

# How to post assigned seats on Canvas at UCSD



Glenn Tesler  
UCSD Department of Mathematics  
October 2021

# 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
<a href="#">Homework 1</a> Homework	Oct 6 by 12pm		-	30
<a href="#">Homework 2</a> Homework	Oct 13 by 12pm		-	30
<a href="#">Midterm 1</a> <a href="#">Seat Assignment</a> Seat Assignments			-	0  
<b>Comments</b> <a href="#">Close</a>				
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 SpeedGrader Assignment Comments.



# 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 will let us upload a spreadsheet of students and their seat assignments 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, and a dropdown menu is open, listing: Home, Announcements, Syllabus, Assignments, Gradescope, Grades, Pages, My Media, Media Gallery, and Zoom LTI PRO.

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 are buttons for "View Progress", "+ Module", 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

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"

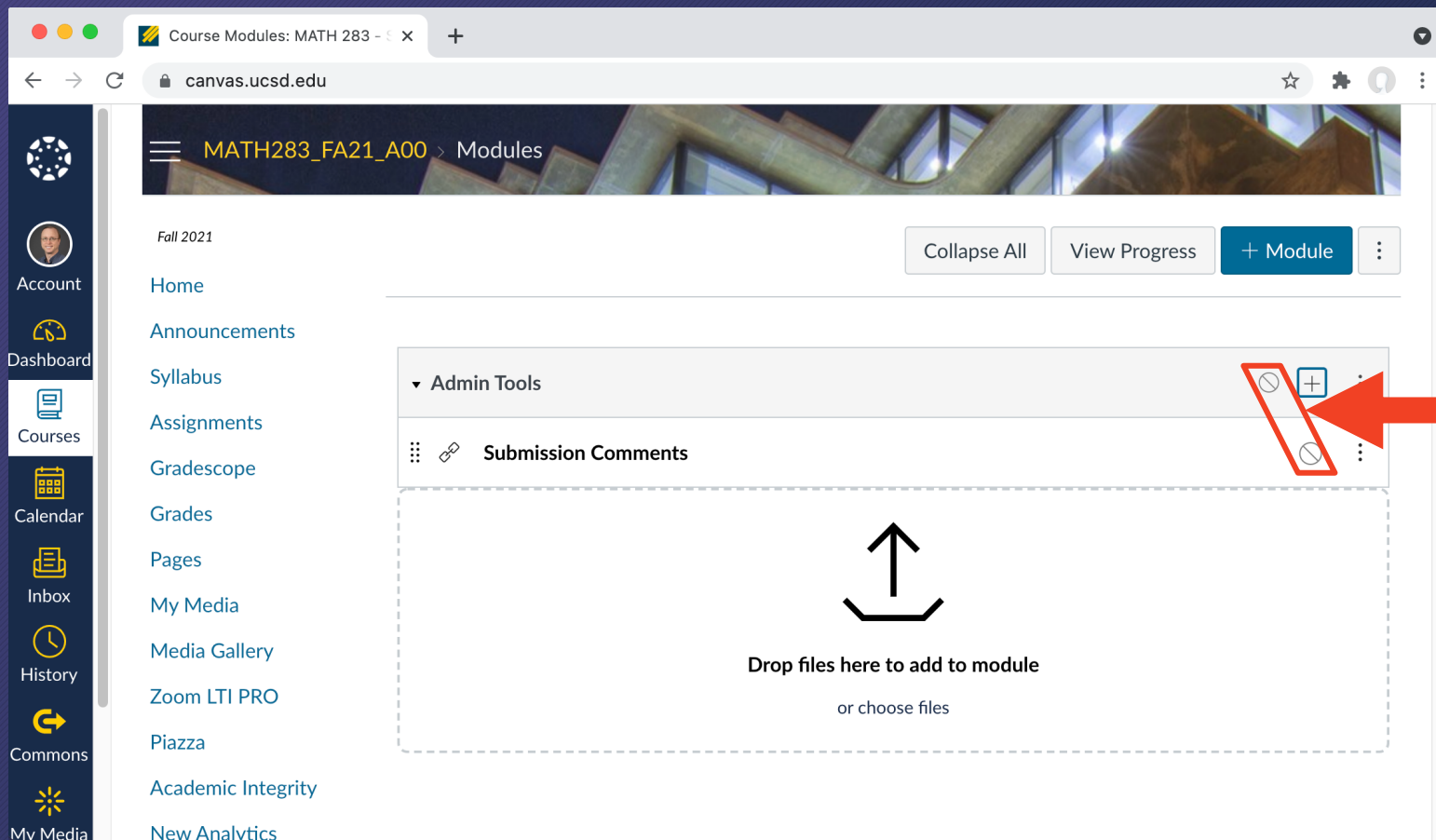
Scroll to select  
"Submission Comments"

