

# Seating Chart

At the beginning of a new school year, learning the names of all of your new students can be challenging. Learning students' names can be even more difficult for substitute teachers who may need to teach your students in your absence. What are some ways you can help a substitute teacher know the names of the students in your class? One way is to create a seating chart spreadsheet.



## Plan It

Create a seating chart spreadsheet with the names of the students in your classroom. Look at the following example:

	A	B	C	D	E	F	G	H	I
1				Room 9A					
2				Mr. Thomason					
3				10th Grade World History					
4									
5				Front of Classroom					
6	Front Door								
7		Tabitha Adams	Dorian Douglas	Connor Jameson	Danielle Murphy	Keith Ryan			
8		Daniel Barnes	Amy Evans	Kevin Kohler	Nicole Myers	Monica Samuelson			
9		Natasha Bowden	Tracy Fredrickson	Hiroko Koyama	Brendan Nichols	Nicholas Strickland	Windows		
10		Jamaal Brown	Christopher Gacy	James Larsen	Marcie Pemberton	Annette Thompson			
11		Miguel Covarrubias	Susie Gingras	Kristen Lund	Brenda Prince	Natalie Underwood			
12	Back Door	Jackson Craig	Johnathan Handy	Noelle Mantegna	Stephen Rodgers	Thomas Werner			
13			Graciella Hernandez	Patricia Martinez	Parker Rutland				
14									
15									
16									
17									
18									
19									

Annotations in the spreadsheet include:

- Callout box pointing to row 7, column F: "If you have any questions, Nicole is very helpful and knowledgeable." (Note: This text is slightly inconsistent with the name in the cell above it).
- Callout box pointing to row 12, column G: "Thomas is an exchange student from Germany, but his English is very good."
- Callout box pointing to row 14, column A: "Jamaal tends to talk a lot in class."
- Callout box pointing to row 14, column C: "Graciella has a doctor's appointment on Wednesday and will have to leave at 1:00 p.m."
- Callout box pointing to row 14, column E: "Kristen is a new student. She may need a little extra help."

### Seating Chart Worksheet Example

Think about the following questions, and if working with a partner, discuss your ideas. Writing your ideas on a sheet of paper and drawing a classroom seating diagram might be helpful.

- How many different classes of students do you teach during the day? What general information about each class might a substitute teacher need to know? How many different seating chart worksheets might you want to create?
- How many students are in each of your classes? How are the students' desks physically arranged in the classroom? How might you use the cells in a worksheet to show the arrangement of desks?
- What special information might you need to tell a substitute about specific students?

If you instruct the same group of students all day long, you may only need to create a single seating chart worksheet. However, if you teach the same subject to multiple classes, you may want to create more than one worksheet. Given the time required to complete each worksheet, if you have several different classes of students, please note that you are not expected to create a worksheet for each class or period. However, you should plan on creating a second worksheet for another period or class. You can then complete this worksheet during this activity's second challenge.

For help on how to do certain tasks, look at the following groups in the *Help Guide*:

- **Spreadsheet Group 2:** Selecting Cells, Rows, and Columns
- **Spreadsheet Group 3:** Using Worksheets
- **Spreadsheet Group 4:** Adding and Working with Information
- **Spreadsheet Group 5:** Changing the Look of Information and Worksheets



### Do It

1. Start the spreadsheet software, and open a new, blank worksheet.
2. In the cells at the top of the worksheet, type any general information that the substitute teacher may need to know. For example, you may want to type your name, your class or room number, and the subject that you teach. Change the look of the information.
3. Leave a blank row below the general information at the top of the worksheet. Then, type the names of your students in the cells below. Be certain to type the names in the cells that reflect where they actually sit in the classroom. Adjust the width of the columns as needed.
4. Change the look of the students' names. You might also want to change the position, or alignment, of the names in the cells.
5. Type labels that show the front of the classroom, the location of the doors and windows, and any other features. You may need to insert rows or columns first to create enough space for the labels. You might also want to cut the general information at the top of the worksheet and paste it into new cells so it is positioned properly.
6. Insert comments or notes that provide helpful information about some of your students. Be certain to delete any text that automatically appears in the comment box before you start typing. (For help, see Spreadsheet Skill 4.11: To type a comment in a worksheet cell.)

