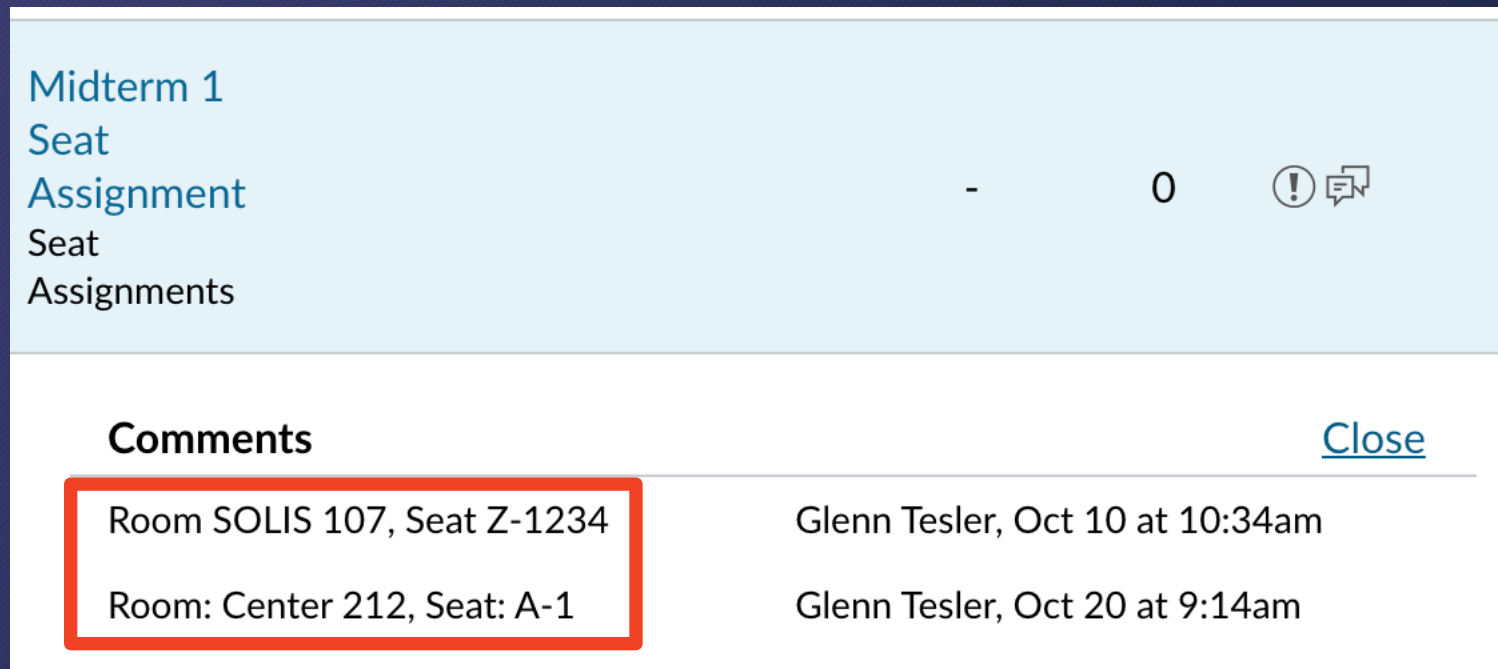
or "Login ID"

Student Name
Erik Smith A11111111
Erik Smith A22222222

Student Name
Erik Smith esmith123
Erik Smith esmith456

Instructors: Major changes (e.g., exam moved to new room)

- If you upload twice to the same assignment, students will see BOTH sets of comments, which may be confusing



The screenshot shows a course interface for 'Midterm 1 Seat Assignment'. The assignment has 0 points and a warning icon. Below the assignment details is a 'Comments' section with two entries:

Comments	
Room SOLIS 107, Seat Z-1234	Glenn Tesler, Oct 10 at 10:34am
Room: Center 212, Seat: A-1	Glenn Tesler, Oct 20 at 9:14am

The first comment, 'Room SOLIS 107, Seat Z-1234', is highlighted with a red border in the original image.

Instructors: Major changes (e.g., exam moved to new room)

- If you upload twice to the same assignment, students will see BOTH sets of comments, which may be confusing
- Delete or unpublish original Canvas assignment
Midterm 1 Seat Assignment
- Redo process from scratch with a new assignment name like
Updated Midterm 1 Seat Assignment
- Notify your class about the change and that they need to look up their new seat assignment.

Next up: Seating charts

Assigned seats at UCSD: Getting Seating Charts

Glenn Tesler
UCSD Department of Mathematics
June 2022

Part 2. Getting Seating Charts

- Room diagrams
- Room spreadsheets

Seating charts to download

Excerpts shown for Center 212

BLINK: Instruction →
Classroom Details

<https://blink.ucsd.edu/faculty/instruction/tech-guide/classroom/details.html>

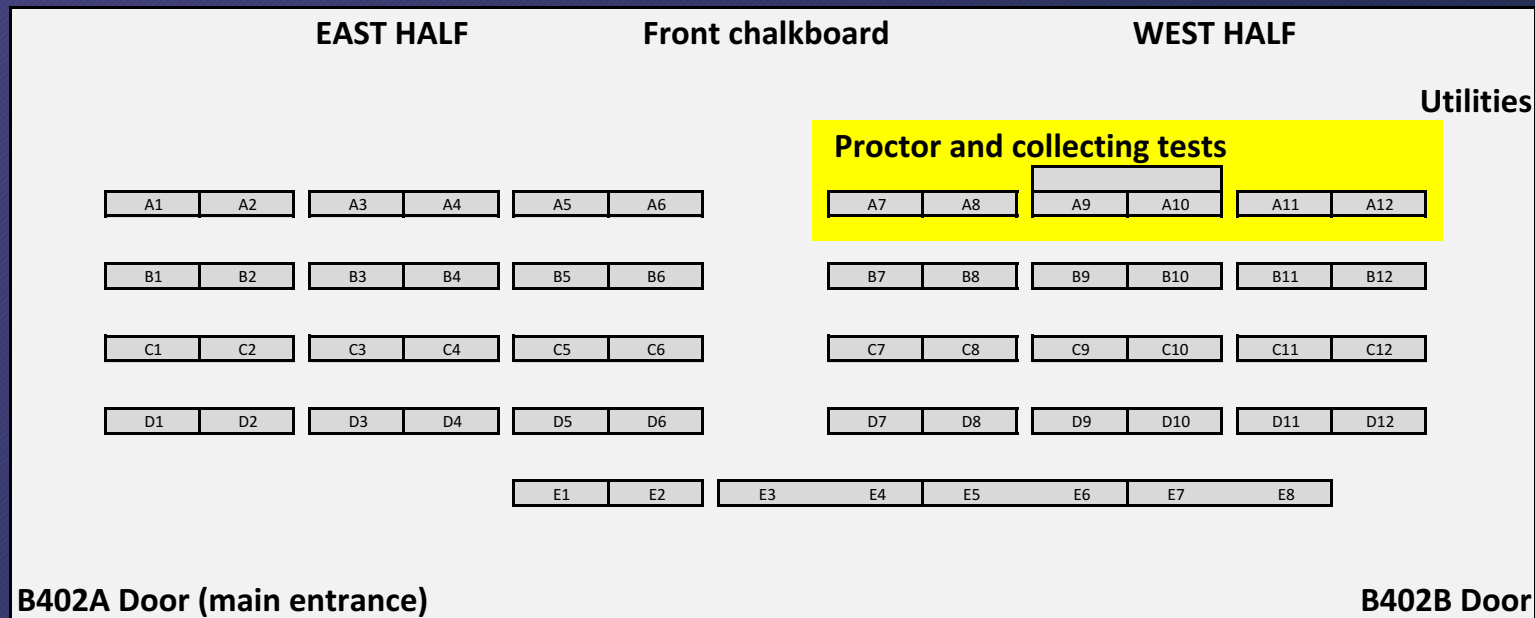
Room spreadsheet at my
website

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

The seating chart for Center 212 shows six rows of seats, labeled A through F. Each row has 18 seats in total. Row A has 8 seats (1-8), Row B has 15 seats (1-15), Row C has 18 seats (1-18), Row D has 18 seats (1-18), Row E has 18 seats (1-18), and Row F has 17 seats (1-17). Red arrows point to the zone labels A, B, C, D, E, and F, which are placed between the seat groups in each row.

	A	B	C	D	E	F	H
1	Center 212						
2							
3							
4	Counts	# seats	# LH seats	# with notes			Click these cells &
5	Z1	35	7	0			Seat format: Seat: A-123
6	Z2	76	9	0			Sequence type: By zone
7	Z3	35	0	0			
8	All seats	146	16	0			
9	Z1	35	7	0			
10	Z2	76	9	0			
11	Z3	35	0	0			
12	Filtered	146	16	0			
13							
14	Row	Seat	Left-handed?	Notes	Every123	Zone	Comments
15	A	1			0	1	Seat: A-1
16	A	2			1	1	Seat: A-2
17	A	3			2	1	Seat: A-3
18	A	4	YES		3	1	Seat: A-4
19	B	1			0	1	Seat: B-1

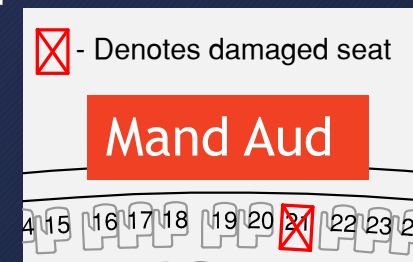
DIY room maps: APM B402A



- New rooms and dept-controlled rooms may not have seating charts or numbered seats
- DIY numbering may be doable:
 - Go into the room early to tape on seat #s, row/column #s, or names
 - Or show a slide with a drawing of the seats with the students' names

Check out the room in advance

- Visit the room before making the seating chart, when it's empty. If it isn't free before/after your class, check the room schedule.
- Bring printout of seating chart drawing. Or take photos or draw your own.
- Check if issues noted on the drawing still apply.
- Also check for broken seats, missing seat labels, etc. You can report that they need repairs, but you may need to avoid assigning them.



Check out the room in advance

- Decide where to collect exams.
- Some rooms have a large table or stage in front.
- If you're using front row desks to collect exams, then leave a buffer around them. Don't assign those seats or nearby seats.

Part 2. Getting Seating Charts

- Room diagrams
- Room spreadsheets

Getting seating charts

EXCEL spreadsheets of seat numbers

The screenshot shows an Excel spreadsheet with the following data:

Counts	# seats	# LH seats	# with notes
Z1	35	7	0
Z2	76	9	0
Z3	35	0	0
All seats	146	16	0
Z1	0	0	0
Z2	50	0	0
Z3	0	0	0
Filtered	50	0	0

Row	Seat	Left-handed?	Notes	Every123	Zone	Comments	Sequence	Randomize
50	B	5		1	2	Seat: B-5	36	0.558936505
51	B	6		2	2	Seat: B-6	37	0.138220559
52	B	7		3	2	Seat: B-7	38	0.106993551
53	B	8		4	2	Seat: B-8	39	0.274348306
54	B	9		5	2	Seat: B-9	40	0.277334923
55	B	10		6	2	Seat: B-10	41	0.723864038
57	C	5		0	2	Seat: C-5	43	0.654310954
58	C	6		1	2	Seat: C-6	44	0.147379721

See spreadsheets at my website:

- <https://mathweb.ucsd.edu/~gptesler/assigningseats.html>
- These supersede the AIO spreadsheets. But if you want to use the AIO spreadsheets, see my older videos.

Seat number format

Center 212									
Counts	# seats	# LH seats	# with notes						
Z1	35	7	0						
Z2	76	9	0						
Z3	35	0	0						
All seats	146	16	0						
Z1	0	0	0						
Z2	50	0	0						
Z3	0	0	0						
Filtered	50	0	0						

Row	Seat	Left-handed?	Notes	Every123	Zone	Comments	Sequence	Randomize
50	B	5		1	2	Seat: B-5	36	0.558936505
51	B	6		2	2	Seat: B-6	37	0.138220559
52	B	7		3	2	Seat: B-7	38	0.106993551
53	B	8		4	2	Seat: B-8	39	0.274348306
54	B	9		5	2	Seat: B-9	40	0.277334923
55	B	10		6	2	Seat: B-10	41	0.723864038
57	C	5		0	2	Seat: C-5	43	0.654310954
58	C	6		1	2	Seat: C-6	44	0.147379721

Click these cells & select options from dropdown menus

Seat format:	Seat: A-123	
Sequence type:	A-123	(for sorting into physical seat order)
	Seat: A-123	
	Center 212, Seat A-123	

- There are two options to set now at the top of the spreadsheet.
- Click on the yellow cell and use the triangle to open the menu.
- If your exams are in your regular classroom, use “Seat A-123”.

Seat number format

Counts	# seats	# LH seats	# with notes
Z1	35	7	0
Z2	76	9	0
Z3	35	0	0
All seats	146	16	0
Z1	35	7	0
Z2	76	9	0
Z3	35	0	0
Filtered	146	16	0

Row	Seat	Left-handed?	Notes	Every123	Zone	Comments	Sequence	Randomize
A	1			0	1	Center 212, Seat A-1	1	0.282069212
A	2			1	1	Center 212, Seat A-2	2	0.296559966
A	3			2	1	Center 212, Seat A-3	3	0.597435267
A	4	YES		3	1	Center 212, Seat A-4	4	0.138838432
B	1			0	1	Center 212, Seat B-1	5	0.754450293
B	2			1	1	Center 212, Seat B-2	6	0.049098494
B	3			2	1	Center 212, Seat B-3	7	0.797696012
B	4	YES		3	1	Center 212, Seat B-4	8	0.107610328

Click these cells & select options from dropdown menus

Seat format: Center 212, Seat A-123

Sequence type: A-123 (for sorting into physical seat order)

Seat: A-123

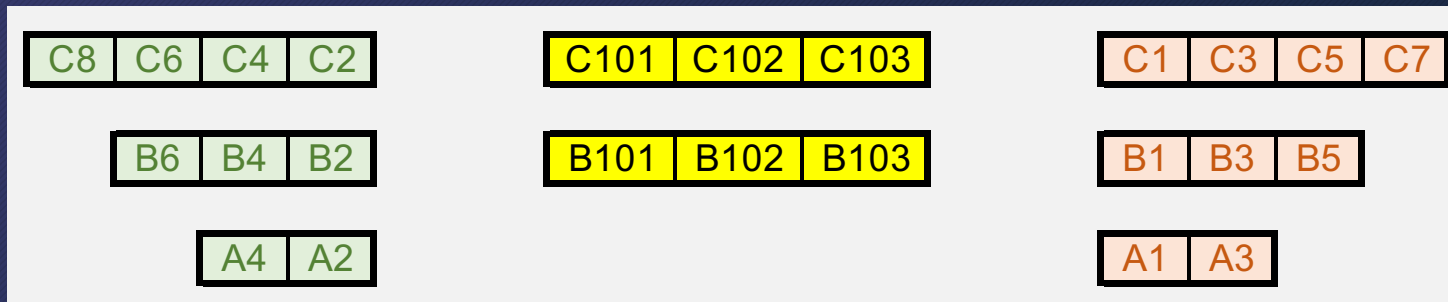
Center 212, Seat A-123

- If you're using a different room than your regular classroom (or multiple rooms, or you did that on a previous exam), then select the option to show the room number, like "Center 212, Seat A-1".
- You can also use the format "A-123", but I don't recommend it.

Seat order issues

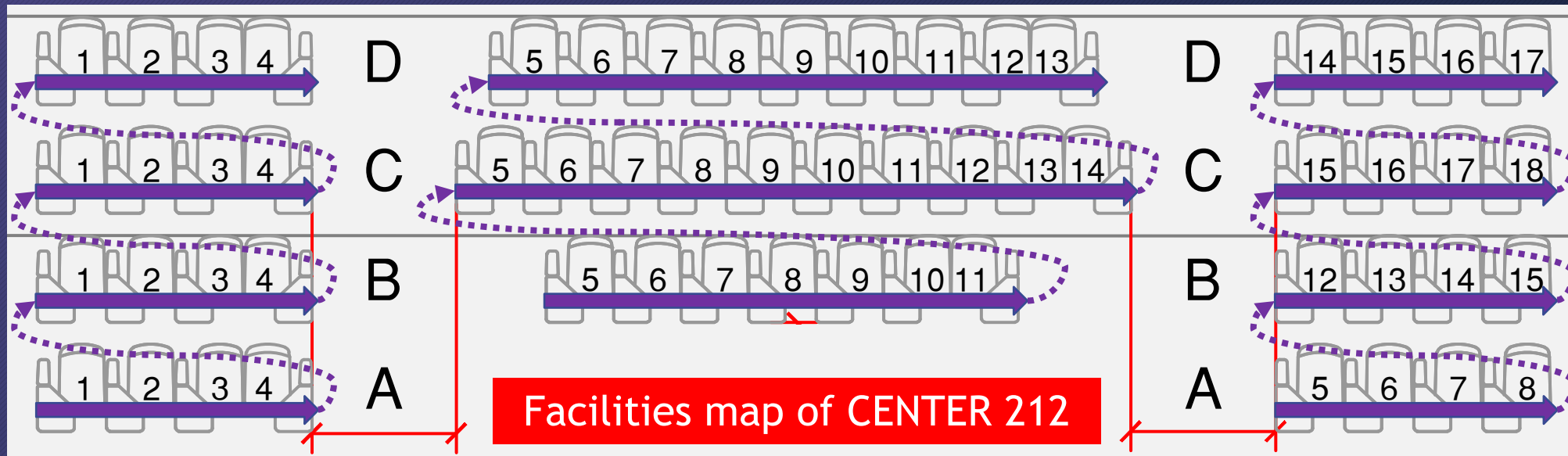
Complications in sorting

- Sorting seats in EXCEL doesn't work as expected:
 - Left-to-right order: A-1, A-2, ..., A-10, A-11, A-12
 - EXCEL sort (as strings): A-1, A-10, A-11, A-12, A-2, ..., A-9
- Theater numbering is even trickier:
 - L-to-R order: B-6, B-4, B-2, B-101, B-102, B-103, B-1, B-3, B-5
 - EXCEL sort: B-1, B-101, B-102, B-103, B-2, B-3, B-4, B-5, B-6



Seat order issues

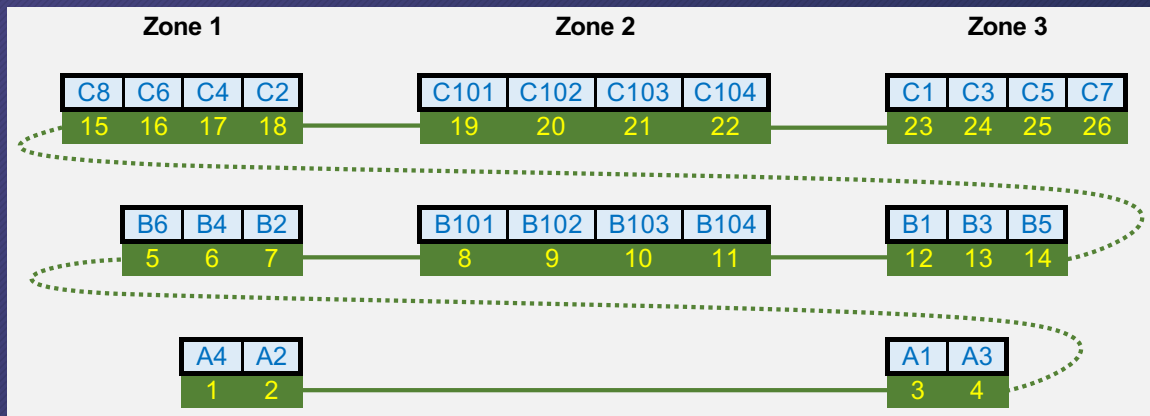
Left/Middle/Right sections



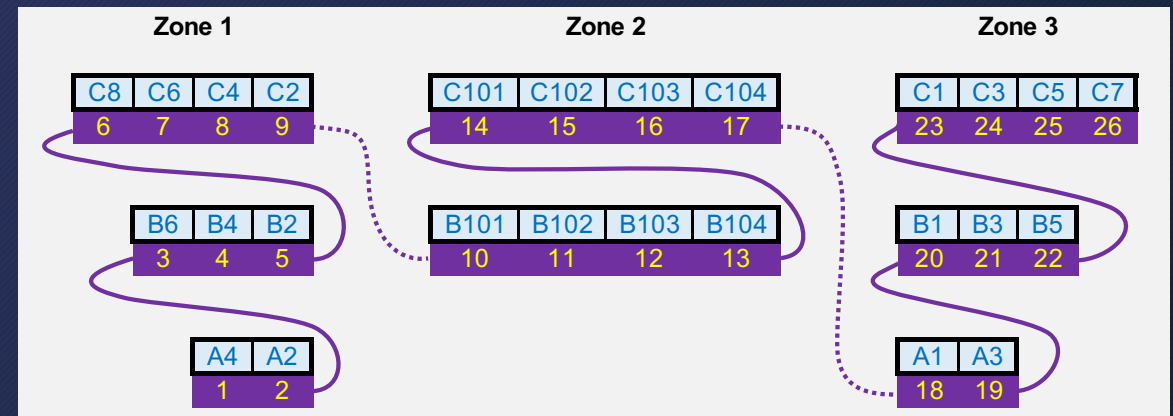
- For passing out tests, and for checking IDs, you may want to order the roster by left/middle/right sections.

Number all seats into a single “Sequence” 1, 2, 3, ..., up to the total number of seats in the room

By Row



By Zone (DEFAULT)



- The **Sequence** column numbers the seats 1,2,..., up to the number of seats (26 here).
- Use **Sequence** to sort into physical seat order.

Number all seats into a single “Sequence” 1, 2, 3, ..., up to the total number of seats in the room

Row	Seat	Left-handed?	Notes	Every123	Zone	Comments	Sequence	Randomize
15	A			2	1	Seat: A-4	1	0.36291548
16	A	YES		3	1	Seat: A-2	2	0.065539732
17	B			1	1	Seat: B-6	3	0.122069503
18	B			2	1	Seat: B-4	4	0.962992671
19	B	YES		3	1	Seat: B-2	5	0.579028508
20	C			0	1	Seat: C-8	6	0.653031512
21	C			1	1	Seat: C-6	7	0.787528047
22	C			2	1	Seat: C-4	8	0.083039041

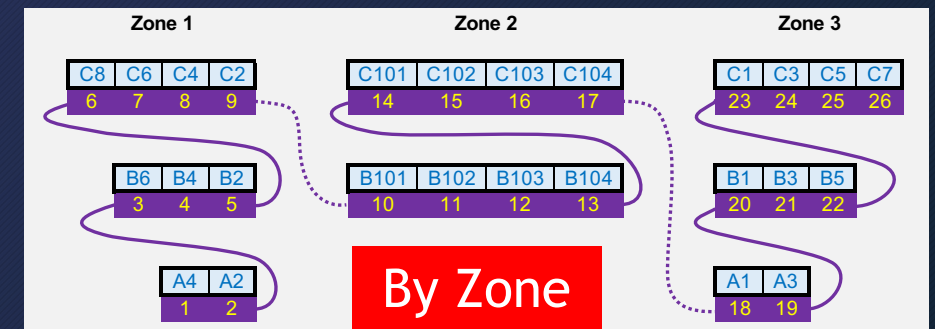
Click these cells & select options from dropdown menus

Seat format:

Sequence type: (for sorting into physical seat order)

By row

By zone



- At the top of the spreadsheet, click on the pink cell and use the triangle to open the menu.