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 links for Account, Dashboard, Courses, Calendar, Inbox, History, Commons, and My Media. The main content area shows the 'Modules' section for 'Fall 2021'. At the top right of the module list 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 'Add' icon (a plus sign) in the header of the 'Submission Comments' tool, with a red arrow pointing to it from the text box on the right. Below the tool header is a dashed box containing 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



# 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



# 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 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...

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														

canvas\_roster\_mt1

Ready 100%

# Entering seats in EXCEL

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

*Optional:* Keep 5<sup>th</sup> column  
Section

The screenshot shows an Excel spreadsheet titled 'canvas\_roster\_mt1.csv'. The spreadsheet has columns labeled 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 various assignment names and scores. 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	abcdef0123456789	abcdef01234567							
12														
13														

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

*Optional:* Keep 5<sup>th</sup> 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

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

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



# Create Canvas Assignment Group (optional)

The screenshot displays 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 includes a search bar for assignments and two buttons: '+Group' and '+ Assignment'. Below these buttons is a list of assignments under the 'Homework' category, with a progress indicator showing '50% of Total'. The assignments listed are:

Assignment Name	Due Date	Points	Status
Homework 1	Due Oct 6 at 12pm	30 pts	Completed (Green checkmark)
Homework 2	Due Oct 13 at 12pm	30 pts	Completed (Green checkmark)
Homework 3		30 pts	Not Started (Circle with slash)
Homework 4		30 pts	Not Started (Circle with slash)
Homework 5		30 pts	Not Started (Circle with slash)
Homework 6		30 pts	Not Started (Circle with slash)
Homework 7		30 pts	Not Started (Circle with slash)
Homework 8			Not Started (Circle with slash)

A red arrow points from a red box containing the text 'Click on: +Group' to the '+Group' button in the top right corner of the assignment list area.



# 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' group is expanded. A dialog box titled 'Add Assignment Group' is open, allowing the user to create a new assignment group. The 'Group Name' field is filled with 'Seat Assignments', and the percentage of total grade is set to '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 shows the Canvas LMS interface for the course MATH283\_FA21\_A00. The page title is "Assignments" and it shows 68 student views. 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 for assignments and buttons for "+ 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 title 'Midterm 1 Seat Assignment' is highlighted in yellow. Below the title is a rich text editor with a toolbar and a description box containing 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 description box is also highlighted in yellow. At the bottom, there is a 'Points' field set to '0'.

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”

Points: 0

Assignment Group: Seat Assignments

Display Grade as: Points

Do not count this assignment towards the final grade

Submission Type: No Submission

Group Assignment:  This is a Group Assignment

Peer Reviews:  Require Peer Reviews

Assign to: Everyone

Set all five of these:

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 to: Everyone

Due: [Date Picker]

Available from: [Date Picker] Until: [Date Picker]

+ 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”

The screenshot shows the Canvas LMS interface for a course named "MATH283\_FA21\_A00". The assignment "Midterm 1 Seat Assignment" is displayed with a green "Published" button. A red arrow points from a text box on the right to this button. The assignment details include a points value of 0, a submission type of "Nothing", and a table with columns for Due, For, Available from, and Until. The "For" column is set to "Everyone". There is also a "+ Rubric" button below the table.

Midterm 1 Seat Assignment

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



# 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'. 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

The screenshot shows the Canvas LMS interface for the course MATH283\_FA21\_A00. The page is titled 'Submission Comments' and is part of the 'Admin Tools' section. The main content area displays 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'.

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 page is titled 'Submission Comments' and is part of the 'Admin Tools' section. The table below shows the following data:

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



# 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 displays a table of 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%). A 'Print Grades' button is located at the top right. At the bottom, a footer indicates the user is 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%
<b>Total</b>	<b>100%</b>

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

63 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: View seats after uploading

The screenshot shows the Canvas LMS interface for a course titled 'MATH 283 - Stat'. The left sidebar contains navigation options: Quizzes, Modules, Settings, Account, Dashboard, Courses, Calendar, Inbox, History, Commons, My Media, and Help. The main content area displays a list of assignments and seat assignments. The 'Seat Assignments' section is expanded, showing a 'Midterm 1 Seat Assignment' item with a green checkmark icon. A red arrow points from a text box on the right to this item.