**Challenge:** Change the look of your comment boxes or note boxes. For example, you might change the font, pick a different border width and color, or add shading to the comment box. (See the Seating Chart Worksheet Period 1 Challenge Example at the end of this section.)

7. Add borders and fill colors to the cells. Remember that the goal is to help this worksheet look like your classroom.

**Step 4:** If you have trouble determining which cells you should type your students' names into, refer to the classroom seating diagram you drew during the planning stage.

Applying Spreadsheets

**Challenge:** Duplicate the worksheet and complete another seating chart for another class or period that you may teach. Replace the general information at the top of the worksheet and the students' names. (**Note:** Depending on class size, you may need to include more or fewer names.) You will also need to delete the old comments and add new comments about the students. (See the Seating Chart Worksheet Period 2 Challenge Example at the end of this section.)

8. Give your worksheet tabs new names that describe the information. Delete any unused worksheets.
9. Save your work as directed.

	A	B	C	D	E	F	G	H	I
1				Room 9A					
2				Mr. Thomason					
3				10th Grade World History					
4				Front of Classroom					
5									
6	Front Door								
7		Tabitha Adams	Dorian Douglas	Connor Jameson	Danielle Murphy	Keith Ryan			
8		Daniel Barnes	Amy Evans	Kevin Kohler	Nicole Myers	Monica Samuelson			
9		Natasha Bowden	Tracy Fredrickson	Hiroko Koyama	Brendan Nichols	Nicholas Strickland	Windows		
10		Jamaal Brown	Christopher Gacy	James Larsen	Marcie Pemberton	Annette Thompson			
11		Miguel Covarrubias	Susie Gingras	Kristen Lund	Brenda Prince	Natalie Underwood			
12	Back Door	Jackson Craig	Johnathan Handy	Noelle Mantegna	Stephen Rodgers	Thomas Werner			
13			Graciella Hernandez	Patricia Martinez	Parker Rutland				
14		Jamaal tends to talk a lot in class.							
15			Graciella has a doctor's appointment on Wednesday and will have to leave at 1:00 p.m.						
16				Kristen is a new student. She may need a little extra help.					
17									
18									
19									

Seating Chart Worksheet Period 1 Challenge Example

	A	B	C	D	E	F	G	H	I
1				Room 9A					
2				Mr. Thomason					
3				9th Grade Geography					
4				Front of Classroom					
5									
6	Front Door								
7		Norman Aaronson	Richard Denton	David Hendry	Shelley Martin	Tammy Rice			
8		Beatrice Atherton	Stephanie English	Peter Hsien	Steven Mondrian	Kathryn Sacks			
9		Nancy Bates	Jennifer Frank	Isaac Jackson	Thomas Ng	Jason Smith	Windows		
10		Sabrina Bowden	Martin Garcia	Marcia Jones	Kimberly O'Brien	Rodrigo Torres			
11		Javier Cardenas	Greg Hardin	Katie London	Lauren Orwell	Bradley Wong			
12	Back Door	Karen Christiansen	Norma Hassan	Stacey Lotus	Michael Peterson	Rachel Young			
13									
14		Sabrina is the class clown, and she can be a bit disruptive.							
15			Greg always forgets his geography book at home. I have an extra for him to use, but don't let him leave class with it.						
16									
17									
18									
19									

Seating Chart Worksheet Period 2 Challenge Example



#### Review It

Look over your seating chart worksheet. Make sure it has the following elements:

- General information about your class at the top of the worksheet
- Your students' names typed into cells that resemble the arrangement of desks in your classroom
- Helpful comments or notes about certain students
- Labels, cell borders, and cell shading to help the worksheet diagram look more like your actual classroom

If any elements are missing, add them to the seating chart now. You should also make other desired changes. Remember to save your work when you are finished.



#### Share It

Be prepared to discuss your answers to the following questions during sharing time:

- How might the seating chart be helpful to a substitute teacher?
- How is this activity different from the first spreadsheet activity that you completed?
- What other sorts of diagrams might you create in a spreadsheet?