Number all seats into a single “Sequence” 1, 2, 3, ..., up to the total number of seats in the room

Counts	# seats	# LH seats	# with notes
Z1	9	3	0
Z2	8	2	0
Z3	9	0	0
All seats	26	5	0
Z1	9	3	0
Z2	8	2	0
Z3	9	0	0
Filtered	26	5	0

Row	Seat	Left-handed?	Notes	Every123	Zone	Comments	Sequence	Randomize
A	4			2	1	Seat: A-4	1	0.643212531
A	2	YES		3	1	Seat: A-2	2	0.196549246
B	6			1	1	Seat: B-6	5	0.035043517
B	4			2	1	Seat: B-4	6	0.470116703
B	2	YES		3	1	Seat: B-2	7	0.615732476
C	8			0	1	Seat: C-8	15	0.343985443
C	6			1	1	Seat: C-6	16	0.8161679
C	4			2	1	Seat: C-4	17	0.253645555

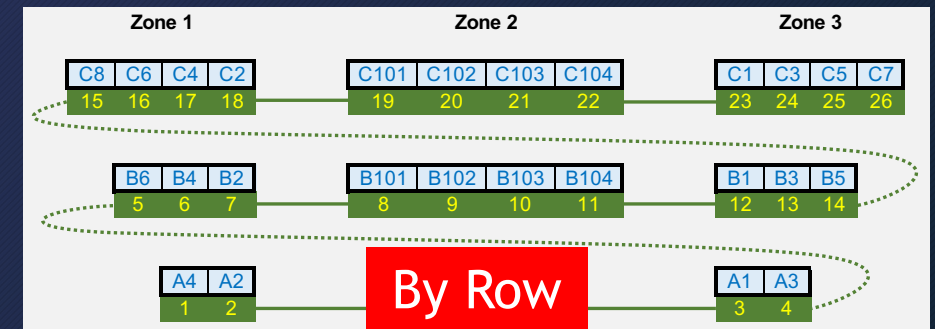
Click these cells & select options from dropdown menus

Seat format: Seat: A-123

Sequence type: By row (sorting into physical seat order)

By row

By zone



- Changing it to “By row” gives those sequence numbers instead.

Sorting the room spreadsheet

By seat order or random order

Sort on “Sequence”
for physical seat order

Comments	Sequence	Randomize
Seat: A-4	1	
Seat: A-2	2	
Seat: B-6	3	
Seat: B-4	4	
Seat: B-2	5	
Seat: C-8	6	

Sort

A ↓ Ascending Z ↓ Descending

By color: None

Sort on “Randomize”
for random order

Comments	Sequence	Randomize
Seat: B-3	21	0.880043114
Seat: B-101	10	0.755903454
Seat: C-104	17	0.924397363
Seat: C-5	25	0.287675655
Seat: B-2	5	0.771728301
Seat: B-1	20	0.11825728

Sort

A ↓ Ascending Z ↓ Descending

By color: None

- Click the button next to **Sequence** for physical seat order, or the button next to **Randomize** for random order.
- That opens a menu. Click on Sort **Ascending** and then close the menu.
- The random numbers change as you edit the spreadsheet; don't worry. But if you randomize it again, you'll get a different random order.

Assigned seats at UCSD: Random seat assignments

Glenn Tesler
UCSD Department of Mathematics
June 2022

Part 3. Random seat assignments

- Special requests: accommodations, left-handed seats, ...
- Seat assignment steps
- Alphabetical and seat order rosters
- Multiple rooms (including coordinated classes)

Sample announcement 2 weeks before first exam

(Don't just use as-is; be sure to adapt it)

We will be assigning seats for the midterm, and some students will be assigned to a second room. Please watch for an announcement with your room and seat assignment.

If you would like to be assigned a left-handed desk or have other seating issues, please email the instructor by [date].

Accommodations: If you have an AFA letter from OSD and have not yet notified the instructor, please send it now.

Special requests (LH seats, OSD, ...)

- Announce ~2 weeks in advance (lecture, Canvas Announcements, exam announcement,...)
- Keep the list of special requests for the other exams, but adjust for drops.
- I focused on LH seats and OSD, but people may have other special requests.
- As the requests come in, I add them to a spreadsheet. Or have students submit requests through an online form.
- **Coordinated class:** Have all requests go to the coordinator, or have each instructor add the requests to a shared spreadsheet.

Materials

Canvas roster

	A	B	C	D
1	Student ID		SIS User ID	SIS Login
2	Points Possible			
3	Aska, Al	1234	A11112222	al_aska
4	Bama, Ala	56789	A22223333	ala_bama
5	Desk, Front	101112	A33334444	front_desk
6	Fornia, Cali	314159	A44445555	cali_fornia

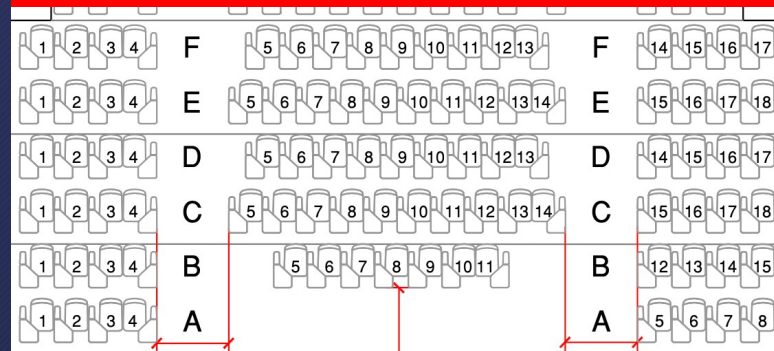
Special requests

Student	Notes
Ana, Indi	Left-handed
Rida, Flo	Left-handed
Tucky, Ken	Injury. Front row.
Ana, Louis	Wide seat
Fornia, Cali	OSD
Sas, Arkan	OSD

Room spreadsheet

	A	B	C	D	E	F	H
1	Center 212						
2							
3							
4	Counts	# seats	# LH seats	# with notes			Click these cells &
5	Z1	35	7	0		Seat format:	Seat: A-123
6	Z2	76	9	0		Sequence type:	By zone
7	Z3	35	0	0			
8	All seats	146	16	0			
9	Z1	35	7	0			
10	Z2	76	9	0			
11	Z3	35	0	0			
12	Filtered	146	16	0			
13							
14	Row	Seat	Left-handed?	Notes	Every123	Zone	Comments
15	A	1			0	1	Seat: A-1
16	A	2			1	1	Seat: A-2
17	A	3			2	1	Seat: A-3
18	A	4	YES		3	1	Seat: A-4
19	B	1			0	1	Seat: B-1

Room drawing / Facilities map



Software

- Use **EXCEL** or **Google Sheets**
- Don't use **Numbers**

Preparing roster

Keep first 4-5 columns

	A	B	C	D	E	F	G
1	Student	ID	SIS User ID	SIS Login ID	Section		
2	Points Possible						
3	Ana, Indi	13579	A00000000	indi_ana	MATH 7 - A01 [123]		
4	Ana, Louis	555	A99999900	louis_iana	MATH 7 - A01 [123]		
5	Aska, Al	1234	A11112222	al_aska	MATH 7 - A03 [125]		
6	Bama, Ala	56789	A22223333	ala_bama	MATH 7 - A02 [124]		
7	Desk, Front	101112	A33334444	front_desk	MATH 7 - Sample Class - Tesler [SP22]		
8	Fornia, Cali	314159	A44445555	cali_fornia	MATH 7 - A02 [124]		
9	Hampshire, New	212223	A45678901	new_hampshire	MATH 7 - A03 [125]		
10	Jersey, New	131415	A12345678	new_jersey	MATH 7 - A01 [123]		
11	Land, Mary	141421	A55554444	mary_land	MATH 7 - A02 [124]		
12	Mexico, New	1617	A23456789	new_hampshire	MATH 7 - A03 [125]		
13	Rado, Colo	234567	A55556666	colo_rado	MATH 7 - A01 [123]		
14	Raska, Neb	181920	A34567890	neb_raska	MATH 7 - A02 [124]		
15	Rida, Flo	1234567	A99998888	flo_rida	MATH 7 - A02 [124]		
16	Sas, Arkan	404142	A56789012	arkan_sas	MATH 7 - A03 [125]		
17	Staffperson, Steffanie	271828	A66667777	steffanie_staffperson	MATH 7 - Sample Class - Tesler [SP22]		
18	Tucky, Ken	444	A99999988	ken_tucky	MATH 7 - A03 [125]		
19	Ware, Dela	42	A77778888	dela_ware	MATH 7 - A03 [125]		
20	Zona, Ari	98765	A88889999	ari_zona	MATH 7 - A01 [123]		
21	Student, Test	2468		0123456789abcdef012	MATH 7 - A01 [123], MATH 7 - A02 [124], MA		

- As described before, get the Canvas roster, keep the first 4-5 columns, and remove the others.
- **OPTIONAL:** keep “Section” column.
 - **KEEP** if assigning separate rooms by section / lecture.
 - E.g., Sec. A05 in a separate room.
 - Or coordinated Lectures A,B,C in one Canvas roster but separate rooms.

Preparing roster

Keep first 4-5 columns

	A	B	C	D	E	F	G
1	Student	ID	SIS User ID	SIS Login ID			
2	Points Possible						
3	Ana, Indi	13579	A00000000	indi_ana			
4	Ana, Louis	555	A99999900	louis_iana			
5	Aska, Al	1234	A11112222	al_aska			
6	Bama, Ala	56789	A22223333	ala_bama			
7	Desk, Front	101112	A33334444	front_desk			
8	Fornia, Cali	314159	A44445555	cali_fornia			
9	Hampshire, New	212223	A45678901	new_hampshire			
10	Jersey, New	131415	A12345678	new_jersey			
11	Land, Mary	141421	A55554444	mary_land			
12	Mexico, New	1617	A23456789	new_hampshire			
13	Rado, Colo	234567	A55556666	colo_rado			
14	Raska, Neb	181920	A34567890	neb_raska			
15	Rida, Flo	1234567	A99998888	flo_rida			
16	Sas, Arkan	404142	A56789012	arkan_sas			
17	Staffperson, Steffanie	271828	A66667777	steffanie_staffperson			
18	Tucky, Ken	444	A99999988	ken_tucky			
19	Ware, Dela	42	A77778888	dela_ware			
20	Zona, Ari	98765	A88889999	ari_zona			
21	Student, Test	2468		0123456789abcdef0123456789abcdef01234567			

- As described before, get the Canvas roster, keep the first 4-5 columns, and remove the others.
- **OPTIONAL:** keep “Section” column.
- For this demo, I’m removing Section.

Preparing roster

Add new columns

	A	B	C	D	E	F	G
1	Student	ID	SIS User ID	SIS Login ID	Comments	Sequence	Notes
2	Points Possible						
3	Ana, Indi	13579	A00000000	indi_ana			
4	Ana, Louis	555	A99999900	louis_iana			
5	Aska, Al	1234	A11112222	al_aska			
6	Bama, Ala	56789	A22223333	ala_bama			
7	Desk, Front	101112	A33334444	front_desk			
8	Fornia, Cali	314159	A44445555	cali_fornia			
9	Hampshire, New	212223	A45678901	new_hampshire			
10	Jersey, New	131415	A12345678	new_jersey			
11	Land, Mary	141421	A55554444	mary_land			
12	Mexico, New	1617	A23456789	new_hampshire			
13	Rado, Colo	234567	A55556666	colo_rado			
14	Raska, Neb	181920	A34567890	neb_raska			
15	Rida, Flo	1234567	A99998888	flo_rida			
16	Sas, Arkan	404142	A56789012	arkan_sas			
17	Staffperson, Steffanie	271828	A66667777	steffanie_staffperson			
18	Tucky, Ken	444	A99999988	ken_tucky			
19	Ware, Dela	42	A77778888	dela_ware			
20	Zona, Ari	98765	A88889999	ari_zona			
21	Student, Test	2468		0123456789abcdef0123456789abcdef01234567			

- Add these columns, in this order:
 - Comments [seat #]
 - Sequence [for sorting seats]
 - Notes [for you; student won't see]
- If using multiple rooms, also add:
 - Room [between Sequence & Notes]
- The Submission Comments module uses Comments but ignores the other columns we're adding!

Preparing roster

Formatting

	A	B	C	D	E	F	G
1	Student	ID	SIS User ID	SIS Login ID	Comments	Sequence	Notes
2	Points Possible						
3	Ana, Indi	13579	A00000000	indi_ana			
4	Ana, Louis	555	A99999900	louis_iana			
5	Aska, Al	1234	A11112222	al_aska			
6	Bama, Ala	56789	A22223333	ala_bama			
7	Desk, Front	101112	A33334444	front_desk			
8	Fornia, Cali	314159	A44445555	cali_fornia			
9	Hampshire, New	212223	A45678901	new_hampshire			
10	Jersey, New	131415	A12345678	new_jersey			
11	Land, Mary	141421	A55554444	mary_land			
12	Mexico, New	1617	A23456789	new_hampshire			
13	Rado, Colo	234567	A55556666	colo_rado			
14	Raska, Neb	181920	A34567890	neb_raska			
15	Rida, Flo	1234567	A99998888	flo_rida			
16	Sas, Arkan	404142	A56789012	arkan_sas			
17	Staffperson, Steffanie	271828	A66667777	steffanie_staffperson			
18	Tucky, Ken	444	A99999988	ken_tucky			
19	Ware, Dela	42	A77778888	dela_ware			
20	Zona, Ari	98765	A88889999	ari_zona			
21	Student, Test	2468		0123456789abcdef0123456789abcdef01234567			

- Other formatting:

- 1st row (column titles):
bold + yellow background.
- Adjust column widths.
- Freeze 1st row (column titles)
and 1st column (student names)
so they stay visible as you scroll.

Preparing roster

Formatting: Freeze 1st row & 1st column

	A	B	C	D	E	F	G
1	Student	SIS User ID	SIS Login ID	Comments	Sequence	Notes	
2	Points Possible						
3	Ana, Indi	12570	00000000	indi_ana			
4	Ana, Louis	555	A99999900	louis_iana			
5	Aska, Al	1234	A11112222	al_aska			
6	Bama, Ala	56789	A22223333	ala_bama			
7	Desk, Front	101112	A33334444	front_desk			
8	Fornia, Cali	314159	A44445555	cali_fornia			
9	Hampshire, New	212223	A45678901	new_hampshire			
10	Jersey, New	131415	A12345678	new_jersey			
11	Land, Mary	141421	A55554444	mary_land			
12	Mexico, New	1617	A23456789	new_hampshire			
13	Rado, Colo	234567	A55556666	colo_rado			
14	Raska, Neb	181920	A34567890	neb_raska			
15	Rida, Flo	1234567	A99998888	flo_rida			
16	Sas, Arkan	404142	A56789012	arkan_sas			
17	Staffperson, Steffanie	271828	A66667777	steffanie_staffperson			
18	Tucky, Ken	444	A99999988	ken_tucky			
19	Ware, Dela	42	A77778888	dela_ware			
20	Zona, Ari	98765	A88889999	ari_zona			
21	Student, Test	2468		0123456789abcdef0123456789abcdef01234567			

- Freeze 1st row (column titles) and 1st column (student names) so they stay visible as you scroll.

- **EXCEL:**

- Click cell B2 (SECOND row & col)
- Window > Freeze Panes

- **Google Sheets:**

- View > Freeze > 1 row
- View > Freeze > 1 column

Preparing roster

Add special requests to “Notes” column

	A	B	C	D	E	F	G
1	Student	ID	SIS User ID	SIS Login ID	Comments	Sequence	Notes
2	Points Possible						
3	Ana, Indi	13579	A00000000	indi_ana			LH
4	Ana, Louis	555	A99999900	louis_iana			Wide seat
5	Aska, Al	1234	A11112222	al_aska			
6	Bama, Ala	56789	A22223333	ala_bama			
7	Desk, Front	101112	A33334444	front_desk			Staff
8	Fornia, Cali	314159	A44445555	cali_fornia			OSD
9	Hampshire, New	212223	A45678901	new_hampshire			Athletics
10	Jersey, New	131415	A12345678	new_jersey			Sick
11	Land, Mary	141421	A55554444	mary_land			Incomplete
12	Mexico, New	1617	A23456789	new_hampshire			Sick
13	Rado, Colo	234567	A55556666	colo_rado			
14	Raska, Neb	181920	A34567890	neb_raska			Athletics
15	Rida, Flo	1234567	A99998888	flo_rida			LH
16	Sas, Arkan	404142	A56789012	arkan_sas			OSD
17	Staffperson, Steffanie	271828	A66667777	steffanie_staffperson			Staff
18	Tucky, Ken	444	A99999988	ken_tucky			Injury. Front row.
19	Ware, Dela	42	A77778888	dela_ware			
20	Zona, Ari	98765	A88889999	ari_zona			
21	Student, Test	2468		0123456789abcdef0123456789abcdef01234567			Staff

- Add special requests in the “Notes” column.
- Keep it brief & consistent:
 - OSD, LH (left-handed), Sick, Athletics, ...
- Usually, “Notes” will be blank for most students.

Preparing roster

Separate the special requests

	A	B	C	D	E	F	G
1	Student	ID	SIS User ID	SIS Login ID	Comments	Sequence	Notes
2	Points Possible						
3	Aska, Al	1234	A11112222	al_aska			
4	Bama, Ala	56789	A22223333	ala_bama			
5	Rado, Colo	234567	A55556666	colo_rado			
6	Ware, Dela	42	A77778888	dela_ware			
7	Zona, Ari	98765	A88889999	ari_zona			
8	Toba, Mani						From another class!
9							
10	Left-handed						
11	Rida, Flo	1234567	A99998888	flo_rida			LH
12	Ana, Indi	13579	A00000000	indi_ana			LH
13							
14	Other special seats						
15	Tucky, Ken	444	A99999988	ken_tucky			Injury. Front row.
16	Ana, Louis	555	A99999900	louis_iana			Wide seat
17							
18	OSD separate room						
19	Fornia, Cali	314159	A44445555	cali_fornia			OSD
20	Sas, Arkan	404142	A56789012	arkan_sas			OSD
21							
22	Reschedule						
23	Land, Mary	141421	A55554444	mary_land			Incomplete
24	Jersey, New	131415	A12345678	new_jersey			Sick
25	Mexico, New	1617	A23456789	new_hampshire			Sick
26	Raska, Neb	181920	A34567890	neb_raska			Athletics
27	Hampshire, New	212223	A45678901	new_hampshire			Athletics
28							
29	Staff on roster						
30	Desk, Front	101112	A33334444	front_desk			Staff
31	Staffperson, Steffanie	271828	A66667777	steffanie_staffperson			Staff
32	Student, Test	2468		0123456789abcdef0123456789abcdef01234567			Staff

- Make groups on your roster:
 - Main group [at the top here]
 - Left-handed
 - Other special seats
 - OSD separate room
 - Reschedule
 - Staff on roster [or delete them]
 - Section A05 in overflow room
- Move people into their group.

Preparing roster

Separate the special requests

	A	B	C	D	E	F	G
1	Student	ID	SIS User ID	SIS Login ID	Comments	Sequence	Notes
2	Points Possible						
3	Aska, Al	1234	A11112222	al_aska			
4	Bama, Ala	56789	A22223333	ala_bama			
5	Rado, Colo	234567	A55556666	colo_rado			
6	Ware, Dela	42	A77778888	dela_ware			
7	Zona, Ari	98765	A88889999	ari_zona			
8	Toba, Mani						From another class!
9							
10	Left-handed						
11	Rida, Flo	1234567	A99998888	flo_rida			LH
12	Ana, Indi	13579	A00000000	indi_ana			LH
13							
14	Other special seats						
15	Tucky, Ken	444	A99999988	ken_tucky			Injury. Front row.
16	Ana, Louis	555	A99999900	louis_iana			Wide seat
17							
18	OSD separate room						
19	Fornia, Cali	314159	A44445555	cali_fornia			OSD
20	Sas, Arkan	404142	A56789012	arkan_sas			OSD
21							
22	Reschedule						
23	Land, Mary	141421	A55554444	mary_land			Incomplete
24	Jersey, New	131415	A12345678	new_jersey			Sick
25	Mexico, New	1617	A23456789	new_hampshire			Sick
26	Raska, Neb	181920	A34567890	neb_raska			Athletics
27	Hampshire, New	212223	A45678901	new_hampshire			Athletics
28							
29	Staff on roster						
30	Desk, Front	101112	A33334444	front_desk			Staff
31	Staffperson, Steffanie	271828	A66667777	steffanie_staffperson			Staff
32	Student, Test	2468		0123456789abcdef0123456789abcdef01234567			Staff

- Staff accounts:
 - Move to a group at the bottom.
 - Or delete them.
 - Or assign seats like regular students.
- **KEEP “Student, Test” and put it last!**
 - Assign a fake seat, to see what the student view looks like.
 - Putting it last lets you verify when the upload is complete.

Preparing roster

Extra rows are ignored

	A	B	C	D	E	F	G
1	Student	ID	SIS User ID	SIS Login ID	Comments	Sequence	Notes
2	Points Possible						
3	Aska, Al	1234	A11112222	al_aska			
4	Bama, Ala	56789	A22223333	ala_bama			
5	Rado, Colo	234567	A55556666	colo_rado			
6	Ware, Dela	42	A77778888	dela_ware			
7	Zona, Ari	98765	A88889999	ari_zona			
8	Toba, Mani						From another class!
9							
10	Left-handed						
11	Rida, Flo	1234567	A99998888	flo_rida			LH
12	Ana, Indi	13579	A00000000	indi_ana			LH
13							
14	Other special seats						
15	Tucky, Ken	444	A99999988	ken_tucky			Injury. Front row.
16	Ana, Louis	555	A99999900	louis_iana			Wide seat
17							
18	OSD separate room						
19	Fornia, Cali	314159	A44445555	cali_fornia			OSD
20	Sas, Arkan	404142	A56789012	arkan_sas			OSD
21							
22	Reschedule						
23	Land, Mary	141421	A55554444	mary_land			Incomplete
24	Jersey, New	131415	A12345678	new_jersey			Sick
25	Mexico, New	1617	A23456789	new_hampshire			Sick
26	Raska, Neb	181920	A34567890	neb_raska			Athletics
27	Hampshire, New	212223	A45678901	new_hampshire			Athletics
28							
29	Staff on roster						
30	Desk, Front	101112	A33334444	front_desk			Staff
31	Staffperson, Steffanie	271828	A66667777	steffanie_staffperson			Staff
32	Student, Test	2468		0123456789abcdef0123456789abcdef01234567			Staff

- Blank rows are fine.
- For header rows (“Left-handed”, “Other special seats”, ...):
 - I formatted them yellow & bold.
 - ONLY use Column A (Student) and leave the other columns blank.