Assignment	Points	Weight
Quizzes	30 pts	
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: View seats after uploading

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: View seats after uploading

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: Minor edits after uploading (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

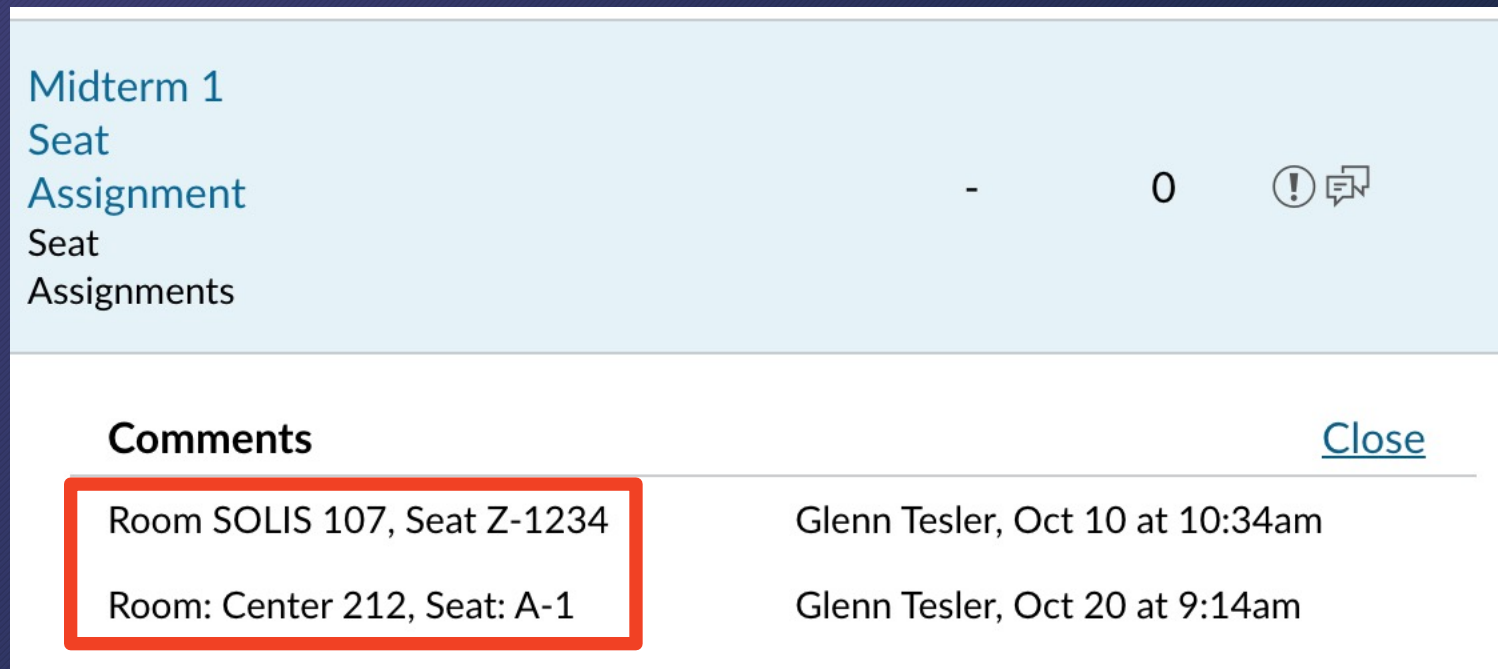
Use X to delete the old comment (otherwise they'll see both the old and new comment)

Then write new comment

Also make corresponding change in spreadsheet, and email student

# Instructors: 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 management interface. At the top, there is a header for "Midterm 1 Seat Assignment" with a score of 0 and a comment icon. Below this is a "Comments" section with a "Close" link. Two comments are listed: "Room SOLIS 107, Seat Z-1234" and "Room: Center 212, Seat: A-1", both by Glenn Tesler. The first comment is highlighted with a red box.

