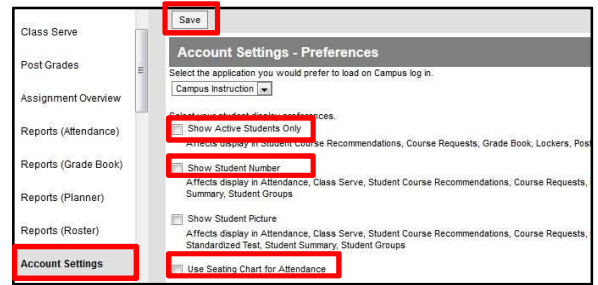


Applying “Account Settings” to Allow a Seating Chart (with SIDs and Pictures) to Display for Taking Attendance & Deleting Seating Charts with Renaming Suggestions

Step 1: Adjust “Account Settings” for seating chart features:

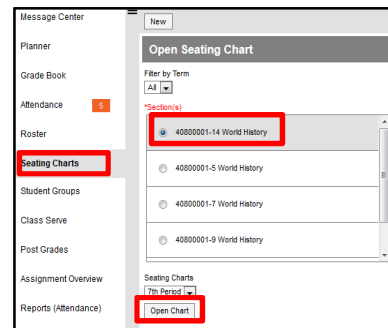
- a.) Select the “Account Settings” item from the Index menu on the left.
- b.) Place check marks for each of the items “Show Student Number,” “Show Student Picture” and “Use Seating Chart For Attendance.” (If you check the item “Use Seating Chart For Attendance” it will make the seating chart the default for taking attendance INSTEAD of the “Attendance List.”)
- c.) **SAVE** before continuing to “Seating Charts”.



To RE-CREATE a seating chart, the existing chart MUST be deleted.

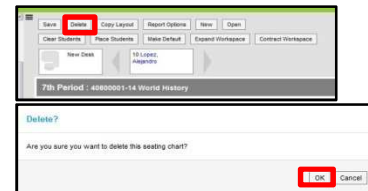
Step 2: To DELETE a seating chart:

- a.) Select the “Seating Charts” item from the Index menu
- b.) Choose one of the sections listed to be deleted
- c.) Click the “Open Chart” button.



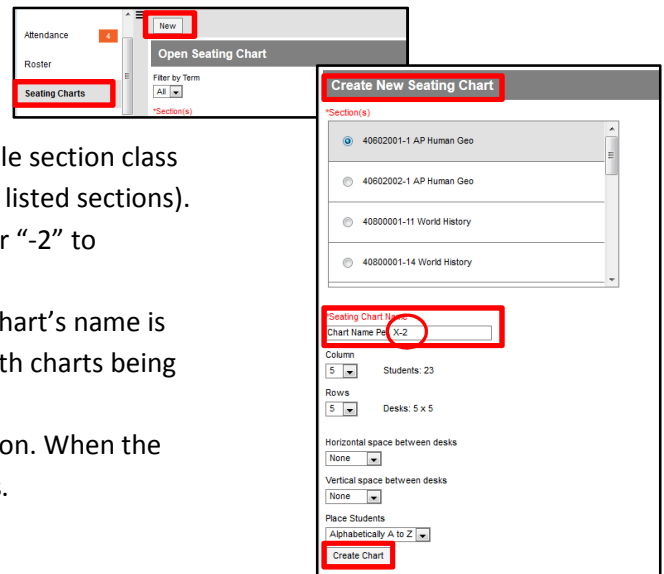
Step 3: Delete the seating chart:

- a.) At the top of the window find and click the “Delete” button.
- b.) Confirm the “Delete” warning by clicking “OK.”
- c.) **REPEAT** step 2 and 3 for all other seating charts to be redone.



Step 4: From the Index menu select “Seating Charts”

- a.) Select the “New” button.
- b.) From the “Create New Seating Chart” window, select the Section/Multiple Sections to be re-created (Multiple section class periods can be found by scrolling to the bottom of the listed sections).
- c.) Provide a Chart name WITH the additional letter “B” or “-2” to indicate a new chart.
(NOTE: The use of the “B” or “-2” will insure that the chart’s name is different than the original name. IC can have issues with charts being named exactly the same when re-created.)
- d.) Set your other fields, and click the “Create Chart” Button. When the new seating chart displays, verify the seating locations.
- e.) **SAVE** the chart.



(NOTE: Additional information can be found in Pathlore (LMS) at “<http://pathlore.ccsd.net>”. Use your AD credentials (your school computer login) or your InterAct credentials at the login prompt. From the home page, click on the drop down menu lines (to the left of the title, “Learning Dashboard”,) and choose “Online Professional Learning Search.” “Type the key words “Infinite Campus for Teachers” and click Search. Click on the video’s ID number, at the left of the video's title, to pick the video you wish to view. There are individual grade book and special topics listed.