Preparing roster

Adding extra students not in your class

	A	B	C	D	E	F	G
1	Student	ID	SIS User ID	SIS Login ID	Comments	Sequence	Notes
2	Points Possible						
3	Aska, Al	1234	A11112222	al_aska			
4	Bama, Ala	56789	A22223333	ala_bama			
5	Rado, Colo	234567	A55556666	colo_rado			
6	Ware, Dela	42	A77778888	dela_ware			
7	Zona, Ari	98765	A88889999	ari_zona			
8	Toba, Mani						From another class!
9							
10	Left-handed						
11	Rida, Flo	1234567	A99998888	flo_rida			LH
12	Ana, Indi	13579	A00000000	indi_ana			LH
13							
14	Other special seats						
15	Tucky, Ken	444	A99999988	ken_tucky			Injury. Front row.
16	Ana, Louis	555	A99999900	louis_iana			Wide seat
17							
18	OSD separate room						
19	Fornia, Cali	314159	A44445555	cali_fornia			OSD
20	Sas, Arkan	404142	A56789012	arkan_sas			OSD
21							
22	Reschedule						
23	Land, Mary	141421	A55554444	mary_land			Incomplete
24	Jersey, New	131415	A12345678	new_jersey			Sick
25	Mexico, New	1617	A23456789	new_hampshire			Sick
26	Raska, Neb	181920	A34567890	neb_raska			Athletics
27	Hampshire, New	212223	A45678901	new_hampshire			Athletics
28							
29	Staff on roster						
30	Desk, Front	101112	A33334444	front_desk			Staff
31	Staffperson, Steffanie	271828	A66667777	steffanie_staffperson			Staff
32	Student, Test	2468		0123456789abcdef0123456789abcdef01234567			Staff

- A student from another class is taking the exam with your class.
- They need a seat, but they're not on your roster.
 - Add a row and fill in their name and a note now (and we'll add a seat later).
 - *But leave all the ID columns blank or you'll get an error; don't copy them from a different Canvas class!*
- Email their seat assignment since they won't see it in the gradebook.

Part 3. Random seat assignments

- Special requests: accommodations, left-handed seats, ...
- **Seat assignment steps**
- Alphabetical and seat order rosters
- Multiple rooms (including coordinated classes)

Copy seats to roster spreadsheet

COPY + PASTE SPECIAL as VALUES

Room spreadsheet

	Row	Seat	Left-handed?	Notes	Every123	Zone	Comments	Sequence	Randomize
14									
15	A	4			2	1	Demo Hall 101, Seat A-4	1	0.069536919
16	A	2	YES		3	1	Demo Hall 101, Seat A-2	2	0.151379674
17	B	6			1	1	Demo Hall 101, Seat B-6	3	0.82972727

COPY seat(s) from
Comments & Sequence columns

Roster spreadsheet

	A	B	C	D	E	F	G
1	Student	ID	SIS User ID	SIS Login ID	Comments	Sequence	Notes
2	Points Possible						
3	Aska, Al	1234	A11112222	al_aska			
4	Bama, Ala	56789	A22223333	ala_bama			
5	Rado, Colo	234567	A55556666	colo_rado			
6	Ware, Dela	42	A77778888	dela_ware			
7	Zona, Ari	98765	A88889999	ari_zona			
8	Toba, Mani						From another class!
9							
10	Left-handed						
11	Rida, Flo	1234567	A99998888	flo_rida			LH
12	Ana, Indi	13579	A00000000	indi_ana			LH
13							
14	Other special seats						
15	Tucky, Ken	444	A99999988	ken_tucky	Demo Hall 101, Seat A-4	1	Injury. Front row.
16	Ana, Louis	555	A99999900	louis_iana			seat
17							

PASTE SPECIAL as VALUES
(ordinary PASTE won't work)



Copy seats to roster spreadsheet

DELETE row(s) just used on ROOM SPREADSHEET

Room spreadsheet

SELECT the row(s) just used

	Row	Seat	Left-handed?	Notes	Every123	Zone	Comments	Sequence	Randomize
14									
15	A	4			2	1	Demo Hall 101, Seat A-4	1	0.211542602
16	A	2	YES		3	1	Demo Hall 101, Seat A-2	2	0.923952983
17	B	6			1	1	Demo Hall 101, Seat B-6	3	0.314950838
18	B	4			2	1	Demo Hall 101, Seat B-4	4	0.885126010

DELETE the row(s)
Right-click / control-click / Edit menu + DELETE

Room spreadsheet

	Row	Seat	Left-handed?	Notes	Every123	Zone	Comments	Sequence	Randomize
14									
15	A	2	YES		3	1	Demo Hall 101, Seat A-2	2	0.371345902
16	B	6			1	1	Demo Hall 101, Seat B-6	3	0.271692263
17	B	4			2	1	Demo Hall 101, Seat B-4	4	0.608868399
18	B	2	YES		3	1	Demo Hall 101, Seat B-2	5	0.107010005

Randomize seats on room spreadsheet

Comments	Sequence	Randomize
Demo Hall 101, Seat C-5	25	0.079380424
Demo Hall 101, Seat B-1	20	0.0720535
Demo Hall 101, Seat C-103	16	0.902602692
Demo Hall 101, Seat B-102	11	0.594456955
Demo Hall 101, Seat C-2	9	0.868640886
Demo Hall 101, Seat C-3	24	0.533928089
Demo Hall 101, Seat B-5	22	0.13243179
Demo Hall 101, Seat B-2	5	0.489526983
Demo Hall 101, Seat C-6	7	0.63473135
Demo Hall 101, Seat C-1	23	0.438167589
Demo Hall 101, Seat C-104	17	0.791037576
Demo Hall 101, Seat B-101	10	0.499205159
Demo Hall 101, Seat B-103	12	0.186805497
Demo Hall 101, Seat A-3	19	0.065598573
Demo Hall 101, Seat C-102	15	0.580507266
Demo Hall 101, Seat B-4	4	0.476407587
Demo Hall 101, Seat C-4	8	0.633685577
Demo Hall 101, Seat A-2	2	0.423186634
Demo Hall 101, Seat C-7	26	0.751647488
Demo Hall 101, Seat B-3	21	0.400056468
Demo Hall 101, Seat B-6	3	0.205424063
Demo Hall 101, Seat A-1	18	0.688237308
Demo Hall 101, Seat B-104	13	0.624896496
Demo Hall 101, Seat C-8	6	0.557218836
Demo Hall 101, Seat C-101	14	0.132943955

Randomize

Sort

Ascending Descending

By color: None

Filter

By color: None

Choose One

Search

- (Select All)
- 0.065598573
- 0.0720535
- 0.079380424
- 0.13243179
- 0.132943955
- 0.186805497

Auto Apply

Apply Filter Clear Filter

- After doing specific seat requests, we'll randomize the rest.
- Click arrow by “Randomize” to open menu.
- Sort “Ascending” puts seats in a random order. Then close menu.
- Random #'s keep changing. Don't worry!
- For physical seat order, sort on the “Sequence” column instead.

Left-handed seats

FILTER (don't sort) the “Left-handed?” column

Row	Seat	Left-handed?	Notes	Every123	Zone	Comments
14	C	5				Demo Hall 101, Seat C-5
15	B	1				Demo Hall 101, Seat B-1
16	C	103				Demo Hall 101, Seat C-103
17	B	102				Demo Hall 101, Seat B-102
18	C	2	YES			Demo Hall 101, Seat C-2
19	C	3				Demo Hall 101, Seat C-3
20	B	5				Demo Hall 101, Seat B-5
21	B	2	YES			Demo Hall 101, Seat B-2
22	C	6				Demo Hall 101, Seat C-6
23	C	1				Demo Hall 101, Seat C-1
24	C	104	YES			Demo Hall 101, Seat C-104
25	B	101				Demo Hall 101, Seat B-101
26	B	103				Demo Hall 101, Seat B-103
27	A	3				Demo Hall 101, Seat A-3
28	C	102				Demo Hall 101, Seat C-102
29	B	4				Demo Hall 101, Seat B-4
30	C	4				Demo Hall 101, Seat C-4
31	A	2	YES			Demo Hall 101, Seat A-2
32	C	7				Demo Hall 101, Seat C-7
33	B	3				Demo Hall 101, Seat B-3
34	B	6				Demo Hall 101, Seat B-6
35	A	1				Demo Hall 101, Seat A-1
36	B	104	YES			Demo Hall 101, Seat B-104
37	C	8				Demo Hall 101, Seat C-8
38	C	101				Demo Hall 101, Seat C-101
39						
40						

Left-handed?

Sort

A Z ↓ Ascending Z A ↓ Descending

By color: None

Filter

By color: None

Choose One

Search

- (Select All)
- YES
- (Blanks)

Auto Apply

Apply Filter Clear Filter

- Now we'll assign left-handed seats.
- Click the arrow by “Left-handed?” to open a menu.
- Go down to the “Filter” section (not the “Sort” section).
- Check “YES” and uncheck “(Blanks)”.

Left-handed seats

FILTER (don't sort) the “Left-handed?” column

Row	Seat	Left-handed?	Notes	Every123	Zone	Comments
19	C	2	YES			Demo Hall 101, Seat C-2
22	B	2	YES			Demo Hall 101, Seat B-2
25	C	104	YES			Demo Hall 101, Seat C-104
32	A	2	YES			Demo Hall 101, Seat A-2
37	B	104	YES			Demo Hall 101, Seat B-104
40						
41						
42						
43						
44						
45						
46						
47						
48						
49						
50						
51						
52						
53						
54						
55						
56						
57						
58						
59						
60						

Left-handed?

Sort

A ↓ Ascending Z ↓ Descending

By color: None

Filter

By color: None

Choose One

Q Search

- (Select All)
- YES
- (Blanks)

Auto Apply

Apply Filter Clear Filter

- Now we'll assign left-handed seats.
- Click the arrow by “Left-handed?” to open a menu.
- Go down to the “Filter” section (not the “Sort” section).
- Check “YES” and uncheck “(Blanks)”.
- Close the menu.

Counts table

Counts	# seats	# LH seats	# with notes
Z1	8	3	0
Z2	8	2	0
Z3	9	0	0
All seats	25	5	0
Z1	3	3	0
Z2	2	2	0
Z3	0	0	0
Filtered	5	5	0

Row	Seat	Left-handed?	Notes	Every123	Zone	Comments	Sequence	Randomize
19	C	2	YES	3	1	Demo Hall 101, Seat C-2	9	0.793889238
22	B	2	YES	3	1	Demo Hall 101, Seat B-2	5	0.551315333
25	C	104	YES	3	2	Demo Hall 101, Seat C-104	17	0.357485091
32	A	2	YES	3	1	Demo Hall 101, Seat A-2	2	0.471693118
37	B	104	YES	3	2	Demo Hall 101, Seat B-104	13	0.62808914

Green counts (All seats):

- We started w/26 seats.
- We deleted 1, leaving 25.
- Broken down by 3 room zones: Z1, Z2, Z3 are left, middle, right.
- Includes 5 LH seats.

Counts	# seats	# LH seats	# with notes
Z1	8	3	0
Z2	8	2	0
Z3	9	0	0
All seats	25	5	0
Z1	3	3	0
Z2	2	2	0
Z3	0	0	0
Filtered	5	5	0

Blue counts (Filtered):

- Only the seats that survived the filter (5 left-handed seats)

Copy seats to roster spreadsheet

COPY + PASTE SPECIAL as VALUES

Room spreadsheet

14	Row	Seat	Left-handed?	Notes	Every123	Zone	Comments	Sequence	Randomize
19	C	2	YES		3	1	Demo Hall 101, Seat C-2	9	0.793889238
22	B	2	YES		3	1	Demo Hall 101, Seat B-2	5	0.551315333
25	C	104	YES		3	2	Demo Hall 101, Seat C-104	17	0.357485091
32	A	2	YES		3	1	Demo Hall 101, Seat A-2	2	0.471693118
37	B	104	YES		3	2	Demo Hall 101, Seat B-104	13	0.62808914

COPY seat(s) from
Comments & Sequence columns

Roster spreadsheet

1	Student	ID	SIS User ID	SIS Login ID	
2	Points Possible				
3	Aska, Al	1234	A11112222	al_aska	
4	Bama, Ala	56789	A22223333	ala_bama	
5	Rado, Colo	234567	A55556666	colo_rado	
6	Ware, Dela	42	A77778888	dela_ware	
7	Zona, Ari	98765	A88889999	ari_zona	
8	Toba, Mani				From another class!
9					
10	Left-handed				
11	Rida, Flo	1234567	A99998888	flo_rida	LH
12	Ana, Indi	13579	A00000000	indi_ana	LH

PASTE SPECIAL as VALUES
(ordinary PASTE won't work)



Copy seats to roster spreadsheet

COPY + PASTE SPECIAL as VALUES

Room spreadsheet

14	Row	Seat	Left-handed?	Notes	Every123	Zone	Comments	Sequence	Randomize
19	C	2	YES		3	1	Demo Hall 101, Seat C-2	9	0.793889238
22	B	2	YES		3	1	Demo Hall 101, Seat B-2	5	0.551315333
25	C	104	YES		3	2	Demo Hall 101, Seat C-104	17	0.357485091
32	A	2	YES		3	1	Demo Hall 101, Seat A-2	2	0.471693118
37	B	104	YES		3	2	Demo Hall 101, Seat B-104	13	0.62808914

COPY seat(s) from
Comments & Sequence columns

Roster spreadsheet

1	Student	ID	SIS User ID	SIS Login ID
2	Points Possible			
3	Aska, Al	1234	A11112222	al_aska
4	Bama, Ala	56789	A22223333	ala_bama
5	Rado, Colo	234567	A55556666	colo_rado
6	Ware, Dela	42	A77778888	dela_ware
7	Zona, Ari	98765	A88889999	ari_zona
8	Toba, Mani			
9				
10	Left-handed			
11	Rida, Flo	1234567	A99998888	flo_rida
12	Ana, Indi	13579	A00000000	indi_ana

PASTE SPECIAL as VALUES
(ordinary PASTE won't work)

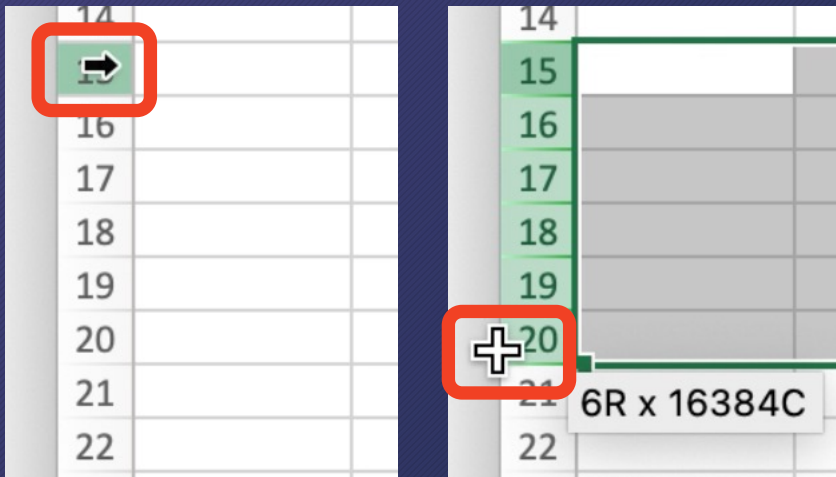


Demo Hall 101, Seat C-2	9	LH
Demo Hall 101, Seat B-2	5	LH

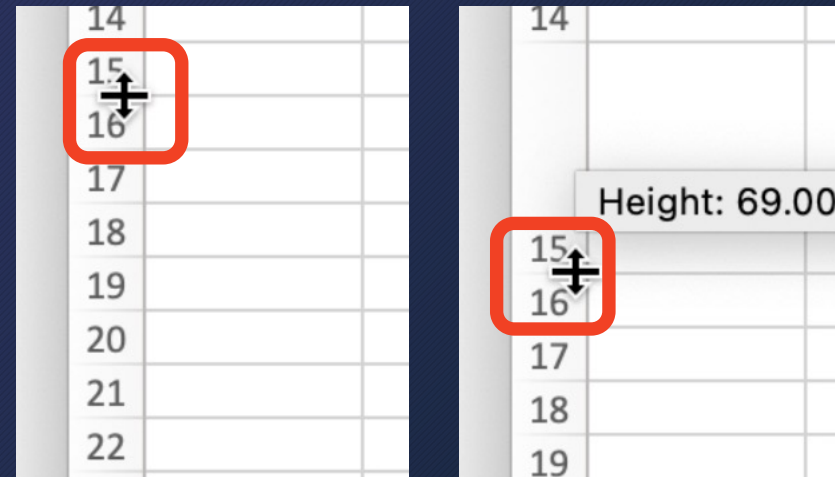
Tips on selecting rows

Select row #s, not borders between rows

GOOD: Cursor centered on row #.
Dragging up/down selects a block
of rows.



BAD: Cursor between rows.
Dragging changes row height!
UNDO and try again.



Right-handed seats

FILTER the “Left-handed?” column again, but for RH seats

Row	Seat	Left-handed?	Notes	Every123	Zone	Comments
14						
15	C	5				Demo Hall 101, Seat C-5
16	B	1				Demo Hall 101, Seat B-1
17	C	103				Demo Hall 101, Seat C-103
18	B	102				Demo Hall 101, Seat B-102
19	C	3				Demo Hall 101, Seat C-3
20	B	5				Demo Hall 101, Seat B-5
21	C	6				Demo Hall 101, Seat C-6
22	C	1				Demo Hall 101, Seat C-1
24	B	101				Demo Hall 101, Seat B-101
25	B	103				Demo Hall 101, Seat B-103
26	A	3				Demo Hall 101, Seat A-3
27	C	102				Demo Hall 101, Seat C-102
28	B	4				Demo Hall 101, Seat B-4
29	C	4				Demo Hall 101, Seat C-4
31	C	7				Demo Hall 101, Seat C-7
32	B	3				Demo Hall 101, Seat B-3
33	B	6				Demo Hall 101, Seat B-6
34	A	1				Demo Hall 101, Seat A-1
36	C	8				Demo Hall 101, Seat C-8
37	C	101				Demo Hall 101, Seat C-101
38						

Left-handed?

Sort

A Z ↓ Ascending Z A ↓ Descending

By color: None

Filter

By color: None

Equals

Q Search

(Select All)

YES

(Blanks)

- Now we'll assign right-handed seats.
- Open the “Left-handed?” menu.
- Check “(Blanks)” and uncheck “YES”.
- **EXCEPTION:** if you run out of RH seats, you may need to use the LH seats.

Counting # seats selected

We might select more seats than fit on the screen!

The screenshot shows an Excel spreadsheet with the following data:

Counts	# seats	# LH seats	# with notes
Z1	6	1	0
Z2	8	2	0
Z3	9	0	0
All seats	23	3	0
Z1	5	0	0
Z2	6	0	0
Z3	9	0	0
Filtered	20	0	0

Row	Seat	Left-handed? - Y	Notes	Every123	Zone	Comments	Sequence	Randomize
C	5			2	3	Demo Hall 101, Seat C-5	25	0.167282353
B	1			0	3	Demo Hall 101, Seat B-1	20	0.063625131
C	103			2	2	Demo Hall 101, Seat C-103	16	0.592587384
B	102			1	2	Demo Hall 101, Seat B-102	11	0.672402077
C	3			1	3	Demo Hall 101, Seat C-3	24	0.412670059
B	5			2	3	Demo Hall 101, Seat B-5	22	0.22714773
C	6			1	1	Demo Hall 101, Seat C-6	7	0.22714773
C	1			0	3	Demo Hall 101, Seat C-1	23	0.02416537
B	101			0	2	Demo Hall 101, Seat B-101	10	0.772904238
B	103			2	2	Demo Hall 101, Seat B-103	12	0.311964638
A	3			1	3	Demo Hall 101, Seat A-3	19	0.106378341

- While selecting cells, EXCEL shows a size: “6R x 2C” (6 rows by 2 columns).
- It might be in the upper left corner, or it might be near your selection.
 - Use on ROSTER to count students
 - Use on ROOM SPREADSHEET to select that # of seats
- Filters hide some rows, so count this way instead of by subtracting row numbers.

Copy seats to roster spreadsheet

1. COPY + PASTE SPECIAL as VALUES

Room spreadsheet

Row	Seat	Left-handed?	Notes	Every123	Zone	Comments	Sequence	Randomize
15	C	5		2	3	Demo Hall 101, Seat C-5	25	0.167282353
16	B	1		0	3	Demo Hall 101, Seat B-1	20	0.063625131
17	C	103		2	2	Demo Hall 101, Seat C-103	16	0.592587384
18	B	102		1	2	Demo Hall 101, Seat B-102	11	0.672402077
19	C	3		1	3	Demo Hall 101, Seat C-3	24	0.412670059
20	B	5		2	3	Demo Hall 101, Seat B-5	22	0.227149773
21	C	6		1	1	Demo Hall 101, Seat C-6	7	0.494321466

COPY seat(s) from
Comments & Sequence columns

PASTE SPECIAL as VALUES
(ordinary PASTE won't work)

Roster spreadsheet

	A	B	C	D			
1	Student	ID	SIS User ID	SIS Login ID	Comments	Sequence	Notes
2	Points Possible						
3	Aska, Al	1234	A11112222	al_aska	Demo Hall 101, Seat C-5	25	
4	Bama, Ala	56789	A22223333	ala_bama	Demo Hall 101, Seat B-1	20	
5	Rado, Colo	234567	A55556666	colo_rado	Demo Hall 101, Seat C-103	16	
6	Ware, Dela	42	A77778888	dela_ware	Demo Hall 101, Seat B-102	11	
7	Zona, Ari	98765	A88889999	ari_zona	Demo Hall 101, Seat C-3	24	
8	Toba, Mani				Demo Hall 101, Seat B-5	22	From another class!
10	Left-handed						
11	Rida, Flo	1234567	A99998888	flo_rida	Demo Hall 101, Seat C-2	9	LH
12	Ana, Indi	13579	A00000000	indi_ana	Demo Hall 101, Seat B-2	5	LH

Copy seats to roster spreadsheet

2. Scroll ROSTER to verify the paste was the right size

- If the PASTE region is bigger than one screen, scroll to verify it fits.
- If necessary, use UNDO to fix it.
- For large COPY/PASTES, EXCEL can take a couple of minutes! As you scroll, you may see a mix of old and new contents. Wait for that to complete.