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



# 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: Seating Charts

Glenn Tesler  
UCSD Department of Mathematics  
October 2021



## Part 2. Seating Charts

- Getting seating charts
- Special requests: accommodations, left-handed seats, ... (Part 1)
- Every other seat, two rooms, etc.
- Random seat assignments
- Special requests (Part 2)



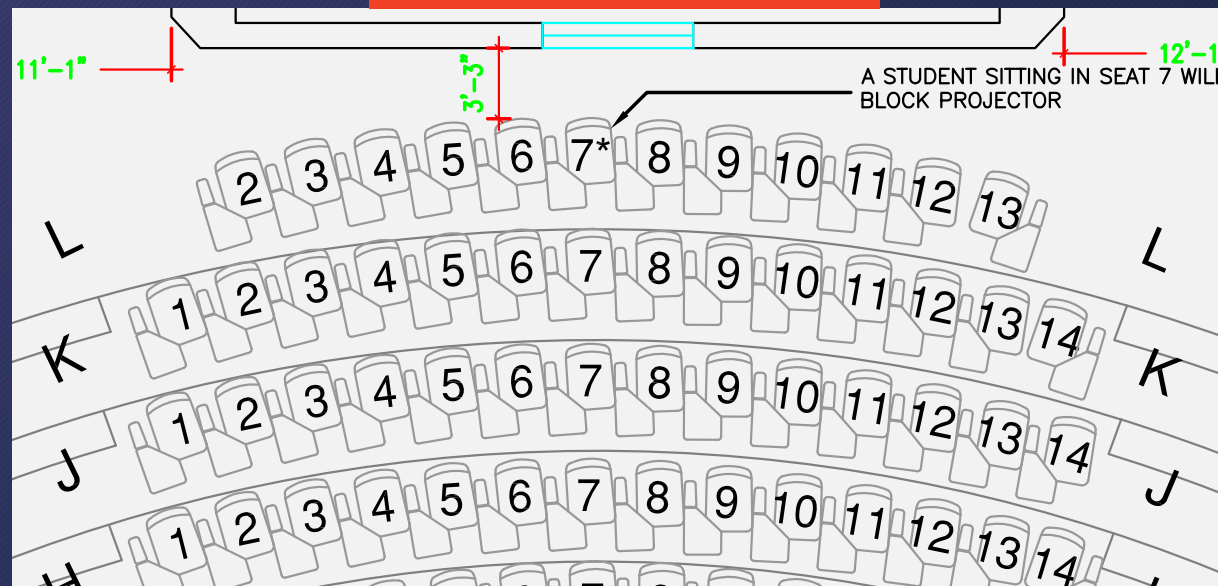
# Getting seating charts

## PDF seating charts (Registrar-controlled rooms)

BLINK: Instruction → Classroom Details

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

### SOLIS 104 (excerpt)

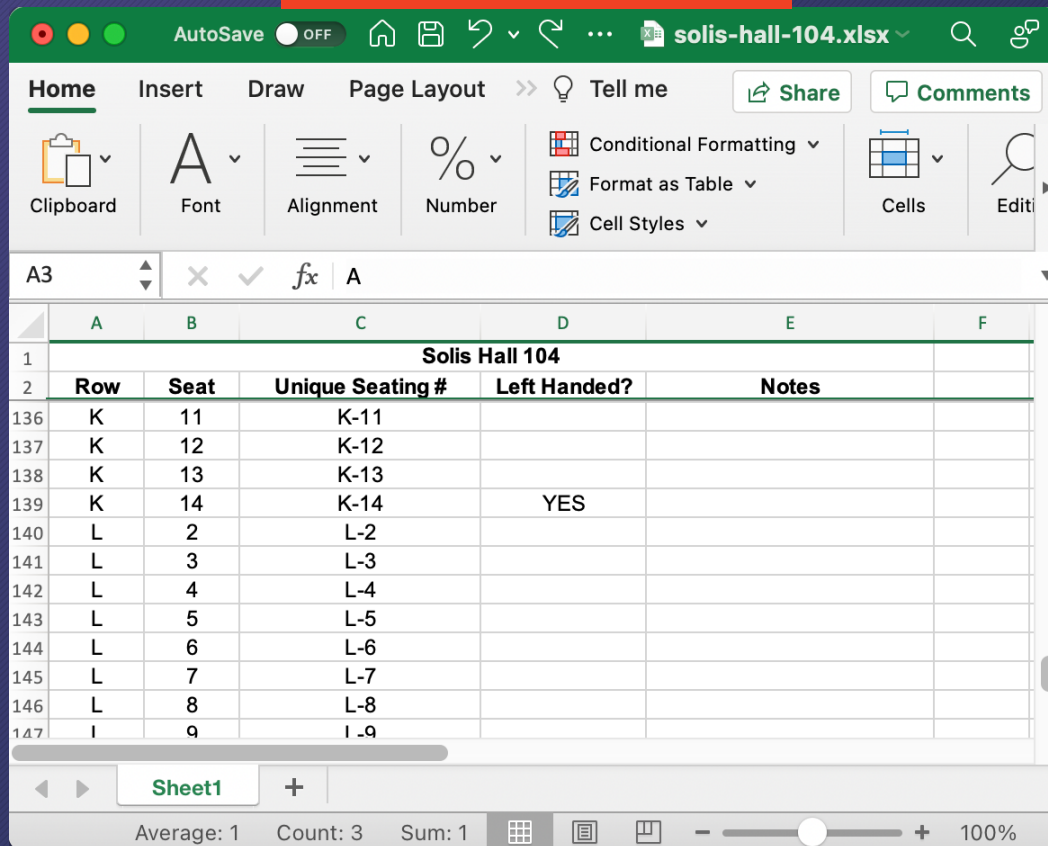




# Getting seating charts

## EXCEL spreadsheets of seat numbers (large rooms)

### SOLIS 104 (excerpt)



	A	B	C	D	E	F
1	Solis Hall 104					
2	Row	Seat	Unique Seating #	Left Handed?	Notes	
136	K	11	K-11			
137	K	12	K-12			
138	K	13	K-13			
139	K	14	K-14	YES		
140	L	2	L-2			
141	L	3	L-3			
142	L	4	L-4			
143	L	5	L-5			
144	L	6	L-6			
145	L	7	L-7			
146	L	8	L-8			
147	L	9	L-9			

## Academic Integrity Office

- <https://academicintegrity.ucsd.edu/take-action/prevent-cheating/faculty/exam-rules.html#Assign-seats>
- Only available for selected large rooms. But if your room has numbered seats, you can make your own spreadsheet in this format.