	A	B	C	D	E	F	G
1	Student	ID	SIS User ID	SIS Login ID	Comments	Sequence	Notes
2	Points Possible						
3	Aska, Al	1234	A11112222	al_aska	Demo Hall 101, Seat C-5	25	
4	Bama, Ala	56789	A22223333	ala_bama	Demo Hall 101, Seat B-1	20	
5	Rado, Colo	234567	A55556666	colo_rado	Demo Hall 101, Seat C-103	16	
6	Ware, Dela	42	A77778888	dela_ware	Demo Hall 101, Seat B-102	11	
7	Zona, Ari	98765	A88889999	ari_zona	Demo Hall 101, Seat C-3	24	
8	Toba, Mani				Demo Hall 101, Seat B-5	22	From another class!
9							
10	Left-handed						
11	Rida, Flo	1234567	A99998888	flo_rida	Demo Hall 101, Seat C-2	9	LH
12	Ana, Indi	13579	A00000000	indi_ana	Demo Hall 101, Seat B-2	5	LH
13							

Copy seats to roster spreadsheet

3. DELETE row(s) just used on ROOM SPREADSHEET

Room spreadsheet

SELECT the row(s) just used

14	Row	Seat	Left-handed?	Notes	Every123	Zone	Comments	Sequence	Randomize
15	C	5			2	3	Demo Hall 101, Seat C-5	25	0.852161686
16	B	1			0	3	Demo Hall 101, Seat B-1	20	0.064832207
17	C	103			2	2	Demo Hall 101, Seat C-103	16	0.290901217
18	B	102			1	2	Demo Hall 101, Seat B-102	11	0.109122524
19	C	3			1	3	Demo Hall 101, Seat C-3	24	0.531088174
20	B	5			2	3	Demo Hall 101, Seat B-5	22	0.093546445
21	C	6			1	1	Demo Hall 101, Seat C-6	7	0.089457212
22	C	1			0	3	Demo Hall 101, Seat C-1	23	0.948401545

DELETE the row(s)

Room spreadsheet

14	Row	Seat	Left-handed?	Notes	Every123	Zone	Comments	Sequence	Randomize
15	C	6			1	1	Demo Hall 101, Seat C-6	7	0.388595504
16	C	1			0	3	Demo Hall 101, Seat C-1	23	0.464323126
18	B	101			0	2	Demo Hall 101, Seat B-101	10	0.344516896
19	B	103			2	2	Demo Hall 101, Seat B-103	12	0.491963959
20	A	3			1	3	Demo Hall 101, Seat A-3	19	0.550101694
21	C	102			1	2	Demo Hall 101, Seat C-102	15	0.01339394
22	B	4			2	1	Demo Hall 101, Seat B-4	4	0.857573639
23	C	4			2	1	Demo Hall 101, Seat C-4	8	0.247770286

Copy seats to roster spreadsheet

SUMMARY

Counts	# seats	# LH seats	# with notes
Z1	6	1	0
Z2	8	2	0
Z3	9	0	0
All seats	23	3	0
Z1	5	0	0
Z2	6	0	0
Z3	9	0	0
Filtered	20	0	0

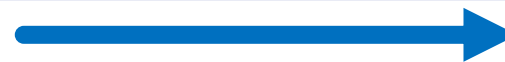
Row	Seat	Left-handed?	Notes	Every123	Zone	Comments	Sequence	Randomize
C	5			2	3	Demo Hall 101, Seat C-5	25	0.167282353
B	1			0	3	Demo Hall 101, Seat B-1	20	0.063625131
C	103			2	2	Demo Hall 101, Seat C-103	16	0.592587384
B	102			1	2	Demo Hall 101, Seat B-102	11	0.672402077
C	3			1	3	Demo Hall 101, Seat C-3	24	0.412670059
B	5			2	3	Demo Hall 101, Seat B-5	22	0.227149773

Student	ID	SIS User ID	SIS Login ID	Comments	Sequence	Notes
Aska, Al	1234	A11112222	al_aska	Demo Hall 101, Seat C-5	25	
Bama, Ala	56789	A22223333	ala_bama	Demo Hall 101, Seat B-1	20	
Rado, Colo	234567	A55556666	colo_rado	Demo Hall 101, Seat C-103	16	
Ware, Dela	42	A77778888	dela_ware	Demo Hall 101, Seat B-102	11	
Zona, Ari	98765	A88889999	ari_zona	Demo Hall 101, Seat C-3	24	
Toba, Mani				Demo Hall 101, Seat B-5	22	From another class!
Left-handed						
Rida, Flo	1234567	A99998888	flo_rida	Demo Hall 101, Seat C-2	9	LH
Ana, Indi	13579	A00000000	indi_ana	Demo Hall 101, Seat B-2	5	LH

Room spreadsheet

FILTER to pick type of seat
(left/right-handed, every other, ...)

COPY seats (Comments & Sequence)



PASTE SPECIAL as **VALUES**

VERIFY paste worked

DELETE rows just used

Repeat for next group w/new filters

Fill in special arrangements for remaining students

	A	B	C	D	E	F	G
1	Student	ID	SIS User ID	SIS Login ID	Comments	Sequence	Notes
2	Points Possible						
3	Aska, Al	1234	A11112222	al_aska	Demo Hall 101, Seat C-5	25	
4	Bama, Ala	56789	A22223333	ala_bama	Demo Hall 101, Seat B-1	20	
5	Rado, Colo	234567	A55556666	colo_rado	Demo Hall 101, Seat C-103	16	
6	Ware, Dela	42	A77778888	dela_ware	Demo Hall 101, Seat B-102	11	
7	Zona, Ari	98765	A88889999	ari_zona	Demo Hall 101, Seat C-3	24	
8	Toba, Mani				Demo Hall 101, Seat B-5	22	From another class
9							
10	Left-handed						
11	Rida, Flo	1234567	A99998888	flo_rida	Demo Hall 101, Seat C-2	9	LH
12	Ana, Indi	13579	A00000000	indi_ana	Demo Hall 101, Seat B-2	5	LH
13							
14	Other special seats						
15	Tucky, Ken	444	A99999988	ken_tucky	Demo Hall 101, Seat A-4	1	Injury. Front row.
16	Ana, Louis	555	A99999900	louis_iana			Wide seat
17							
18	OSD separate room						
19	Fornia, Cali	314159	A44445555	cali_fornia			OSD
20	Sas, Arkan	404142	A56789012	arkan_sas			OSD
21							
22	Reschedule						
23	Land, Mary	141421	A55554444	mary_land			Incomplete
24	Jersey, New	131415	A12345678	new_jersey			Sick
25	Mexico, New	1617	A23456789	new_hampshire			Sick
26	Raska, Neb	181920	A34567890	neb_raska			Athletics
27	Hampshire, New	212223	A45678901	new_hampshire			Athletics
28							
29	Staff on roster						
30	Desk, Front	101112	A33334444	front_desk			Staff
31	Staffperson, Steffanie	271828	A66667777	steffanie_staffperson			Staff
32	Student, Test	2468		0123456789abcdef0123456789abcdef0123456789abcdef01234567			Staff

- There are still special categories at the bottom.
- Manually add “Comments” for special arrangements.
- Again, the “Comments” column is what the student will see, while the “Notes” column is just for you.

Fill in special arrangements for remaining students

Request for table up front

	A	B	C	D	E	F	G
1	Student	ID	SIS User ID	SIS Login ID	Comments	Sequence	Notes
2	Points Possible						
3	Aska, Al	1234	A11112222	al_aska	Demo Hall 101, Seat C-5	25	
4	Bama, Ala	56789	A22223333	ala_bama	Demo Hall 101, Seat B-1	20	
5	Rado, Colo	234567	A55556666	colo_rado	Demo Hall 101, Seat C-103	16	
6	Ware, Dela	42	A77778888	dela_ware	Demo Hall 101, Seat B-102	11	
7	Zona, Ari	98765	A88889999	ari_zona	Demo Hall 101, Seat C-3	24	
8	Toba, Mani				Demo Hall 101, Seat B-5	22	From another class
9							
10	Left-handed						
11	Rida, Flo	1234567	A99998888	flo_rida	Demo Hall 101, Seat C-2	9	LH
12	Ana, Indi	13579	A00000000	indi_ana	Demo Hall 101, Seat B-2	5	LH
13							
14	Other special seats						
15	Tucky, Ken	444	A99999988	ken_tucky	Demo Hall 101, Seat A-1	1	Injury - Front row
16	Ana, Louis	555	A99999900	louis_iana	Demo Hall 101, Table up front		Wide seat
17							
18	OSD separate room						
19	Fornia, Cali	314159	A44445555	cali_fornia	Triton Testing Center		OSD
20	Sas, Arkan	404142	A56789012	arkan_sas	Triton Testing Center		OSD
21							
22	Reschedule						
23	Land, Mary	141421	A55554444	mary_land	Incomplete. No seat assignment.		Incomplete
24	Jersey, New	131415	A12345678	new_jersey	Illness. Test arrangements TBA.		Sick
25	Mexico, New	1617	A23456789	new_hampshire	Illness. Test arrangements TBA.		Sick
26	Raska, Neb	181920	A34567890	neb_raska	Math Dept Test Center		Athletics
27	Hampshire, New	212223	A45678901	new_hampshire	Math Dept Test Center		Athletics
28							
29	Staff on roster						
30	Desk, Front	101112	A33334444	front_desk			Staff
31	Staffperson, Steffanie	271828	A66667777	steffanie_staffperson			Staff
32	Student, Test	2468		0123456789abcdef012	Demo Hall 101, Seat Z-1234		Staff

- This student wants the table in the front of the room, so type that in.

Comments	Sequence	Notes
Demo Hall 101, Table up front		Wide seat

Fill in special arrangements for remaining students

Testing elsewhere or arrangements TBA

	A	B	C	D	E	F	G
1	Student	ID	SIS User ID	SIS Login ID	Comments	Sequence	Notes
2	Points Possible						
3	Aska, Al	1234	A11112222	al_aska	Demo Hall 101, Seat C-5	25	
4	Bama, Ala	56789	A22223333	ala_bama	Demo Hall 101, Seat B-1	20	
5	Rado, Colo	234567	A55556666	colo_rado	Demo Hall 101, Seat C-103	16	
6	Ware, Dela	42	A77778888	dela_ware	Demo Hall 101, Seat B-102	11	
7	Zona, Ari	98765	A88889999	ari_zona	Demo Hall 101, Seat C-3	24	
8	Toba, Mani				Demo Hall 101, Seat B-5	22	From another class
9							
10	Left-handed						
11	Rida, Flo	1234567	A99998888	flo_rida	Demo Hall 101, Seat C-2	9	LH
12	Ana, Indi	13579	A00000000	indi_ana	Demo Hall 101, Seat B-2	5	LH
13							
14	Other special seats						
15	Tucky, Ken	444	A99999988	ken_tucky	Demo Hall 101, Seat A-4	1	Injury. Front row.
16	Ana, Louis	555	A99999900	louis_iana	Demo Hall 101, Table up front		Wide seat
17							
18	OSD separate room						
19	Fornia, Cali	314159	A44445555	cali_fornia	Triton Testing Center		OSD
20	Sas, Arkan	404142	A56789012	arkan_sas	Triton Testing Center		OSD
21							
22	Reschedule						
23	Land, Mary	141421	A55554444	mary_land	Incomplete. No seat assignment.		Incomplete
24	Jersey, New	131415	A12345678	new_jersey	Illness. Test arrangements TBA.		Sick
25	Mexico, New	1617	A23456789	new_hampshire	Illness. Test arrangements TBA.		Sick
26	Raska, Neb	181920	A34567890	neb_raska	Math Dept Test Center		Athletics
27	Hampshire, New	212223	A45678901	new_hampshire	Math Dept Test Center		Athletics
28							
29	Staff on roster						
30	Desk, Front	101112	A33334444	front_desk			Staff
31	Staffperson, Steffanie	271828	A66667777	steffanie_staffperson			Staff
32	Student, Test	2468		0123456789abcdef012	Demo Hall 101, Seat Z-1234		Staff

- Special arrangements for OSD, Athletics, Sick, Incomplete, ...


Comments	Sequence	Notes
Triton Testing Center		OSD
Triton Testing Center		OSD
Incomplete. No seat assignment.		Incomplete
Illness. Test arrangements TBA.		Sick
Illness. Test arrangements TBA.		Sick
Math Dept Test Center		Athletics
Math Dept Test Center		Athletics

Fill in special arrangements for remaining students

Special account “Test Student”

	A	B	C	D	E	F	G
1	Student	ID	SIS User ID	SIS Login ID	Comments	Sequence	Notes
2	Points Possible						
3	Aska, Al	1234	A11112222	al_aska	Demo Hall 101, Seat C-5	25	
4	Bama, Ala	56789	A22223333	ala_bama	Demo Hall 101, Seat B-1	20	
5	Rado, Colo	234567	A55556666	colo_rado	Demo Hall 101, Seat C-103	16	
6	Ware, Dela	42	A77778888	dela_ware	Demo Hall 101, Seat B-102	11	
7	Zona, Ari	98765	A88889999	ari_zona	Demo Hall 101, Seat C-3	24	
8	Toba, Mani				Demo Hall 101, Seat B-5	22	From another class
9							
10	Left-handed						
11	Rida, Flo	1234567	A99998888	flo_rida	Demo Hall 101, Seat C-2	9	LH
12	Ana, Indi	13579	A00000000	indi_ana	Demo Hall 101, Seat B-2	5	LH
13							
14	Other special seats						
15	Tucky, Ken	444	A99999988	ken_tucky	Demo Hall 101, Seat A-4	1	Injury. Front row.
16	Ana, Louis	555	A99999900	louis_iana	Demo Hall 101, Table up front		Wide seat
17							
18	OSD separate room						
19	Fornia, Cali	314159	A44445555	cali_fornia	Triton Testing Center		OSD
20	Sas, Arkan	404142	A56789012	arkan_sas	Triton Testing Center		OSD
21							
22	Reschedule						
23	Land, Mary	141421	A55554444	mary_land	Incomplete. No seat assignment.		Incomplete
24	Jersey, New	131415	A12345678	new_jersey	Illness. Test arrangements TBA.		Sick
25	Mexico, New	1617	A23456789	new_hampshire	Illness. Test arrangements TBA.		Sick
26	Raska, Neb	181920	A34567890	neb_raska	Math Dept Test Center		Athletics
27	Hampshire, New	212223	A45678901	new_hampshire	Math Dept Test Center		Athletics
28							
29	Staff on roster						
30	Desk, Front	101112	A33334444	front_desk			Staff
31	Staffperson, Steffanie	271828	A66667777	steffanie_staffperso			Staff
32	Student, Test	2468		0123456789abcde	Demo Hall 101, Seat Z-1234		Staff

- **Staff accounts:** Leave blank, delete, or assign seats anyway.
- **“Student, Test”:** Put it last and assign a fake seat.
 - For you to see student view
 - To verify when upload completes

Comments	Sequence	Notes
		Staff
		Staff
2 Demo Hall 101, Seat Z-1234		Staff

Save roster in TWO formats

	A	B	C	D	E	F	G
1	Student	ID	SIS User ID	SIS Login ID	Comments	Sequence	Notes
2	Points Possible						
3	Aska, Al	1234	A11112222	al_aska	Demo Hall 101, Seat C-5	25	
4	Bama, Ala	56789	A22223333	ala_bama	Demo Hall 101, Seat B-1	20	
5	Rado, Colo	234567	A55556666	colo_rado	Demo Hall 101, Seat C-103	16	
6	Ware, Dela	42	A77778888	dela_ware	Demo Hall 101, Seat B-102	11	
7	Zona, Ari	98765	A88889999	ari_zona	Demo Hall 101, Seat C-3	24	
8	Toba, Mani				Demo Hall 101, Seat B-5	22	From another class!
9							
10	Left-handed						
11	Rida, Flo	1234567	A99998888	flo_rida	Demo Hall 101, Seat C-2	9	LH
12	Ana, Indi	13579	A00000000	indi_ana	Demo Hall 101, Seat B-2	5	LH
13							
14	Other special seats						
15	Tucky, Ken	444	A99999988	ken_tucky	Demo Hall 101, Seat A-4	1	Injury. Front row.
16	Ana, Louis	555	A99999900	louis_iana	Demo Hall 101, Table up front		Wide seat
17							
18	OSD separate room						
19	Fornia, Cali	314159	A44445555	cali_fornia	Triton Testing Center		OSD
20	Sas, Arkan	404142	A56789012	arkan_sas	Triton Testing Center		OSD
21							
22	Reschedule						
23	Land, Mary	141421	A55554444	mary_land	Incomplete. No seat assignment.		Incomplete
24	Jersey, New	131415	A12345678	new_jersey	Illness. Test arrangements TBA.		Sick
25	Mexico, New	1617	A23456789	new_hampshire	Illness. Test arrangements TBA.		Sick
26	Raska, Neb	181920	A34567890	neb_raska	Math Dept Test Center		Athletics
27	Hampshire, New	212223	A45678901	new_hampshire	Math Dept Test Center		Athletics
28							
29	Staff on roster						
30	Desk, Front	101112	A33334444	front_desk			Staff
31	Staffperson, Steffanie	271828	A66667777	steffanie_staffperson			Staff
32	Student, Test	2468		0123456789abcdef012	Demo Hall 101, Seat Z-1234		Staff

- Save roster as .xlsx format: **mt1_seats.xlsx**
 - Roster is sortable by **Student** (alphabetical) or **Sequence** (for seat order)
 - Format (column widths, colors, bold, ...); sort in either order; hide columns not needed; and print
- Make CSV file for Canvas: **mt1_seats.csv**
 - Save/Export/Download as CSV, and upload to Canvas
 - But email the student from another class separately!
- Google Sheets is slightly different:
 - Automatically saves workbook (instead of .xlsx)
 - File → Download → Comma-separated values

OPTIONAL: Save room spreadsheet mt1_leftover_seats.xlsx

	A	B	C	D	E	F	H	I	L
1	Demo Hall 101								
2									
3									
4	Counts	# seats	# LH seats	# with notes			Click these cells & select options from dropdown menus		
5	Z1	6	1	0			Seat format:	Demo Hall 101, Seat A-123	
6	Z2	6	2	0			Sequence type:	By zone (for sorting into physical seat order)	
7	Z3	5	0	0					
8	All seats	17	3	0					
9	Z1	6	1	0					
10	Z2	6	2	0					
11	Z3	5	0	0					
12	Filtered	17	3	0					
13									
14	Row	Seat	Left-handed?	Notes	Every123	Zone	Comments	Sequence	Randomize
15	C	6			1	1	Demo Hall 101, Seat C-6	7	0.689589905
16	C	1			0	3	Demo Hall 101, Seat C-1	23	0.515633352
17	C	104	YES		3	2	Demo Hall 101, Seat C-104	17	0.151962063
18	B	101			0	2	Demo Hall 101, Seat B-101	10	0.841685468
19	B	103			2	2	Demo Hall 101, Seat B-103	12	0.971971101
20	A	3			1	3	Demo Hall 101, Seat A-3	19	0.868603391
21	C	102			1	2	Demo Hall 101, Seat C-102	15	0.226826096
22	B	4			2	1	Demo Hall 101, Seat B-4	4	0.572043068
23	C	4			2	1	Demo Hall 101, Seat C-4	8	0.709943472
24	A	2	YES		3	1	Demo Hall 101, Seat A-2	2	0.691597639
25	C	7			3	3	Demo Hall 101, Seat C-7	26	0.687957205
26	B	3			1	3	Demo Hall 101, Seat B-3	21	0.289982822
27	B	6			1	1	Demo Hall 101, Seat B-6	3	0.107634886
28	A	1			0	3	Demo Hall 101, Seat A-1	18	0.786781748
29	B	104	YES		3	2	Demo Hall 101, Seat B-104	13	0.108108917
30	C	8			0	1	Demo Hall 101, Seat C-8	6	0.846617294
31	C	101			0	2	Demo Hall 101, Seat C-101	14	0.850166943
32									

- Leftover seats may come in handy if you need to reassign a few seats.

Part 3. Random seat assignments

- Special requests: accommodations, left-handed seats, ...
- Seat assignment steps
- Alphabetical and seat order rosters
- Multiple rooms (including coordinated classes)

Alphabetical and seat order rosters

Alphabetical

	A	C	E	G
1	Student	SIS User ID	Comments	Notes
2	Points Possible			
3	Ana, Indi	A00000000	Demo Hall 101, Seat B-2	LH
4	Ana, Louis	A99999900	Demo Hall 101, Table up front	Wide seat
5	Aska, Al	A11112222	Demo Hall 101, Seat C-5	
6	Bama, Ala	A22223333	Demo Hall 101, Seat B-1	
7	Desk, Front	A33334444		Staff
8	Fornia, Cali	A44445555	Triton Testing Center	OSD
9	Hampshire, New	A45678901	Math Dept Test Center	Athletics
10	Jersey, New	A12345678	Illness. Test arrangements TBA.	Sick
11	Land, Mary	A55554444	Incomplete. No seat assignment.	Incomplete
12	Mexico, New	A23456789	Illness. Test arrangements TBA.	Sick
13	Rado, Colo	A55556666	Demo Hall 101, Seat C-103	
14	Raska, Neb	A34567890	Math Dept Test Center	Athletics
15	Rida, Flo	A99998888	Demo Hall 101, Seat C-2	LH
16	Sas, Arkan	A56789012	Triton Testing Center	OSD
17	Staffperson, Steffanie	A66667777		Staff
18	Student, Test		Demo Hall 101, Seat Z-1234	Staff
19	Toba, Mani		Demo Hall 101, Seat B-5	From another class!
20	Tucky, Ken	A99999988	Demo Hall 101, Seat A-4	Injury. Front row.
21	Ware, Dela	A77778888	Demo Hall 101, Seat B-102	
22	Zona, Ari	A88889999	Demo Hall 101, Seat C-3	

By Seat

	A	C	E	G
1	Student	SIS User ID	Comments	Notes
2	LEFT SECTION			
3	Tucky, Ken	A99999988	Demo Hall 101, Seat A-4	Injury. Front row.
4	Ana, Indi	A00000000	Demo Hall 101, Seat B-2	LH
5	Rida, Flo	A99998888	Demo Hall 101, Seat C-2	LH
6				
7	MIDDLE SECTION			
8	Ware, Dela	A77778888	Demo Hall 101, Seat B-102	
9	Rado, Colo	A55556666	Demo Hall 101, Seat C-103	
10				
11	RIGHT SECTION			
12	Bama, Ala	A22223333	Demo Hall 101, Seat B-1	
13	Toba, Mani		Demo Hall 101, Seat B-5	From another class!
14	Zona, Ari	A88889999	Demo Hall 101, Seat C-3	
15	Aska, Al	A11112222	Demo Hall 101, Seat C-5	
16	Ana, Louis	A99999900	Demo Hall 101, Table up front	Wide seat
17				

Alphabetical roster

	A	C	E	G
1	Student	SIS User ID	Comments	Notes
2	Points Possible			
3	Ana, Indi	A00000000	Demo Hall 101, Seat B-2	LH
4	Ana, Louis	A99999900	Demo Hall 101, Table up front	Wide seat
5	Aska, Al	A11112222	Demo Hall 101, Seat C-5	
6	Bama, Ala	A22223333	Demo Hall 101, Seat B-1	
7	Desk, Front	A33334444		Staff
8	Fornia, Cali	A44445555	Triton Testing Center	OSD
9	Hampshire, New	A45678901	Math Dept Test Center	Athletics
10	Jersey, New	A12345678	Illness. Test arrangements TBA.	Sick
11	Land, Mary	A55554444	Incomplete. No seat assignment.	Incomplete
12	Mexico, New	A23456789	Illness. Test arrangements TBA.	Sick
13	Rado, Colo	A55556666	Demo Hall 101, Seat C-103	
14	Raska, Neb	A34567890	Math Dept Test Center	Athletics
15	Rida, Flo	A99998888	Demo Hall 101, Seat C-2	LH
16	Sas, Arkan	A56789012	Triton Testing Center	OSD
17	Staffperson, Steffanie	A66667777		Staff
18	Student, Test		Demo Hall 101, Seat Z-1234	Staff
19	Toba, Mani		Demo Hall 101, Seat B-5	From another class!
20	Tucky, Ken	A99999988	Demo Hall 101, Seat A-4	Injury. Front row.
21	Ware, Dela	A77778888	Demo Hall 101, Seat B-102	
22	Zona, Ari	A88889999	Demo Hall 101, Seat C-3	

- Copy saved roster spreadsheet to a new spreadsheet ply named “**Alphabetical**”
- On this copy:
 - Delete yellow rows (except row 1)
 - Sort by: **Student**
 - Hide columns: **ID, SIS Login ID, Sequence**

Seat order roster

E.g., for checking IDs while students are seated at exam

	A	C	E	G
1	Student	SIS User ID	Comments	Notes
2	LEFT SECTION			
3	Tucky, Ken	A99999988	Demo Hall 101, Seat A-4	Injury. Front row.
4	Ana, Indi	A00000000	Demo Hall 101, Seat B-2	LH
5	Rida, Flo	A99998888	Demo Hall 101, Seat C-2	LH
6				
7	MIDDLE SECTION			
8	Ware, Dela	A77778888	Demo Hall 101, Seat B-102	
9	Rado, Colo	A55556666	Demo Hall 101, Seat C-103	
10				
11	RIGHT SECTION			
12	Bama, Ala	A22223333	Demo Hall 101, Seat B-1	
13	Toba, Mani		Demo Hall 101, Seat B-5	From another class!
14	Zona, Ari	A88889999	Demo Hall 101, Seat C-3	
15	Aska, Al	A11112222	Demo Hall 101, Seat C-5	
16	Ana, Louis	A99999900	Demo Hall 101, Table up front	Wide seat
17				

- Copy saved roster spreadsheet to a new spreadsheet ply named “By Seat”
- On this copy:
 - Delete people not in this room (groups OSD, Reschedule, Staff)
 - Delete yellow rows (except row 1)
 - Sort by: **Sequence**
 - Hide columns: **ID, SIS Login ID, Sequence**
 - Add new yellow banners
LEFT/MIDDLE/RIGHT SECTION

Seat order roster

E.g., for checking IDs while students are seated at exam

	A	C	E	G
1	Student	SIS User ID	Comments	Notes
2	LEFT SECTION			
3	^ ^ ^ ^ ^ ^ ^ ^	A ^ ^ ^ ^ ^ ^ ^ ^	Center 101, Seat B-1	
4	^ ^ ^ ^ ^ ^ ^ ^	A ^ ^ ^ ^ ^ ^ ^ ^	Center 101, Seat B-3	
5	^ ^ ^ ^ ^ ^ ^ ^	A ^ ^ ^ ^ ^ ^ ^ ^	Center 101, Seat B-5	
6	^ ^ ^ ^ ^ ^ ^ ^	A ^ ^ ^ ^ ^ ^ ^ ^	Center 101, Seat C-1	
7	^ ^ ^ ^ ^ ^ ^ ^	A ^ ^ ^ ^ ^ ^ ^ ^	Center 101, Seat C-3	
8	^ ^ ^ ^ ^ ^ ^ ^	A ^ ^ ^ ^ ^ ^ ^ ^	Center 101, Seat C-5	
9	^ ^ ^ ^ ^ ^ ^ ^	A ^ ^ ^ ^ ^ ^ ^ ^	Center 101, Seat C-7	LH
10	^ ^ ^ ^ ^ ^ ^ ^	A ^ ^ ^ ^ ^ ^ ^ ^	Center 101, Seat D-1	From another class
11	^ ^ ^ ^ ^ ^ ^ ^	A ^ ^ ^ ^ ^ ^ ^ ^	Center 101, Seat D-3	
12	^ ^ ^ ^ ^ ^ ^ ^	A ^ ^ ^ ^ ^ ^ ^ ^	Center 101, Seat D-5	
13	^ ^ ^ ^ ^ ^ ^ ^	A ^ ^ ^ ^ ^ ^ ^ ^	Center 101, Seat D-7	Possible incomplete
14	MIDDLE SECTION			
15	^ ^ ^ ^ ^ ^ ^ ^	A ^ ^ ^ ^ ^ ^ ^ ^	Center 101, Seat B-6	
16	^ ^ ^ ^ ^ ^ ^ ^	A ^ ^ ^ ^ ^ ^ ^ ^	Center 101, Seat B-8	
17	^ ^ ^ ^ ^ ^ ^ ^	A ^ ^ ^ ^ ^ ^ ^ ^	Center 101, Seat B-10	LH
18	^ ^ ^ ^ ^ ^ ^ ^	A ^ ^ ^ ^ ^ ^ ^ ^	Center 101, Seat C-8	
19	^ ^ ^ ^ ^ ^ ^ ^	A ^ ^ ^ ^ ^ ^ ^ ^	Center 101, Seat C-10	
20	^ ^ ^ ^ ^ ^ ^ ^	A ^ ^ ^ ^ ^ ^ ^ ^	Center 101, Seat C-12	
21	^ ^ ^ ^ ^ ^ ^ ^	A ^ ^ ^ ^ ^ ^ ^ ^	Center 101, Seat D-9	
22	^ ^ ^ ^ ^ ^ ^ ^	A ^ ^ ^ ^ ^ ^ ^ ^	Center 101, Seat D-11	
23	^ ^ ^ ^ ^ ^ ^ ^	A ^ ^ ^ ^ ^ ^ ^ ^	Center 101, Seat D-13	
24	RIGHT SECTION			
25	^ ^ ^ ^ ^ ^ ^ ^	A ^ ^ ^ ^ ^ ^ ^ ^	Center 101, Seat B-11	
26	^ ^ ^ ^ ^ ^ ^ ^	A ^ ^ ^ ^ ^ ^ ^ ^	Center 101, Seat B-13	
27	^ ^ ^ ^ ^ ^ ^ ^	A ^ ^ ^ ^ ^ ^ ^ ^	Center 101, Seat B-15	LH
28	^ ^ ^ ^ ^ ^ ^ ^	A ^ ^ ^ ^ ^ ^ ^ ^	Center 101, Seat C-13	
29	^ ^ ^ ^ ^ ^ ^ ^	A ^ ^ ^ ^ ^ ^ ^ ^	Center 101, Seat C-15	
30	^ ^ ^ ^ ^ ^ ^ ^	A ^ ^ ^ ^ ^ ^ ^ ^	Center 101, Seat C-17	
31	^ ^ ^ ^ ^ ^ ^ ^	A ^ ^ ^ ^ ^ ^ ^ ^	Center 101, Seat D-15	
32	^ ^ ^ ^ ^ ^ ^ ^	A ^ ^ ^ ^ ^ ^ ^ ^	Center 101, Seat D-17	
33	^ ^ ^ ^ ^ ^ ^ ^	A ^ ^ ^ ^ ^ ^ ^ ^	Center 101, Seat D-19	
34	^ ^ ^ ^ ^ ^ ^ ^	A ^ ^ ^ ^ ^ ^ ^ ^	Center 101, Seat D-21	

- Here's a larger example.
- I manually added cell borders between seat rows

Part 3. Random seat assignments

- Special requests: accommodations, left-handed seats, ...
- Seat assignment steps
- Alphabetical and seat order rosters
- Multiple rooms (including coordinated classes)

Multiple rooms (incl. Coordinated classes)

Columns

1	Student	ID	SIS User ID	SIS Login ID	Section	Comments	Sequence	Room	Notes
2	Points Possible								
3	LECTURE A - Tesler - Right handed								
4	Aska, Al	1234	A11112222	al_aska	MATH 7 - A03 [125]	Demo Hall 101, Seat C-5	25	Demo Hall 101	
5	Bama, Ala	56789	A22223333	ala_bama	MATH 7 - A02 [124]	Demo Hall 101, Seat B-1	20	Demo Hall 101	
6	Rado, Colo	234567	U55556666	ax12345	MATH 7 - Sample C	Demo Hall 101, Seat C-103	16	Demo Hall 101	
7									
8	LECTURE A - Left-handed								
9	Rida, Flo	1234567	A99998888	flo_rida	MATH 7 - A02 [124]	Demo Hall 101, Seat C-2	9	Demo Hall 101	LH
10									
11	LECTURE A - Other special seats								
12	Tucky, Ken	444	A99999988	ken_tucky	MATH 7 - A03 [125]	Demo Hall 101, Seat A-4	1	Demo Hall 101	Injury. Front row.
13									
14	LECTURE B - Eggers - Right handed								
15	Ware, Dela	42	A77778888	dela_ware	MATH 7 - B03 [225]	Demo Hall 201, Seat B-102	11	Demo Hall 201	
16	Zona, Ari	98765	A88889999	ari_zona	MATH 7 - B01 [223]	Demo Hall 201, Seat C-3	24	Demo Hall 201	
17									
18	LECTURE B - Left-handed								
19	Ana, Indi	13579	A00000000	indi_ana	MATH 7 - B01 [223]	Demo Hall 201, Seat B-2	5	Demo Hall 201	LH
20									
21	LECTURE B - Other special seats								
22	Ana, Louis	555	A99999900	louis_iana	MATH 7 - B01 [223]	Demo Hall 201, Table up front		Demo Hall 201	Wide seat
23									
24	ALL LECTURES - OSD separate room								
25	Fornia, Cali	314159	A44445555	cali_fornia	MATH 7 - A02 [124]	Triton Testing Center		Special	OSD
26	Sas, Arkan	404142	A56789012	arkan_sas	MATH 7 - B03 [225]	Triton Testing Center		Special	OSD
27									
28	ALL LECTURES - Reschedule								
29	Land, Mary	141421	A55554444	mary_land	MATH 7 - A02 [124]	Incomplete. No seat assignment.		Special	Incomplete
30	Mexico, New	1617	A23456789	new_hamp	MATH 7 - B03 [225]	Illness. Test arrangements TBA.		Special	Sick
31	Raska, Neb	181920	A34567890	neb_raska	MATH 7 - B02 [224]	Math Dept Test Center		Special	Athletics
32									
33	Staff on roster								
34	Desk, Front	101112	A33334444	front_desk	MATH 7 - Sample Class - Tesler [SP22]				Staff
35	Staffperson, St	271828	A66667777	stefanie_s	MATH 7 - Sample Class - Tesler [SP22]				Staff
36	Student, Test	2468		012345678	MATH 7 - A01 [123]	Demo Hall 101, Seat Z-1234		Demo Hall 101	Staff

- One class in multiple rooms. Or, coordinated class w/multiple lectures in a single Canvas class.
- Columns:
 - Keep “Section”. Add “Room”

Multiple rooms (incl. Coordinated classes)

Roster groups

Student	ID	SIS User ID	SIS Login ID	Section	Comments	Sequence	Room	Notes
Points Possible								
LECTURE A - Tesler - Right handed								
Aska, Al	1234	A11112222	al_aska	MATH 7 - A03 [125]	Demo Hall 101, Seat C-5	25	Demo Hall 101	
Bama, Ala	56789	A22223333	ala_bama	MATH 7 - A02 [124]	Demo Hall 101, Seat B-1	20	Demo Hall 101	
Rado, Colo	234567	U55556666	ax12345	MATH 7 - Sample Cla	Demo Hall 101, Seat C-103	16	Demo Hall 101	
LECTURE A - Left-handed								
Rida, Flo	1234567	A99998888	flo_rida	MATH 7 - A02 [124]	Demo Hall 101, Seat C-2	9	Demo Hall 101	LH
LECTURE A - Other special seats								
Tucky, Ken	444	A99999988	ken_tucky	MATH 7 - A03 [125]	Demo Hall 101, Seat A-4	1	Demo Hall 101	Injury. Front row
LECTURE B - Eggers - Right handed								
Ware, Dela	42	A77778888	dela_ware	MATH 7 - B03 [225]	Demo Hall 201, Seat B-102	11	Demo Hall 201	
Zona, Ari	98765	A88889999	ari_zona	MATH 7 - B01 [223]	Demo Hall 201, Seat C-3	24	Demo Hall 201	
LECTURE B - Left-handed								
Ana, Indi	13579	A00000000	indi_ana	MATH 7 - B01 [223]	Demo Hall 201, Seat B-2	5	Demo Hall 201	LH
LECTURE B - Other special seats								
Ana, Louis	555	A99999900	louis_ana	MATH 7 - B01 [223]	Demo Hall 201, Table up front		Demo Hall 201	Wide seat
ALL LECTURES - OSD separate room								
Fornia, Cali	314159	A44445555	cali_fornia	MATH 7 - A02 [124]	Triton Testing Center		Special	OSD
Sas, Arkan	404142	A56789012	arkan_sas	MATH 7 - B03 [225]	Triton Testing Center		Special	OSD
ALL LECTURES - Reschedule								
Land, Mary	141421	A55554444	mary_land	MATH 7 - A02 [124]	Incomplete. No seat assignment.		Special	Incomplete
Mexico, New	1617	A23456789	new_hampsh	MATH 7 - B03 [225]	Illness. Test arrangements TBA.		Special	Sick
Raska, Neb	181920	A34567890	neb_raska	MATH 7 - B02 [224]	Math Dept Test Center		Special	Athletics
Staff on roster								
Desk, Front	101112	A33334444	front_desk	MATH 7 - Sample Class - Tesler [SP22]				Staff
Staffperson, St	271828	A66667777	steffanie_st	MATH 7 - Sample Class - Tesler [SP22]				Staff
Student, Test	2468		0123456789	MATH 7 - A01 [123], I	Demo Hall 101, Seat Z-1234		Demo Hall 101	Staff

- Add roster groups:
 - Yellow Lecture A RH/LH/special
 - Pink Lecture B RH/LH/special
 - Blue special arrangements (OSD, ...)
- Sort the spreadsheet by “Section” to separate the lectures.
- Alphabetize each lecture and move students to their groups.

Multiple rooms (incl. Coordinated classes)

Roster groups

	A	B	C	D	E	F	G	H	I
1	Student	ID	SIS User ID	SIS Login ID	Section	Comments	Sequence	Room	Notes
2	Points Possible								
3	DH 101 - Right handed								
4	Aska, Al	1234	A11112222	al_aska	MATH 7 - A03 [125]	Demo Hall 101, Seat C-5	25	Demo Hall 101	
5	Bama, Ala	56789	A22223333	ala_bama	MATH 7 - A02 [124]	Demo Hall 101, Seat B-1	20	Demo Hall 101	
6									
7	DH 101 - Left-handed								
8	Ana, Indi	13579	A00000000	indi_ana	MATH 7 - B01 [223]	Demo Hall 101, Seat B-2	5	Demo Hall 101	LH
9	Rida, Flo	1234567	A99998888	flo_rida	MATH 7 - A02 [124]	Demo Hall 101, Seat C-2	9	Demo Hall 101	LH
10									
11	DH 101 - Other special seats								
12	Ana, Louis	555	A99999900	louis_iana	MATH 7 - B01 [223]	Demo Hall 101, Table up front		Demo Hall 101	Wide seat
13	Tucky, Ken	444	A99999988	ken_tucky	MATH 7 - A03 [125]	Demo Hall 101, Seat A-4	1	Demo Hall 101	Injury. Front row
14									
15	DH 201 - Right handed								
16	Rado, Colo	234567	U55556666	ax12345	MATH 7 - Sample Cla	Demo Hall 201, Seat C-103	16	Demo Hall 201	
17	Ware, Dela	42	A77778888	dela_ware	MATH 7 - B03 [225]	Demo Hall 201, Seat B-102	11	Demo Hall 201	
18	Zona, Ari	98765	A88889999	ari_zona	MATH 7 - B01 [223]	Demo Hall 201, Seat C-3	24	Demo Hall 201	
19									
20	OSD separate room								
21	Fornia, Cali	314159	A44445555	cali_fornia	MATH 7 - A02 [124]	Triton Testing Center		Special	OSD
22	Sas, Arkan	404142	A56789012	arkan_sas	MATH 7 - B03 [225]	Triton Testing Center		Special	OSD
23									
24	Reschedule								
25	Land, Mary	141421	A55554444	mary_land	MATH 7 - A02 [124]	Incomplete. No seat assignment.		Special	Incomplete
26	Mexico, New	1617	A23456789	new_hampsl	MATH 7 - B03 [225]	Illness. Test arrangements TBA.		Special	Sick
27	Raska, Neb	181920	A34567890	neb_raska	MATH 7 - B02 [224]	Math Dept Test Center		Special	Athletics
28									
29	Staff on roster								
30	Desk, Front	101112	A33334444	front_desk	MATH 7 - Sample Class - Tesler [SP22]				Staff
31	Staffperson, St	271828	A66667777	steffanie_st	MATH 7 - Sample Class - Tesler [SP22]				Staff
32	Student, Test	2468		0123456789	MATH 7 - A01 [123], I	Demo Hall 101, Seat Z-1234		Demo Hall 101	Staff

- Non-coordinated class w/2 rooms.
 - All LH & special seats in the 1st room.
 - Students will see their room in the gradebook.
- Alternately, give a rule based on last name or section.
 - Last name A-H in Solis 104
 - Last name I-Z in Solis 107
 - Section A05 in Solis 109

Multiple rooms (incl. Coordinated classes)

Entering rooms

	A	B	C	D	E	F	G	H	I
1	Student	ID	SIS User ID	SIS Login ID	Section	Comments	Sequence	Room	Notes
2	Points Possible								
3	LECTURE A - Tesler - Right handed								
4	Aska, Al	1234	A11112222	al_aska	MATH 7 - A03 [125]	Demo Hall 101, Seat C-5	2	Demo Hall 101	
5	Bama, Ala	56789	A22223333	ala_bama	MATH 7 - A02 [124]	Demo Hall 101, Seat B-1	2	Demo Hall 101	
6	Rado, Colo	234567	U55556666	ax12345	MATH 7 - Sample C	Demo Hall 101, Seat C-103	1	Demo Hall 101	
7									
8	LECTURE A - Left-handed								
9	Rida, Flo	1234567	A99998888	flo_rida	MATH 7 - A02 [124]	Demo Hall 101, Seat C-2		Demo Hall 101	H
10									
11	LECTURE A - Other special seats								
12	Tucky, Ken	444	A99999988	ken_tucky	MATH 7 - A03 [125]	Demo Hall 101, Seat A-4		Demo Hall 101	Injury. Front row.
13									
14	LECTURE B - Eggers - Right handed								
15	Ware, Dela	42	A77778888	dela_ware	MATH 7 - B03 [225]	Demo Hall 201, Seat B-102	1	Demo Hall 201	
16	Zona, Ari	98765	A88889999	ari_zona	MATH 7 - B01 [223]	Demo Hall 201, Seat C-3	2	Demo Hall 201	
17									
18	LECTURE B - Left-handed								
19	Ana, Indi	13579	A00000000	indi_ana	MATH 7 - B01 [223]	Demo Hall 201, Seat B-2		Demo Hall 201	H
20									
21	LECTURE B - Other special seats								
22	Ana, Louis	555	A99999900	louis_iana	MATH 7 - B01 [223]	Demo Hall 201, Table up front		Demo Hall 201	Wide seat
23									
24	ALL LECTURES - OSD separate room								
25	Fornia, Cali	314159	A44445555	cali_fornia	MATH 7 - A02 [124]	Triton Testing Center		Special	SD
26	Sas, Arkan	404142	A56789012	arkan_sas	MATH 7 - B03 [225]	Triton Testing Center		Special	SD
27									
28	ALL LECTURES - Reschedule								
29	Land, Mary	141421	A55554444	mary_land	MATH 7 - A02 [124]	Incomplete. No seat assignment		Special	Incomplete
30	Mexico, New	1617	A23456789	new_hampst	MATH 7 - B03 [225]	Illness. Test arrangements TBA.		Special	ick
31	Raska, Neb	181920	A34567890	neb_raska	MATH 7 - B02 [224]	Math Dept Test Center		Special	athletics
32									
33	Staff on roster								
34	Desk, Front	101112	A33334444	front_desk	MATH 7 - Sample C	ss - Tesler [SP22]			staff
35	Staffperson, St	271828	A66667777	steffanie_st	MATH 7 - Sample C	ss - Tesler [SP22]			staff
36	Student, Test	2468		0123456789	MATH 7 - A01 [123]	Demo Hall 101, Seat Z-1234		Demo Hall 101	staff

- “Comments” column: Include the room!
 - “Demo Hall 101, Seat A-123”
 - “Solis 109” (overflow room w/o seat #'s)
- “Room” column: just room #, no seat #.

Multiple rooms (incl. Coordinated classes)

Seat order roster for each room

Student	ID	SIS User ID	SIS Login ID	Section	Comments	Sequence	Room	Notes
Points Possible								
LECTURE A - Tesler - Right handed								
Aska, Al	1234	A11112222	al_aska	MATH 7 - A03 [125]	Demo Hall 101, Seat C-5	25	Demo Hall 101	
Bama, Ala	56789	A22223333	ala_bama	MATH 7 - A02 [124]	Demo Hall 101, Seat B-1	20	Demo Hall 101	
Rado, Colo	234567	U55556666	ax12345	MATH 7 - Sample Cla	Demo Hall 101, Seat C-103	16	Demo Hall 101	
LECTURE A - Left-handed								
Rida, Flo	1234567	A99998888	flo_rida	MATH 7 - A02 [124]	Demo Hall 101, Seat C-2	9	Demo Hall 101	LH
LECTURE A - Other special seats								
Tucky, Ken	444	A99999988	ken_tucky	MATH 7 - A03 [125]	Demo Hall 101, Seat A-4	1	Demo Hall 101	Injury. Front row
LECTURE B - Eggers - Right handed								
Ware, Dela	42	A77778888	dela_ware	MATH 7 - B03 [225]	Demo Hall 201, Seat B-102	11	Demo Hall 201	
Zona, Ari	98765	A88889999	ari_zona	MATH 7 - B01 [223]	Demo Hall 201, Seat C-3	24	Demo Hall 201	
LECTURE B - Left-handed								
Ana, Indi	13579	A00000000	indi_ana	MATH 7 - B01 [223]	Demo Hall 201, Seat B-2	5	Demo Hall 201	LH
LECTURE B - Other special seats								
Ana, Louis	555	A99999900	louis_iana	MATH 7 - B01 [223]	Demo Hall 201, Table up front		Demo Hall 201	Wide seat
ALL LECTURES - OSD separate room								
Fornia, Cali	314159	A44445555	cali_fornia	MATH 7 - A02 [124]	Triton Testing Center		Special	OSD
Sas, Arkan	404142	A56789012	arkan_sas	MATH 7 - B03 [225]	Triton Testing Center		Special	OSD
ALL LECTURES - Reschedule								
Land, Mary	141421	A55554444	mary_land	MATH 7 - A02 [124]	Incomplete. No seat assignment.		Special	Incomplete
Mexico, New	1617	A23456789	new_hampsh	MATH 7 - B03 [225]	Illness. Test arrangements TBA.		Special	Sick
Raska, Neb	181920	A34567890	neb_raska	MATH 7 - B02 [224]	Math Dept Test Center		Special	Athletics
Staff on roster								
Desk, Front	101112	A33334444	front_desk	MATH 7 - Sample Class - Tesler [SP22]				Staff
Staffperson, St	271828	A66667777	steffanie_st	MATH 7 - Sample Class - Tesler [SP22]				Staff
Student, Test	2468		0123456789	MATH 7 - A01 [123], I	Demo Hall 101, Seat Z-1234		Demo Hall 101	Staff

- To make a seat-order roster for each room, either:
 - Sort the rows for each room by the “Sequence” column
 - Or, sort the whole sheet by “Room” and then by “Sequence”

Multiple rooms (incl. Coordinated classes)

Or, split roster by lecture (not recommended)

	A	B	C	D	E	F	G	H	I
1	Student	ID	SIS User ID	SIS Login ID	Section	Comments	Sequence	Room	Notes
2	Points Possible								
3	LECTURE A - Tesler - Right handed								
4	Aska, Al	1234	A11112222	al_aska	MATH 7 - A03 [125]	Demo Hall 101, Seat C-5	25	Demo Hall 101	
5	Bama, Ala	56789	A22223333	ala_bama	MATH 7 - A02 [124]	Demo Hall 101, Seat B-1	20	Demo Hall 101	
6	Rado, Colo	234567	U55556666	ax12345	MATH 7 - Sample Cla	Demo Hall 101, Seat C-103	16	Demo Hall 101	
7									
8	LECTURE A - Left-handed								
9	Rida, Flo	1234567	A99998888	flo_rida	MATH 7 - A02 [124]	Demo Hall 101, Seat C-2	9	Demo Hall 101	LH
10									
11	LECTURE A - Other special seats								
12	Tucky, Ken	444	A99999988	ken_tucky	MATH 7 - A03 [125]	Demo Hall 101, Seat A-4	1	Demo Hall 101	Injury. Front row.
13									
14	LECTURE B - Eggers - Right handed								
15	Ware, Dela	42	A77778888	dela_ware	MATH 7 - B03 [225]	Demo Hall 201, Seat B-102	11	Demo Hall 201	
16	Zona, Ari	98765	A88889999	ari_zona	MATH 7 - B01 [223]	Demo Hall 201, Seat C-3	24	Demo Hall 201	
17									
18	LECTURE B - Left-handed								
19	Ana, Indi	13579	A00000000	indi_ana	MATH 7 - B01 [223]	Demo Hall 201, Seat B-2	5	Demo Hall 201	LH
20									
21	LECTURE B - Other special seats								
22	Ana, Louis	555	A99999900	louis_iana	MATH 7 - B01 [223]	Demo Hall 201, Table up front		Demo Hall 201	Wide seat
23									
24	ALL LECTURES - OSD separate room								
25	Fornia, Cali	314159	A44445555	cali_fornia	MATH 7 - A02 [124]	Triton Testing Center		Special	OSD
26	Sas, Arkan	404142	A56789012	arkan_sas	MATH 7 - B03 [225]	Triton Testing Center		Special	OSD
27									
28	ALL LECTURES - Reschedule								
29	Land, Mary	141421	A55554444	mary_land	MATH 7 - A02 [124]	Incomplete. No seat assignment.		Special	Incomplete
30	Mexico, New	1617	A23456789	new_hampst	MATH 7 - B03 [225]	Illness. Test arrangements TBA.		Special	Sick
31	Raska, Neb	181920	A34567890	neb_raska	MATH 7 - B02 [224]	Math Dept Test Center		Special	Athletics
32									
33	Staff on roster								
34	Desk, Front	101112	A33334444	front_desk	MATH 7 - Sample Class - Tesler [SP22]				Staff
35	Staffperson, St	271828	A66667777	steffanie_st	MATH 7 - Sample Class - Tesler [SP22]				Staff
36	Student, Test	2468		0123456789	MATH 7 - A01 [123], I	Demo Hall 101, Seat Z-1234		Demo Hall 101	Staff

- You CAN split it into separate spreadsheets for each class
 - Each instructor assigns seats separately and uploads to “Midterm 1 Seat Assignment”
- But there are caveats.

Multiple rooms (incl. Coordinated classes)

Or, split roster by lecture (not recommended)

1	Student	ID	SIS User ID	SIS Login ID	Section	Comments	Sequence	Room	Notes
2	Points Possible								
3	LECTURE A - Tesler - Right handed								
4	Aska, Al	1234	A11112222	al_aska	MATH 7 - A03 [125]	Demo Hall 101, Seat C-5	25	Demo Hall 101	
5	Rado, Colo	234567	U55556666	ax12345	MATH 7 - Sample Cla	Demo Hall 101, Seat C-103	16	Demo Hall 101	
8	LECTURE A - Left-handed								
9	Rida, Flo	1234567	A99998888	flo_rida	MATH 7 - A02 [124]	Demo Hall 101, Seat C-2	9	Demo Hall 101	LH
11	LECTURE A - Other special seats								
12	Tucky, Ken	444	A99999988	ken_tucky	MATH 7 - A03 [125]	Demo Hall 101, Seat A-4	1	Demo Hall 101	Injury. Front row.
14	LECTURE B - Eggers - Right handed								
15	Ware, Dela	42	A77778888	dela_ware	MATH 7 - B03 [225]	Demo Hall 201, Seat B-102	11	Demo Hall 201	
16	Zona, Ari	98765	A88889999	ari_zona	MATH 7 - B01 [223]	Demo Hall 201, Seat C-3	24	Demo Hall 201	
18	LECTURE B - Left-handed								
19	Ana, Indi	13579	A00000000	indi_ana	MATH 7 - B01 [223]	Demo Hall 201, Seat B-2	5	Demo Hall 201	LH
21	LECTURE B - Other special seats								
22	Ana, Louis	555	A99999900	louis_iana	MATH 7 - B01 [223]	Demo Hall 201, Table up front		Demo Hall 201	Wide seat
24	ALL LECTURES - OSD separate room								
25	Fornia, Cali	314159	A44445555	cali_fornia	MATH 7 - A02 [124]	Triton Testing Center		Special	OSD
26	Sas, Arkan	404142	A56789012	arkan_sas	MATH 7 - B03 [225]	Triton Testing Center		Special	OSD
28	ALL LECTURES - Reschedule								
29	Land, Mary	141421	A55554444	mary_land	MATH 7 - A02 [124]	Incomplete. No seat assignment.		Special	Incomplete
30	Mexico, New	1617	A23456789	new_hampsl	MATH 7 - B03 [225]	Illness. Test arrangements TBA.		Special	Sick
31	Raska, Neb	181920	A34567890	neb_raska	MATH 7 - B02 [224]	Math Dept Test Center		Special	Athletics
33	Staff on roster								
34	Desk, Front	101112	A33334444	front_desk	MATH 7 - Sample Class - Tesler [SP22]				Staff
35	Staffperson, St	271828	A66667777	steffanie_st	MATH 7 - Sample Class - Tesler [SP22]				Staff
36	Student, Test	2468		0123456789	MATH 7 - A01 [123], I	Demo Hall 101, Seat Z-1234		Demo Hall 101	Staff

- Each instructor has to learn how to assign seats.
- Students may see automated notifications that the assignment exists, yet they don't have a seat!
- Be careful to account for everyone! E.g., Concurrent Enrollment students w/o section properly marked!

Assigned seats at UCSD: Every other seat & more

Glenn Tesler
UCSD Department of Mathematics
June 2022

Part 4. Every other seat & more patterns

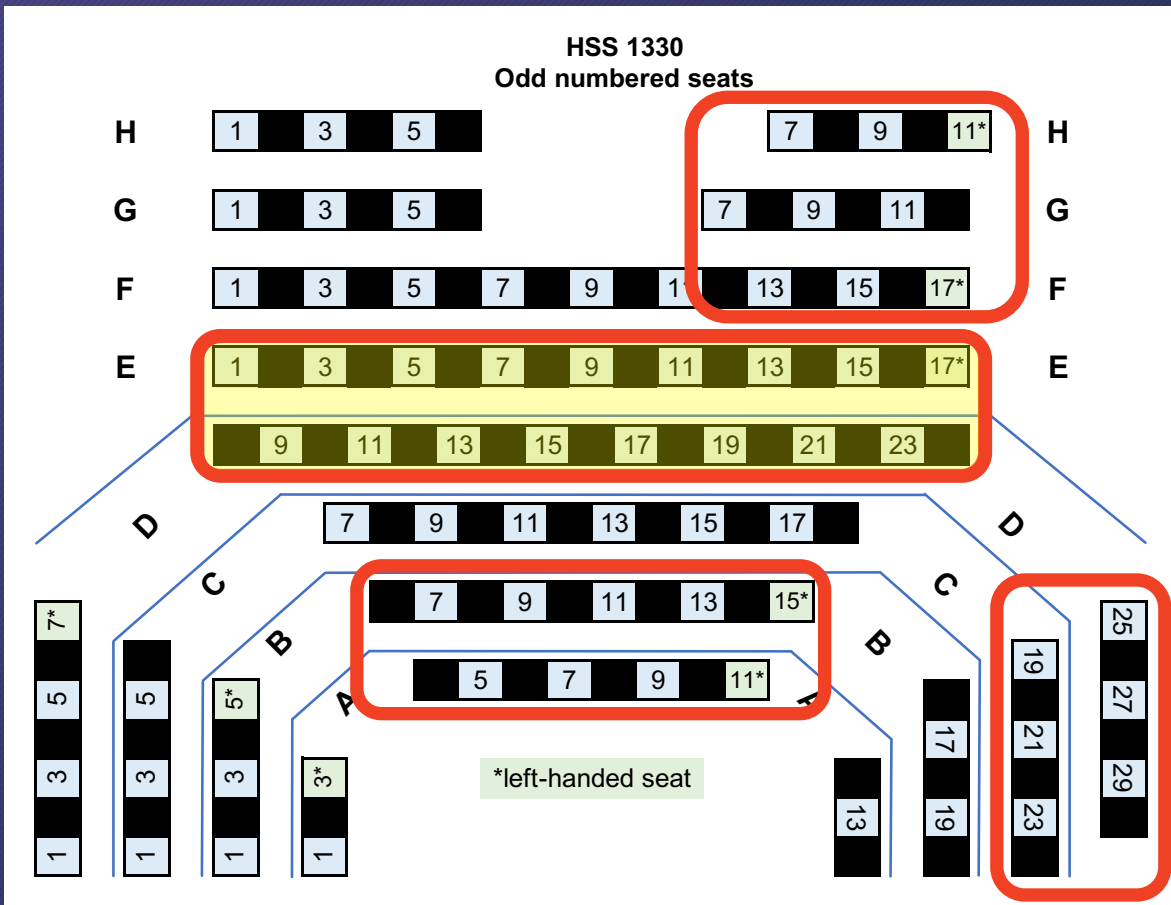
- Every other seat
- 73% capacity scenario

Seating chart variations

- Work out a seating pattern based on # of students vs. # of seats
 - **Low occupancy:** Every other seat and/or row
 - **Around 2/3:** Skip every 3rd seat or every 3rd row
 - **High occupancy:** May still be able to work out a pattern

Every other seat

1st try: Select odd numbered seats

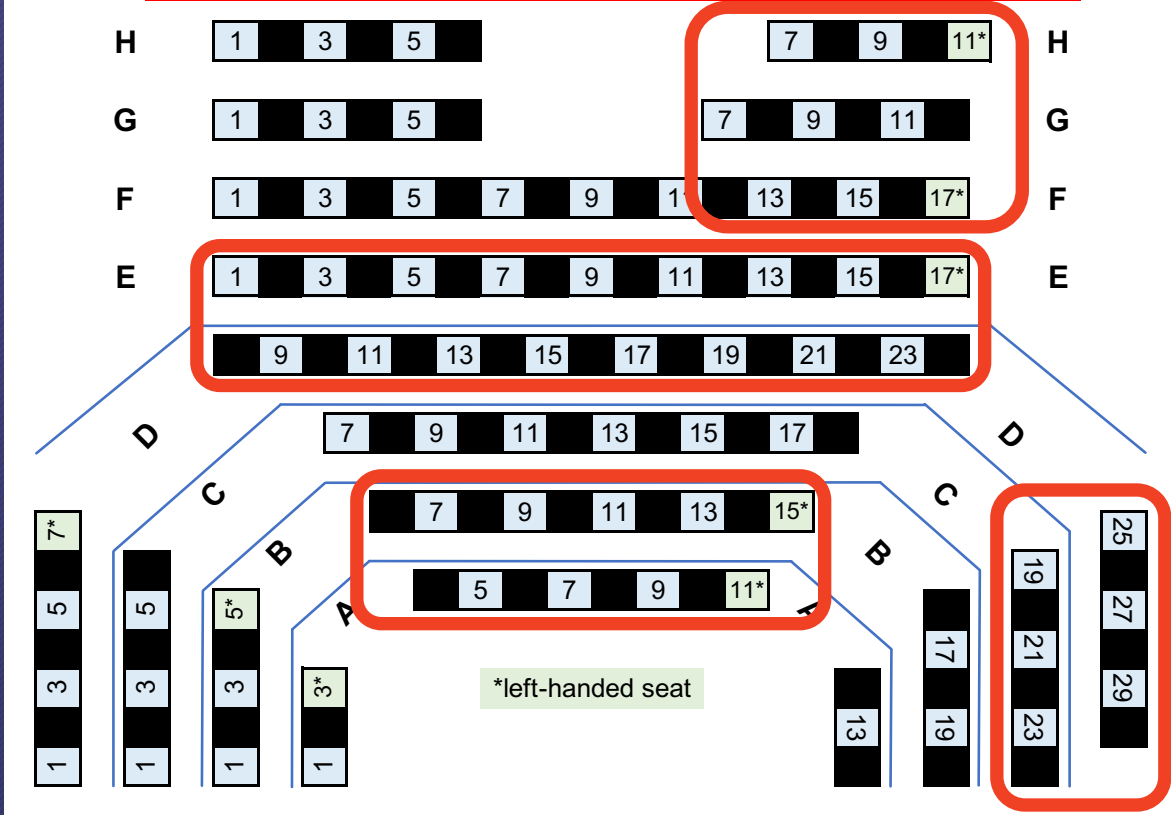


- We picked the odd numbered seats to get every other seat.
- The odd numbered seats in adjacent rows may not line up!
- Middle rows D-E have the same number of seats in total, but E has one more odd seat!
- Rooms with theater numbering are even trickier.

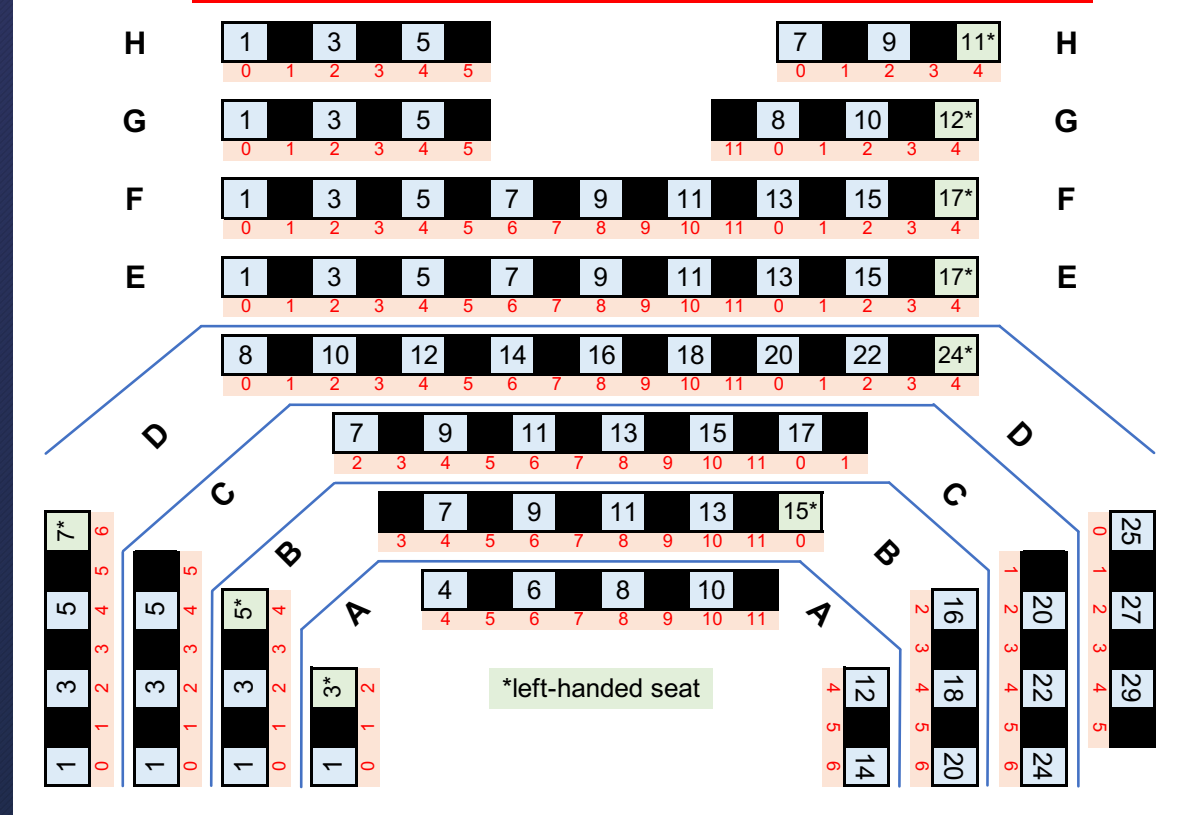
Every other seat

2nd try: They're lined up!

Odd numbered seats - not lined up!



"Every123" numbering - lined up!



Every other seat

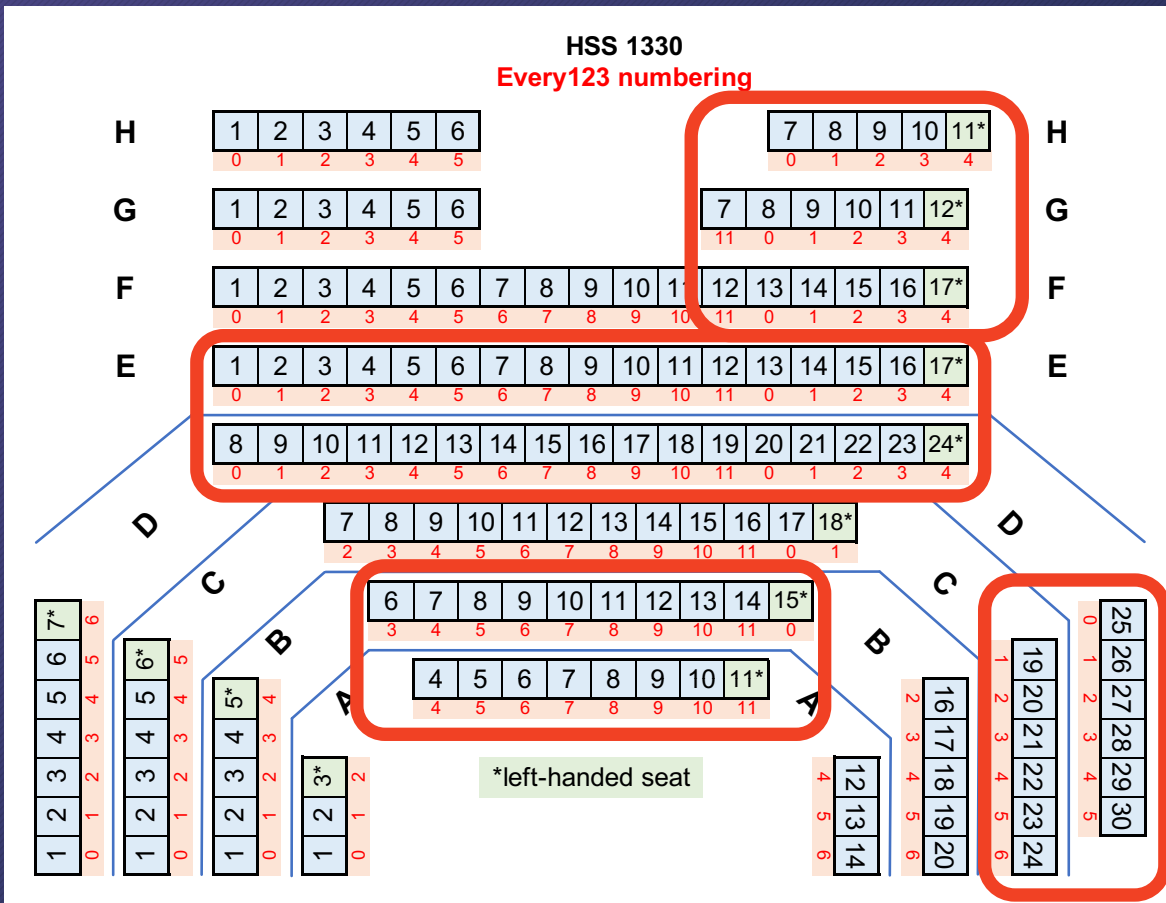
“Every123” numbering

G	1	2	3	4	5	6	7	8	9	10	11	12*	G					
	0	1	2	3	4	5	11	0	1	2	3	4						
F	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17*	F
	0	1	2	3	4	5	6	7	8	9	10	11	0	1	2	3	4	
E	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17*	E
	0	1	2	3	4	5	6	7	8	9	10	11	0	1	2	3	4	

Every123	Zone	Comments
0	2	Seat: E-1
1	2	Seat: E-2
2	2	Seat: E-3
3	2	Seat: E-4
4	2	Seat: E-5
5	2	Seat: E-6
6	2	Seat: E-7
7	2	Seat: E-8
8	2	Seat: E-9

- Under each seat, I added a number in red.
- It goes 0,1,2,...,11 and repeat as many times as needed, with adjustments to line them up between the rows!
- It's for patterns like every seat, every other, every 3rd, or even every 4th, so it's called **Every123**.

Every other seat “Every123” numbering



- Actual seat #'s don't line up between rows, but Every123 #'s do.
- Every123 numbers start over in each section. E.g., middle section:
 - Started numbering rows DEFGH at 0.
 - Lined up rows ABC to D (w/slight shift)
 - Lined up upper right parts of rows GH to F.

Every other seat

Filter “Every123” to even numbers

Row	Seat	Left-handed?	Notes	Every123	Zone	Comments	Sequence	Randomize
15	A	1		0				0.610276316
17	A	3	YES	2				0.214621029
18	B	1		0				0.090620932
20	B	3		2				0.903808461
22	B	5	YES	4				0.611552725
23	C	1		0				0.092802329
25	C	3		2				0.260753942
27	C	5		4				0.272478
29	D	1		0				0.077157572
31	D	3		2				0.768219977
33	D	5		4				0.000701276
35	D	7	YES	6				0.190996679
36	A	4		4				0.335251195
38	A	6		6				0.43459901
40	A	8		8				0.858543526
42	A	10		10				0.112028356
45	B	7		4				0.639497169
47	B	9		6				0.904335419
49	B	11		8				0.126855348
51	B	13		10				0.991710598
53	B	15	YES	0				0.17259725
54	C	7		2				0.136506364

Every123

Sort

A Z ↓ Ascending Z A ↓ Descending

By color: None

Filter

By color: None

Choose One

Search

- (Select All)
- 0
- 1
- 2
- 3
- 4
- 5

- Open “Every123” menu
- Check 0,2,4,6,8,10
Uncheck 1,3,5,7,9,11
- Even in the Jeannie, with theater numbering and 4-40 seats/row, you’d use the same filter!

Counts

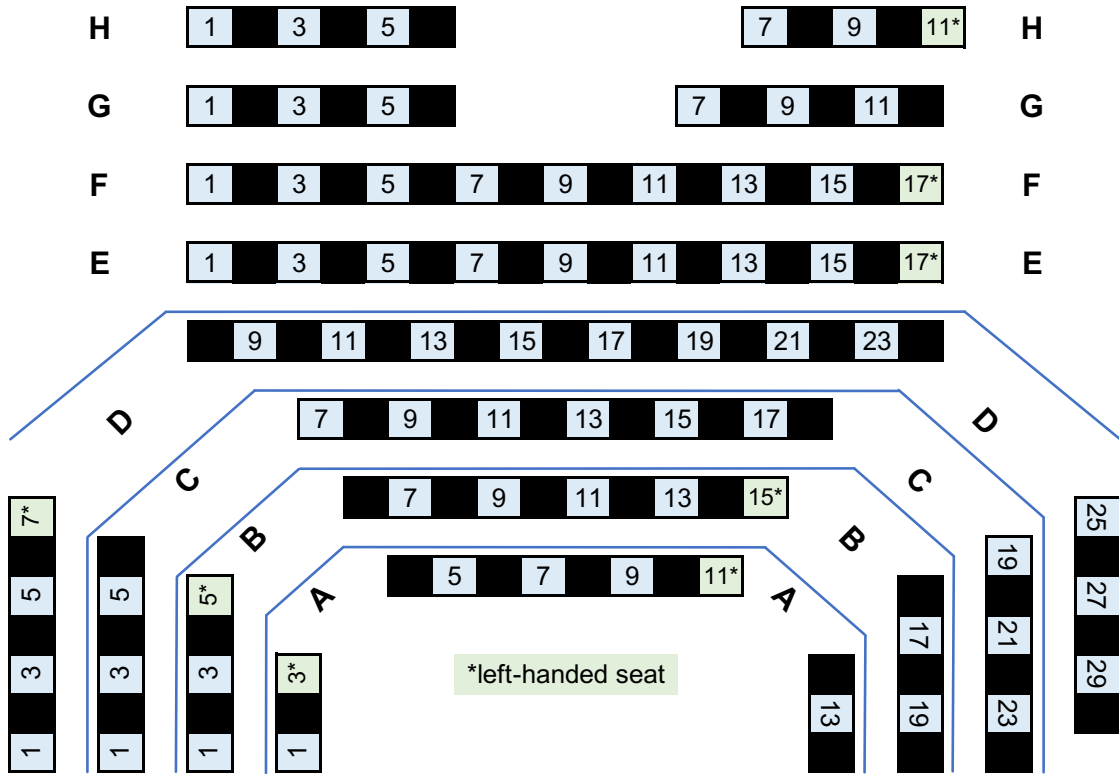
Counts	# seats	# LH seats	# with notes
Z1	21	4	0
Z2	104	8	0
Z3	20	0	0
All seats	145	12	0

Z1	12	3	0
Z2	53	5	0
Z3	9	0	0
Filtered	74	8	0

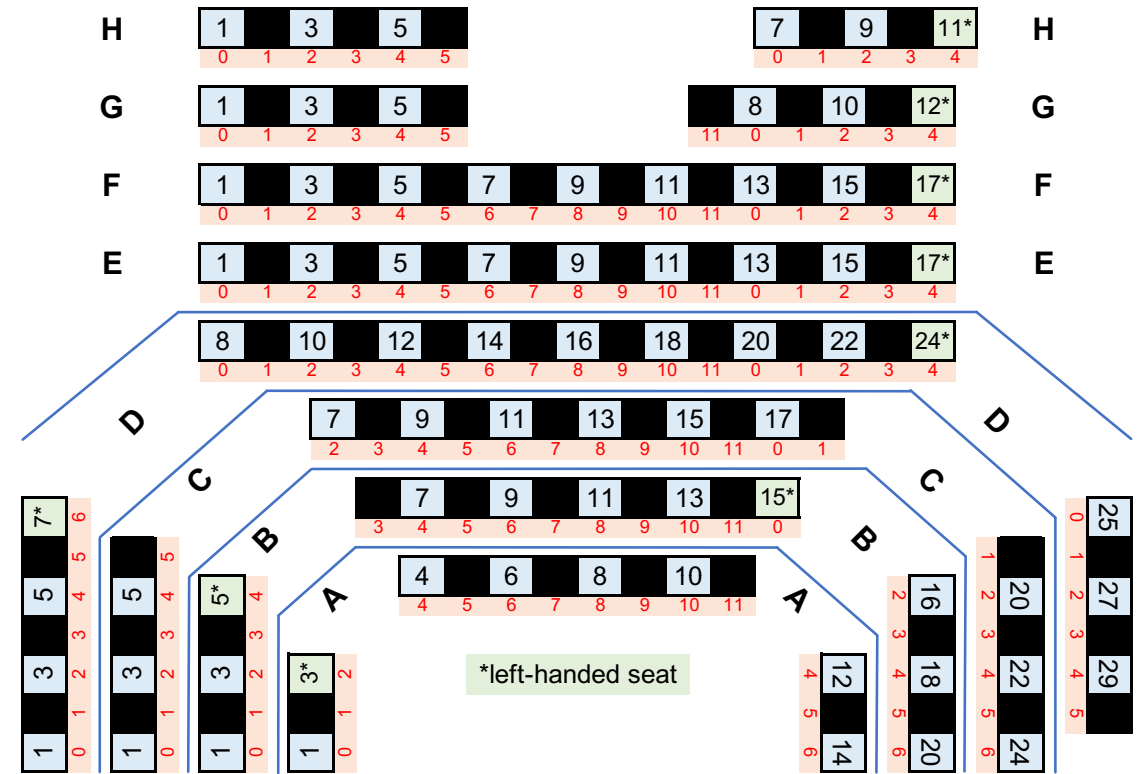
Counts	# seats	# LH seats	# with notes
Z1	21	4	0
Z2	104	8	0
Z3	20	0	0
All seats	145	12	0

Z1	12	3	0
Z2	54	6	0
Z3	11	0	0
Filtered	77	9	0

Odd numbered seats - not lined up!

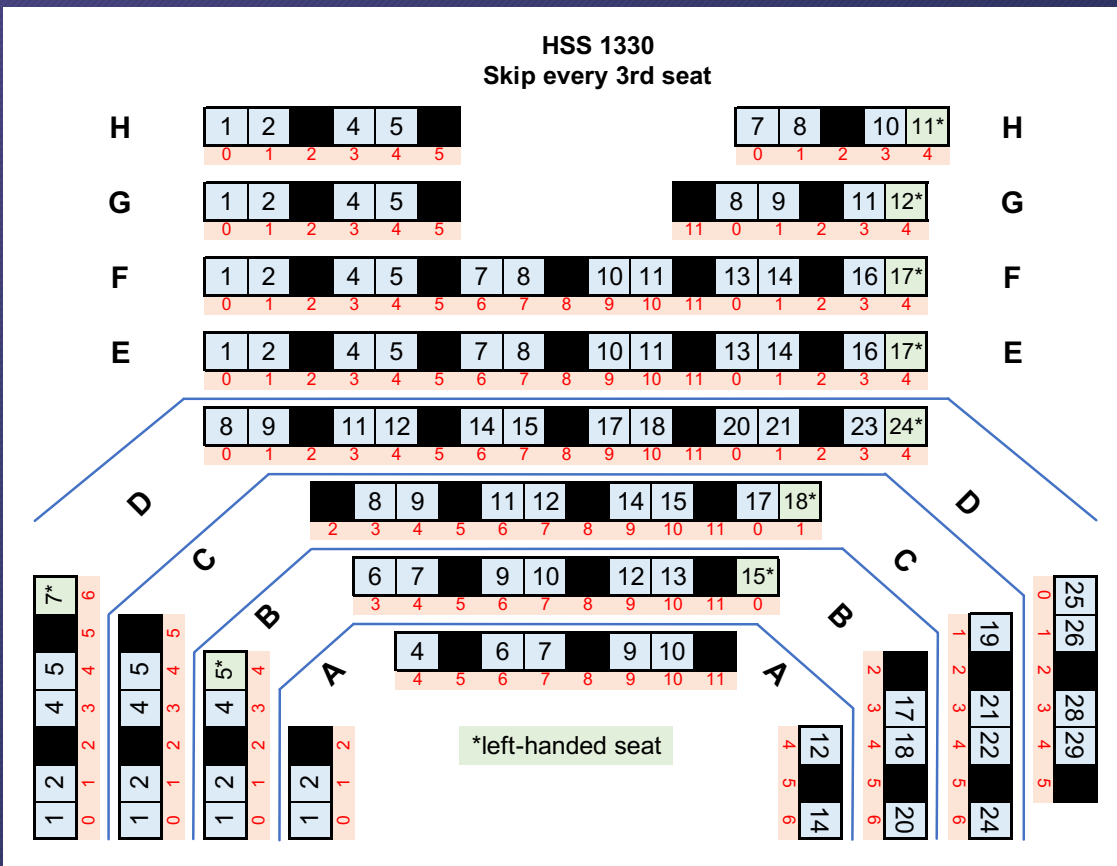


"Every123" numbering - lined up!



More patterns

Skip every 3rd seat: On Every123, uncheck 2,5,8,11



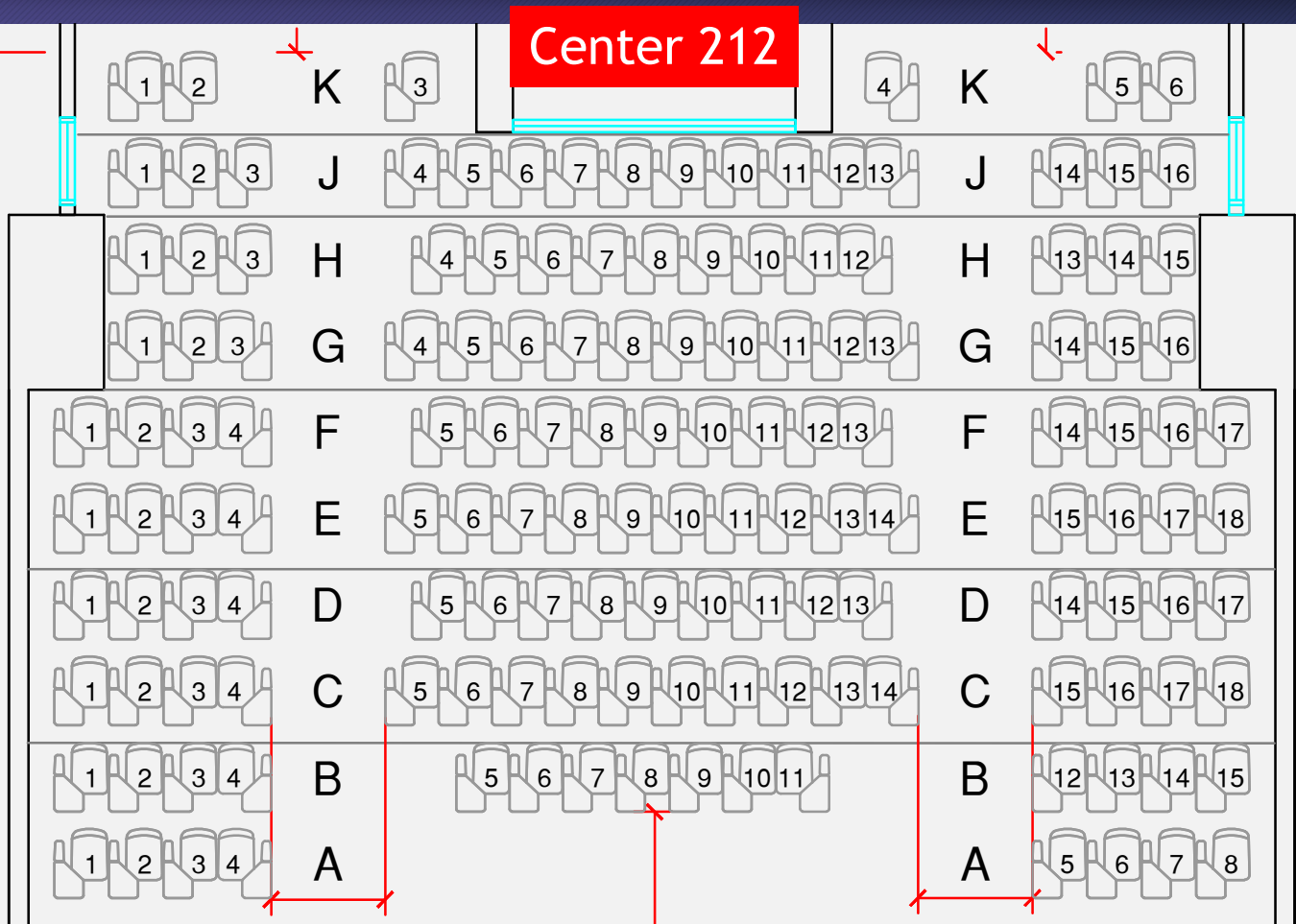
Pattern	Select these on the Every123 filter and deselect the others
Every seat	
Every other seat	
Skip every 3 rd seat	
Keep every 3 rd seat	
Keep every 4 th seat	

Part 4. Every other seat & more patterns

- Every other seat
- 73% capacity scenario

73% capacity scenario

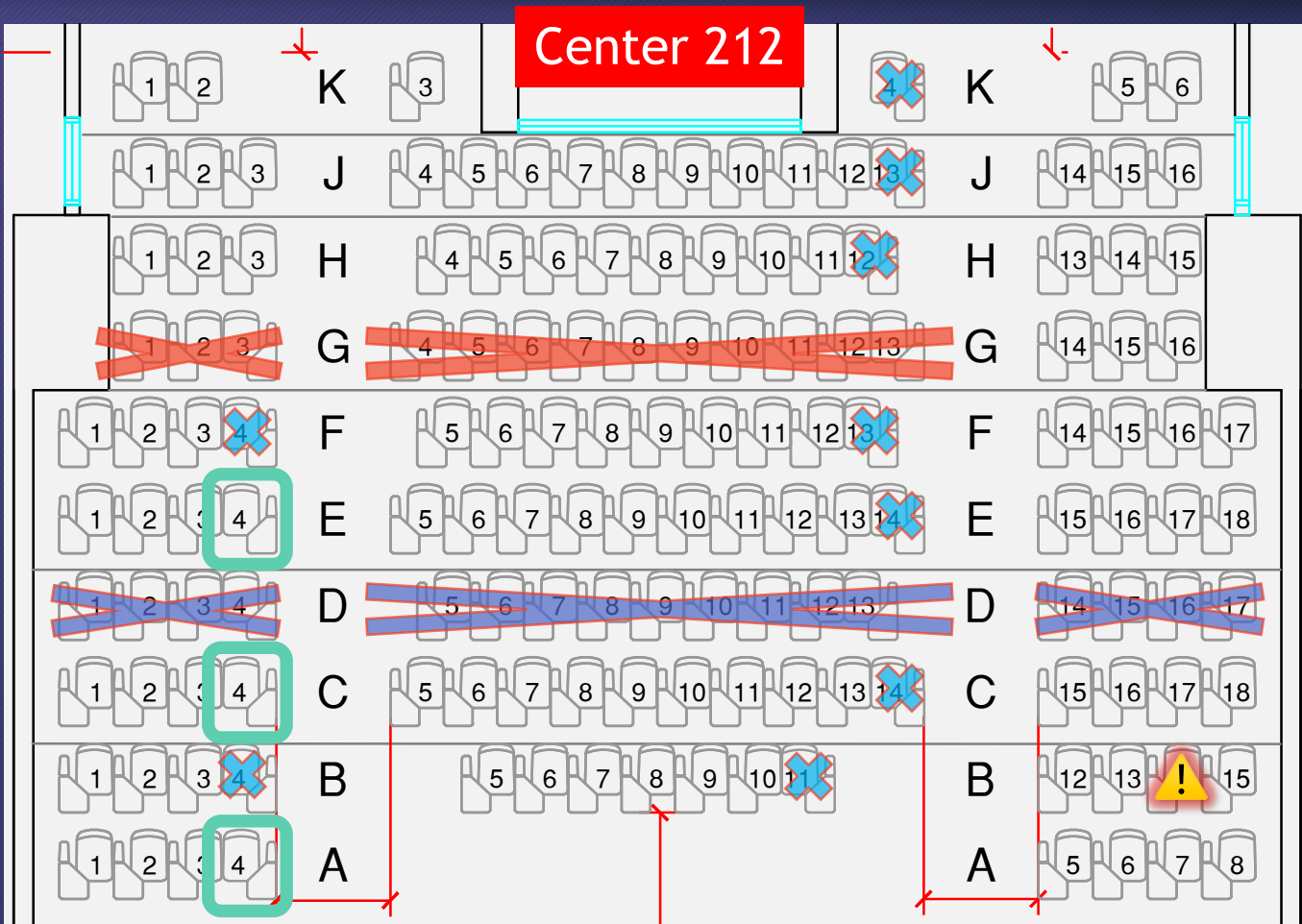
Not full, but can't do every other seat



- Room: 146 seats (128 RH, 16 LH)
- Class: 106 students (103 RH, 3 LH)
- Too many students for every other seat or every other row
- You could let the empty seats be in random places.
- Or, cross out some seats in a way to help with proctoring!

73% capacity scenario

Not full, but can't do every other seat

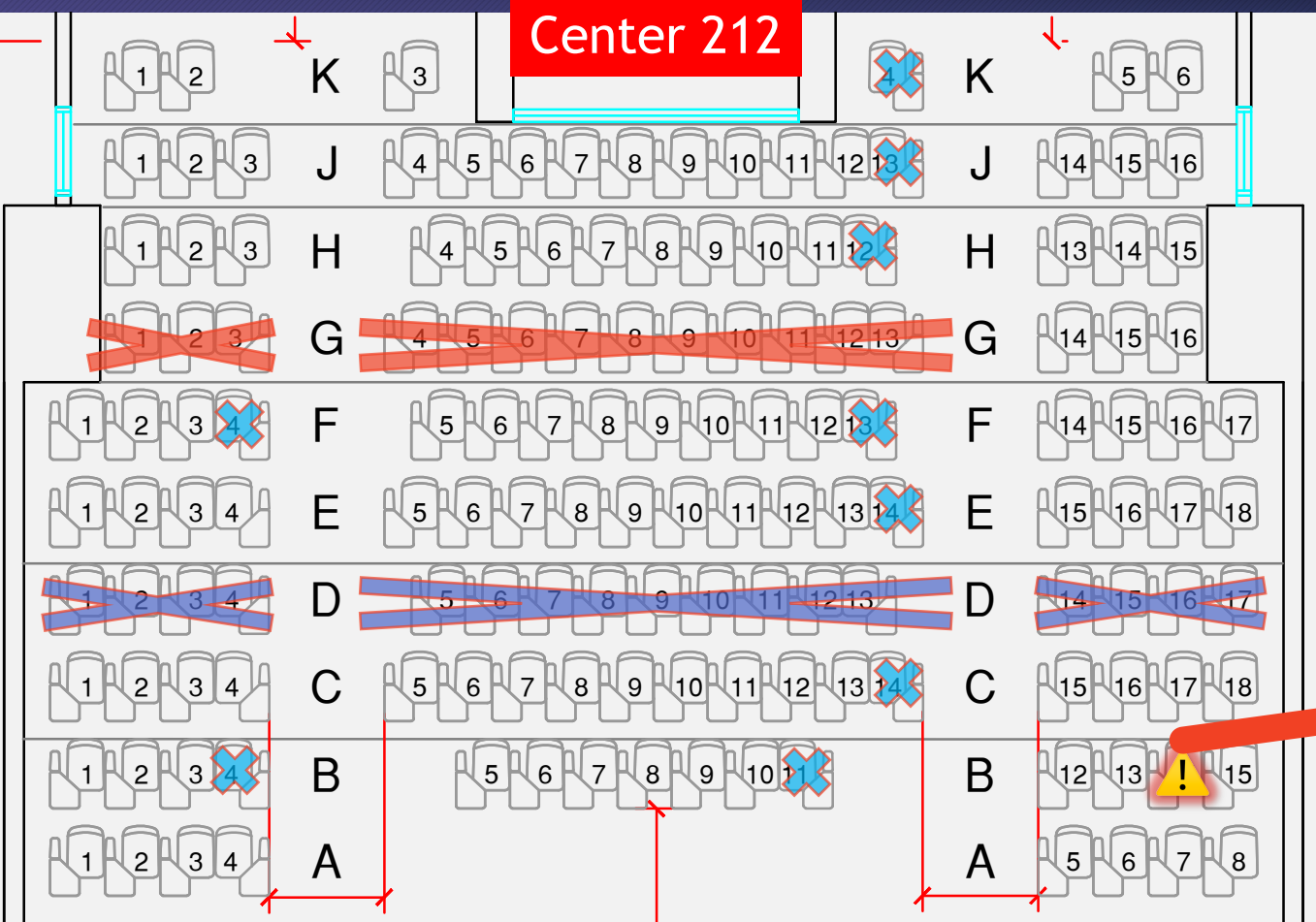


- Room: 146 seats (128 RH, 16 LH)
- Class: 106 students (103 RH, 3 LH)
- Too many students for every other seat or every other row
- Crossing out D and most of G gives proctors easy access to most students to check IDs, answer questions, etc.
- Also crossed out extra LH seats and a broken seat

73% capacity scenario

Broken seat!

Center 212



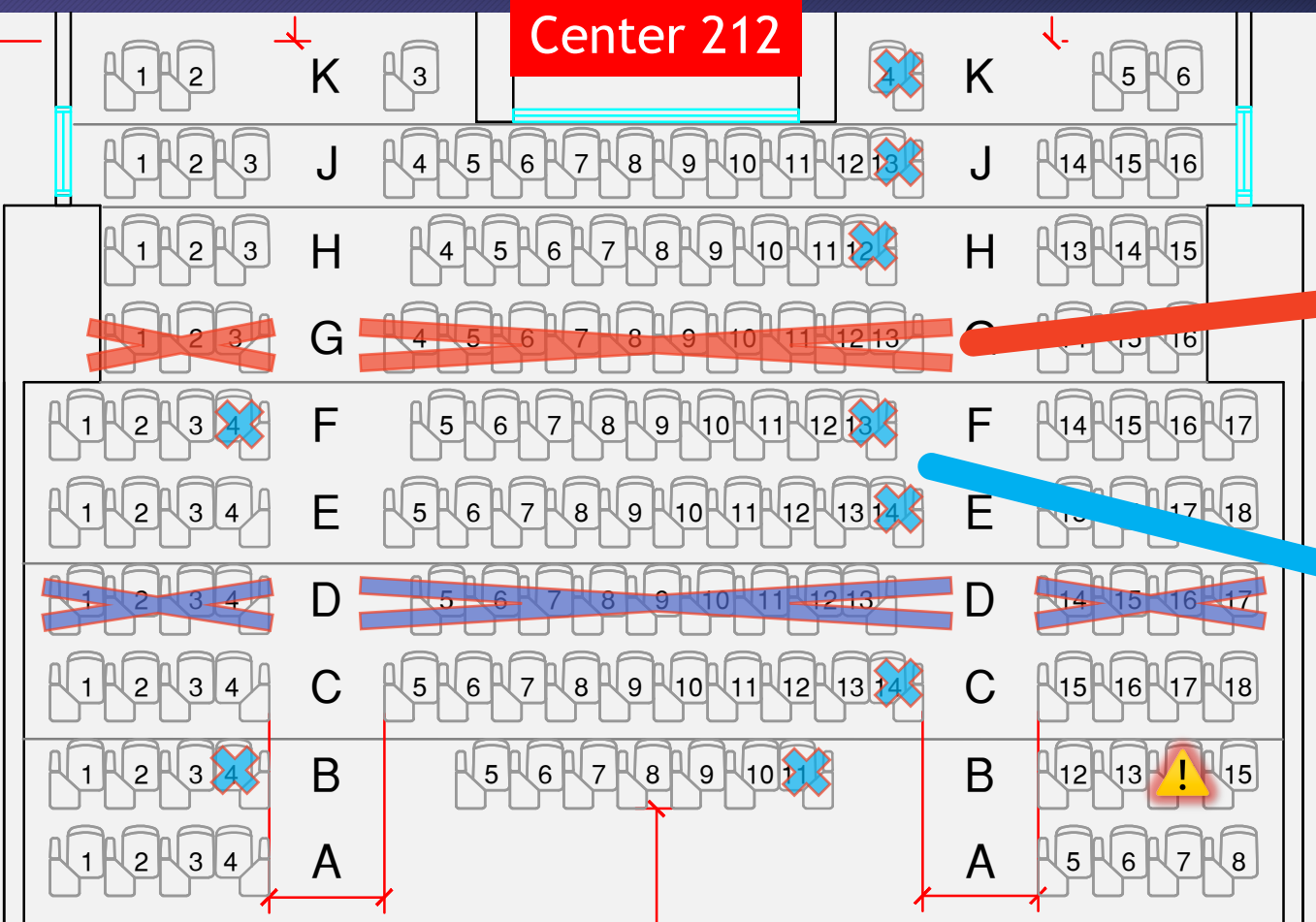
14	Row	Seat	Left-handed?	Notes
19	B	1		
20	B	2		
21	B	3		
22	B	4	YES	
50	B	5		
51	B	6		
52	B	7		
53	B	8		
54	B	9		
55	B	10		
56	B	11	YES	
130	B	12		
131	B	13		
132	B	14		
133	B	15		broken



73% capacity scenario

Skip D, part of row G, & some LH

Center 212



14	Row	Seat	Left-handed?	Notes
39	G	1		skip
40	G	2		skip
41	G	3	YES	skip
95	G	4		skip
96	G	5		skip
97	G	6		skip
98	G	7		skip
99	G	8		skip
100	G	9		skip
101	G	10		skip
102	G	11		skip
103	G	12		skip
104	G	13	YES	skip
150	G	14		
152	G	16		

14	Row	Seat	Left-handed?	Notes
18	A	4	YES	
22	B	4	YES	skip
26	C	4	YES	
30	D	4	YES	
34	E	4	YES	
38	F	4	YES	skip
41	F	3	YES	skip
56	B	7	YES	skip
66	C	14	YES	skip
75	D	13	YES	skip
85	E	14	YES	skip
94	F	13	YES	skip
104	G	13	YES	skip
113	H	12	YES	skip
123	J	13	YES	skip
125	K	4	YES	skip

73% capacity scenario

Skip D, part of row G, & some LH seats

	A	B	C	D	E	F	H
1	Center 212						
2							
3							
4	Counts	# seats	# LH seats	# with notes			Click these cells & select op
5	Z1	35	7	5		Seat format:	Seat: A-123
6	Z2	76	9	18		Sequence type:	By zone
7	Z3	35	0	1			
8	All seats	146	16	24			
9	Z1	26	3	0			
10	Z2	50	0	0			
11	Z3	30	0	0			
12	Filtered	106	3	0			
13							
14	Row	Seat	Left-handed?	Notes	Every123	Zone	Comments
15	A	1			0	1	Seat: A-1
16	A	2			1	1	Seat: A-2
17	A	3			2	1	Seat: A-3
18	A	4	YES		3	1	Seat: A-4
19	B	1			0	1	Seat: B-1
20	B	2			1	1	Seat: B-2
21	B	3			2	1	Seat: B-3
22	B	4			3	1	Seat: B-4
23	C	1			0	1	Seat: C-1

Row

Sort

A-Z Ascending Z-A Descending

By color: None

Filter

By color: None

Choose One

Search

- (Select All)
- A
- B
- C
- D
- E
- F

Auto Apply

Apply Filter Clear Filter

Notes

Sort

A-Z Ascending Z-A Descending

By color: None

Filter

By color: None

Equals

Search

- (Select All)
- broken
- skip
- (Blanks)

Auto Apply

Apply Filter Clear Filter

73% capacity scenario

Skip D, part of row G, & some LH seats

Center 212						
Counts	# seats	# LH seats	# with notes			
Z1	35	7	5			
Z2	76	9	18			
Z3	35	0	1			
All seats	146	16	24			
Z1	3	3	0			
Z2	0	0	0			
Z3	0	0	0			
Filtered	3	3	0			

Row	Seat	Left-handed?	Notes	Every123	Zone	Comments
18	A	4	YES	3	1	Seat: A-4
26	E	4	YES	3	1	Seat: C-4
34	E	4	YES	3	1	Seat: E-4

Click these cells & select op
Seat format: Seat: A-123
Sequence type: By zone

Row

Sort

A-Z Ascending Z-A Descending

By color: None

Filter

By color: None

Choose One

Search

- (Select All)
- A
- B
- C
- D
- E
- F

Auto Apply

Apply Filter Clear Filter

Left-handed

Sort

A-Z Ascending Z-A Descending

By color: None

Filter

By color: None

Choose One

Search

- (Select All)
- YES
- (Blanks)

Notes

Sort

A-Z Ascending Z-A Descending

By color: None

Filter

By color: None

Equals

Search

- (Select All)
- broken
- skip
- (Blanks)

Auto Apply

Apply Filter Clear Filter

73% capacity scenario

Counts table

	A	B	C	D	E	F	H
1	Center 212						
2							
3							
	Counts	# seats	# LH seats	# with notes			Click these cells & select op
	Z1	35	7	5		Seat format: Seat: A-123	
	Z2	76	9	18		Sequence type: By zone	(fo
	Z3	35	0	1			
	All seats	146	16	24			
	Z1	26	3	0			
	Z2	50	0	0			
	Z3	30	0	0			
	Filtered	106	3	0			
13							
14	Row	Seat	Left-handed?	Notes	Every123	Zone	Comments
15	A	1			0	1	Seat: A-1
16	A	2			1	1	Seat: A-2
17	A	3			2	1	Seat: A-3
18	A	4	YES		3	1	Seat: A-4
19	B	1			0	1	Seat: B-1
20	B	2			1	1	Seat: B-2
21	B	3			2	1	Seat: B-3
23	C	1			0	1	Seat: C-1

More patterns

Filter on any combo of the green columns

	A	B	C	D	E				
1	Demo Hall 101								
2									
3									
4	Counts	# seats	# LH seats	# with notes					
5	Z1	9	3	0					
6	Z2	8	2	0					
7	Z3	9	0	0					
8	All seats	26	5	0					
9	Z1	9	3	0					
10	Z2	8	2	0					
11	Z3	9	0	0					
12	Filtered	26	5	0					
13									
14	Row	Seat	Left-handed?	Notes	Every123	Zone	Comments	Sequence	Randomize
15	A	4			2	1	Seat: A-4	1	0.36291548
16	A	2	YES		3	1	Seat: A-2	2	0.065539732
17	B	6			1	1	Seat: B-6	3	0.122069503
18	B	4			2	1	Seat: B-4	4	0.962992671
19	B	2	YES		3	1	Seat: B-2	5	0.579028508
20	C	8			0	1	Seat: C-8	6	0.653031512
21	C	6			1	1	Seat: C-6	7	0.787528047
22	C	4			2	1	Seat: C-4	8	0.083039041

- Filter combos of Row, Seat, Left-handed?, Notes, Every123, and Zone.
- Can do multiple passes, e.g.,
 - We did two passes for left- and right-handed.
 - Different patterns in zones 1,2,3, like all seats on the sides and every other in the middle.

Assigned seats at UCSD: Exam Logistics

Glenn Tesler
UCSD Department of Mathematics
August 2022

Part 5. Assigned seats exam logistics

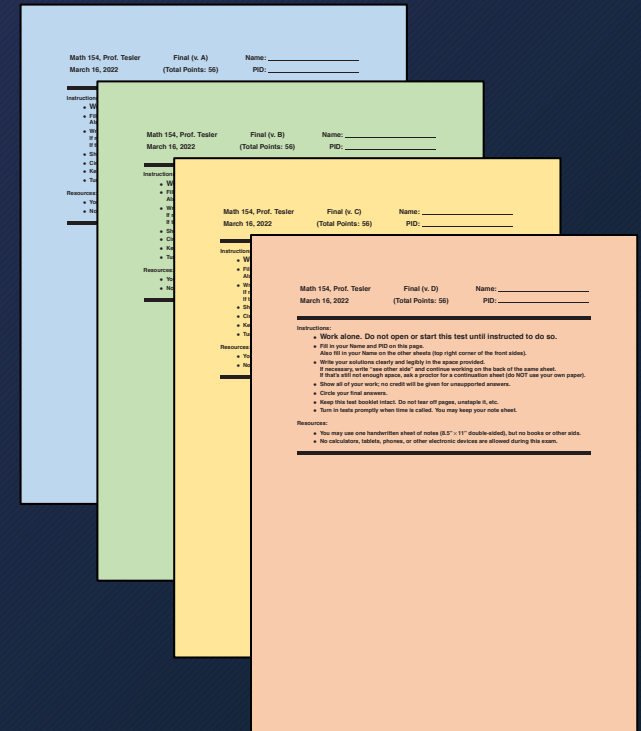
- Multiple exam versions and photocopying
- Pre-counting stacks of exams
- Getting seated & handing out exams
- Roster printouts
- Checking IDs

Multiple exam versions

4 versions, different colors

Question 1

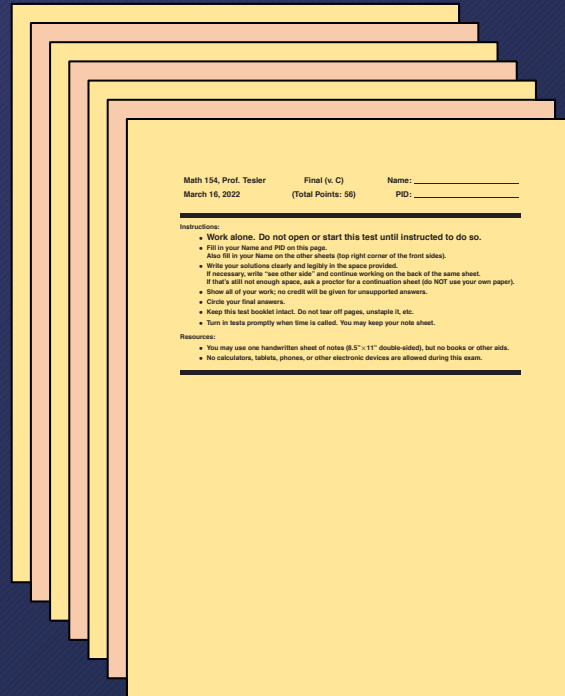
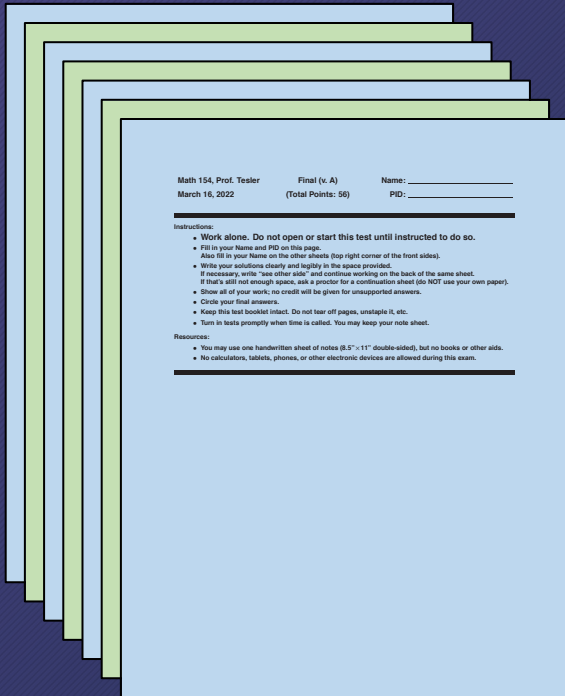
- Version A: A circle has radius **6** cm. Compute the area to two decimals.
- Version B: A circle has radius **7** cm. Compute the area to two decimals.
- Version C: A circle has radius **8** cm. Compute the area to two decimals.
- Version D: A circle has radius **9** cm. Compute the area to two decimals.



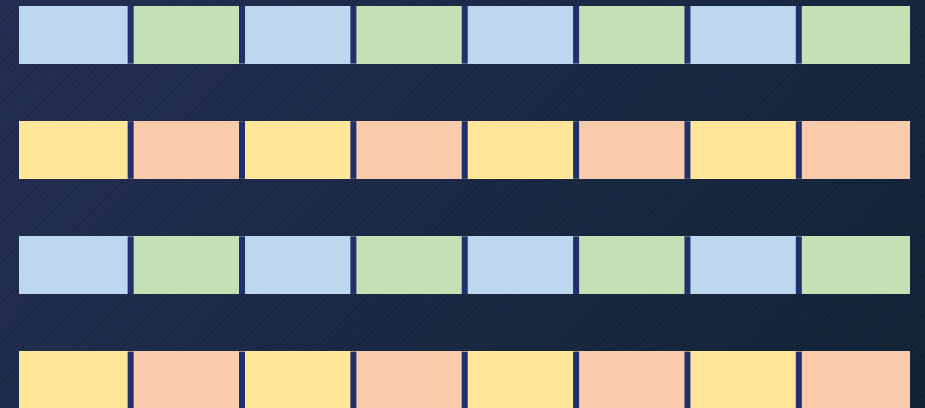
Multiple exam versions

Photocopying and alternating row pattern

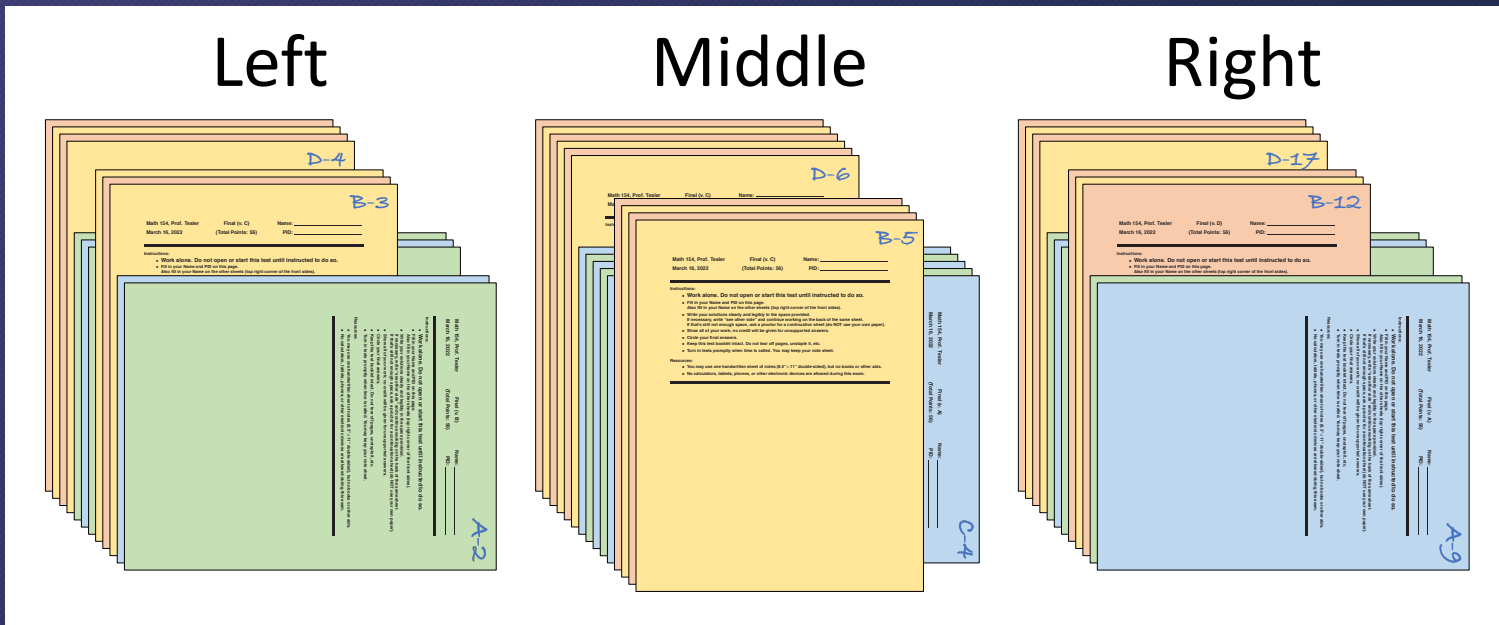
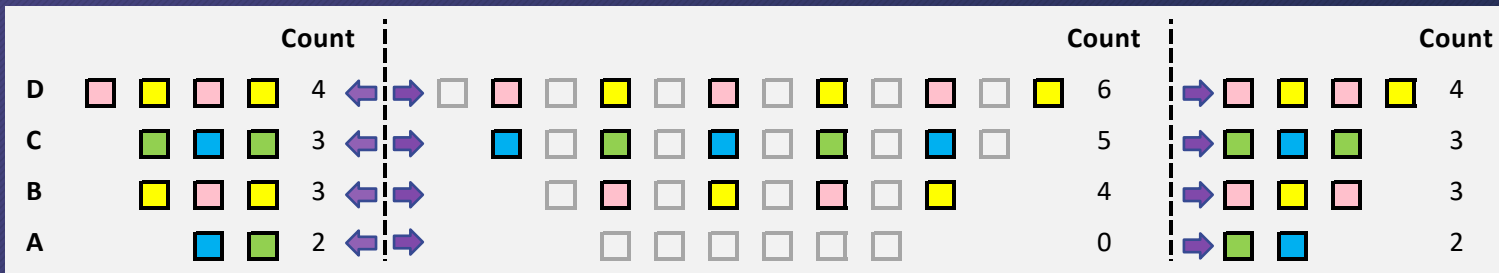
Split the colors and photocopy them interlaced



Alternate blue/green row & yellow/pink row

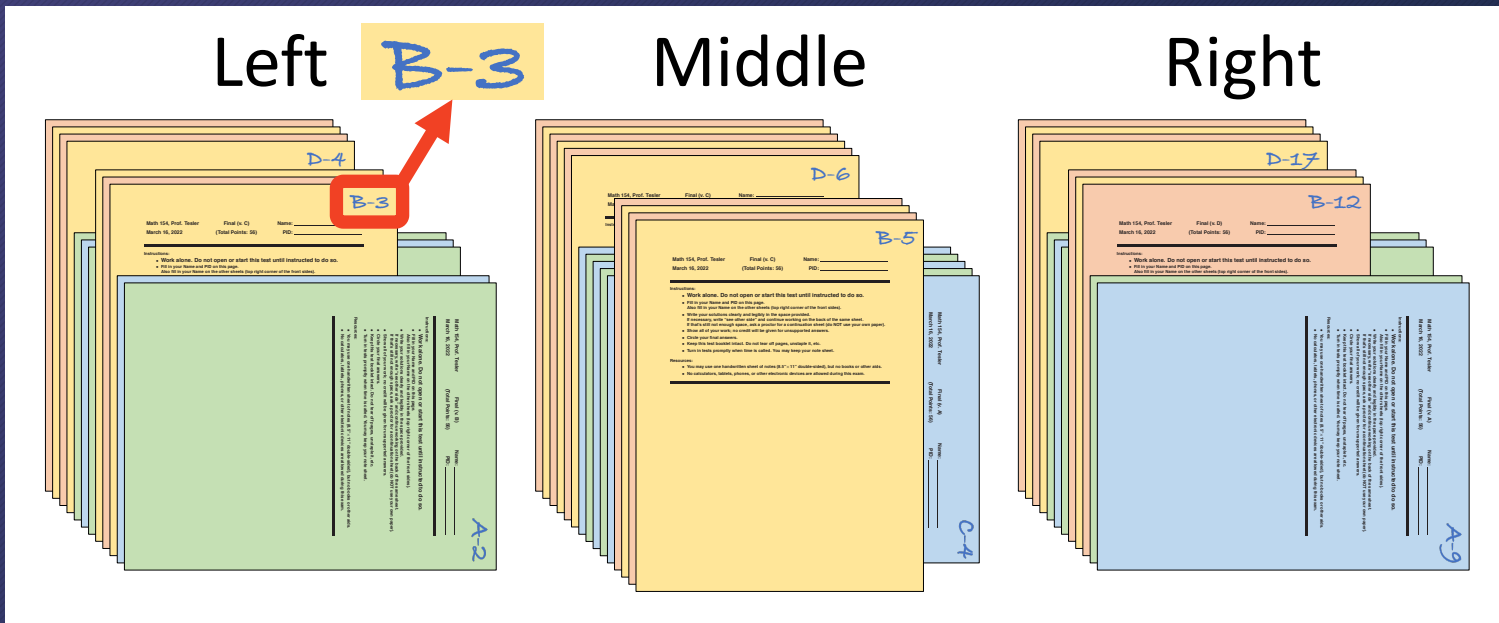
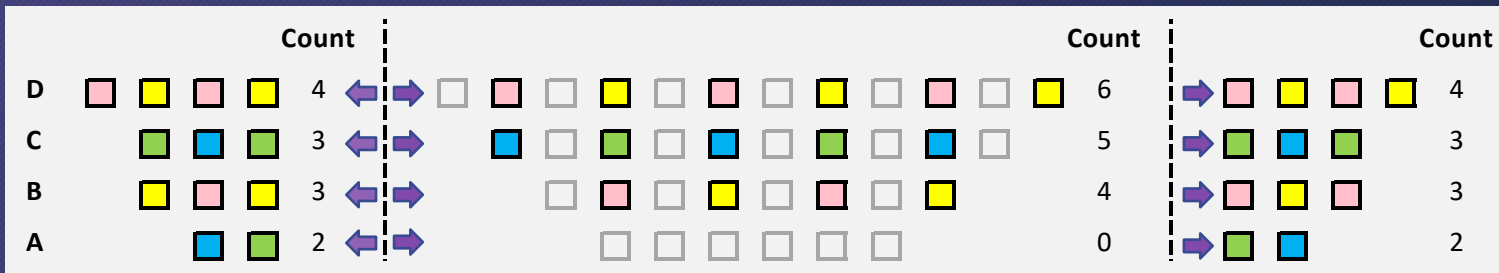


Optional prep before exam: Pre-counting stacks of exams



- Pre-count exams row-by-row for the left section, middle, and right.
- Totals:
 - 24 yellow/pink (12 each)
 - 15 blue/green (8 each)
 - PLUS extras in all colors to fix last-minute issues (wrong seat, late arrival, defective copy, ...)

Optional prep before exam: Pre-counting stacks of exams



- Write seat #s in corner:
 - If skipping seats in the middle of rows: Write seat # on every exam.
 - If using all seats: Could just write lead seat # for each row pile.
- Stagger the pre-counted exam by rows $\uparrow \rightarrow \uparrow \rightarrow$, or forwards/backwards, to make it easy to grab the stack to hand out for each row.

Sample announcement before handing out exams

Example A: If you marked seat #s on exams and skipped seats

Please sit in your assigned seat.

Do not switch seats without our permission.

Take the test with your seat # from the TOP of the pile.
Keep it face down until we announce to start the test.

If someone is late, place the test with their seat # on their desk. Colors will alternate and some seats will be empty.

You need to have out your exam booklet, UCSD ID card, pencils (or pens) and erasers, optional note sheet, and calculator.

No books, phones, laptops, smart watches, etc.

Disable and put away your phones and other devices.

Sample announcement before handing out exams

Example B: Packed rows, didn't mark seat #s on exams

Please sit in your assigned seat.

Do not switch seats without our permission.

As exam booklets are passed out:

- Do not start until we say to.
- Instructions up, exams closed, until we say to start.
- Colors should alternate, including on empty seats.

You need to have out your exam booklet, UCSD ID card, pencils (or pens) and erasers, optional note sheet, and calculator.

No books, phones, laptops, smart watches, etc.

Disable and put away your phones and other devices.

Checking UCSD ID cards / attendance

- Print out **seat order** and **alphabetical** rosters for each proctor.
 - *Optional:* On exam day, make a **list of who dropped** since seats were assigned.
 - Collect rosters from proctors when they're done checking IDs or at the end of the exam.
- Some faculty check IDs as students enter the room, or as they turn in exams (**use alphabetical roster**)
- I check IDs during the exam (**use seat order roster**)
- Proctors can split up room:
 - Check IDs in left/middle/right sections;
 - Or one proctor works front to back and another works back to front

Checking UCSD ID cards / attendance

Discrepancies

- Note any issues (alternate ID, no ID, wrong seat, late, absent, ...)
 - If multiple proctors check IDs, compare notes to reconcile discrepancies
- **No ID:** Maybe you or TA knows them. Check photo on Instruction Tools. Ask them to show name & PID on front of exam.
- **Wrong seat:**
 - **Before exam:** Use alphabetical roster to help them find their seat
 - **During exam:** I usually just note it but don't move them, as it's disruptive
- **No shows:** After checking all IDs, call no shows' names, just in case

The End