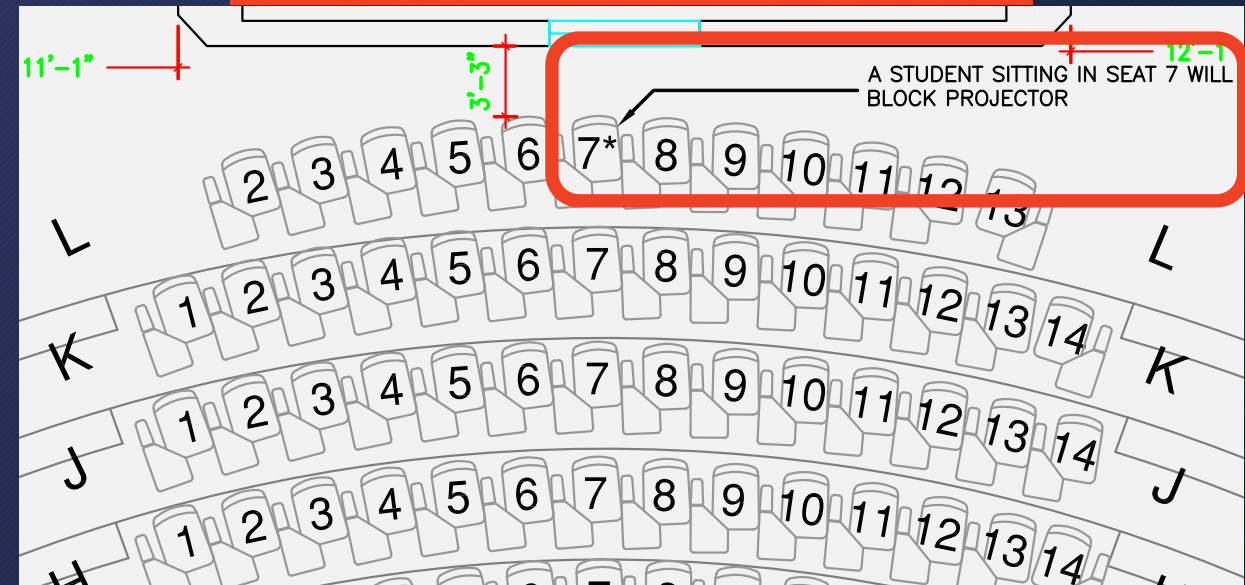
# Seating chart irregularities

If any are listed, check seats to see if they still apply

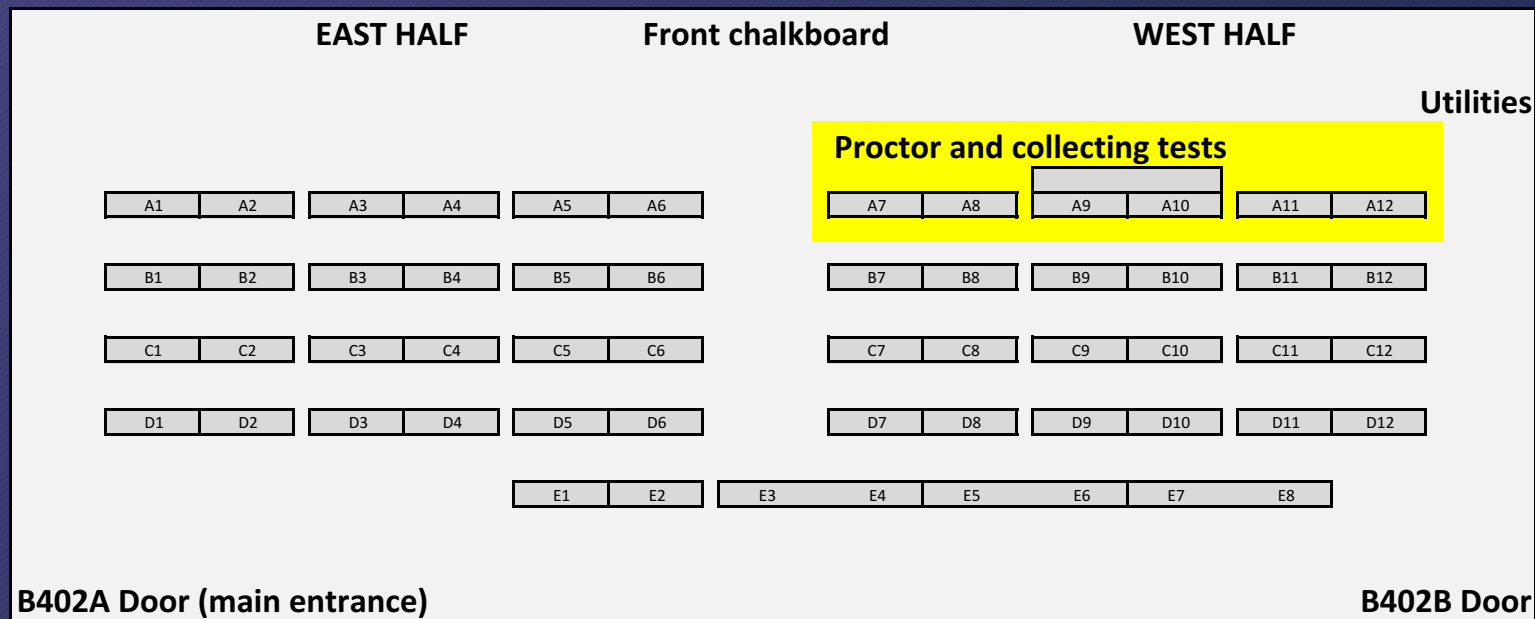
## AIO spreadsheet for Center 101

Row	Seat	UNIQUE SEAT #	Left Handed?	Notes
265	L 21	L-21		
266	L 22	L-22		
267	L 23	L-23		
268	L 24	L-24		
269	L 25	L-25	YES	Seat has no number tag
270	L 26	L-26		Mislabeled as L25
271	L 27	L-27		Mislabeled as L26
272	L 28	L-28		Mislabeled as L27
273	L 29	L-29		Mislabeled as L28
274	L 30	L-30		Mislabeled as L29
275	L 31	L-31		Mislabeled as L30
276	L 32	L-32		Mislabeled as I.31

## Facilities seat map of SOLIS 104



# 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 or spreadsheet 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.



# Seating Charts

- Getting seating charts
- Special requests: accommodations, left-handed seats, ... (Part 1)
- Every other seat, two rooms, etc.
- Random seat assignments
- Special requests (Part 2)



# 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.



# Left-handed seats

- If your room has left-handed (LH) seats, announce this ~2 weeks in advance (lecture, Canvas Announcements, exam announcement,...)
- Keep list of LH students for other exams but adjust for drops
- Manually assign those students to LH seats. Remove other LH seats so they're not assigned to RH students (unless class is too large)
- I focused on LH seats, but sometimes people have other seating requests, usually due to accessibility



# Seating Charts

- Getting seating charts
- Special requests: accommodations, left-handed seats, ... (Part 1)
- Every other seat, two rooms, etc.
- Random seat assignments
- Special requests (Part 2)

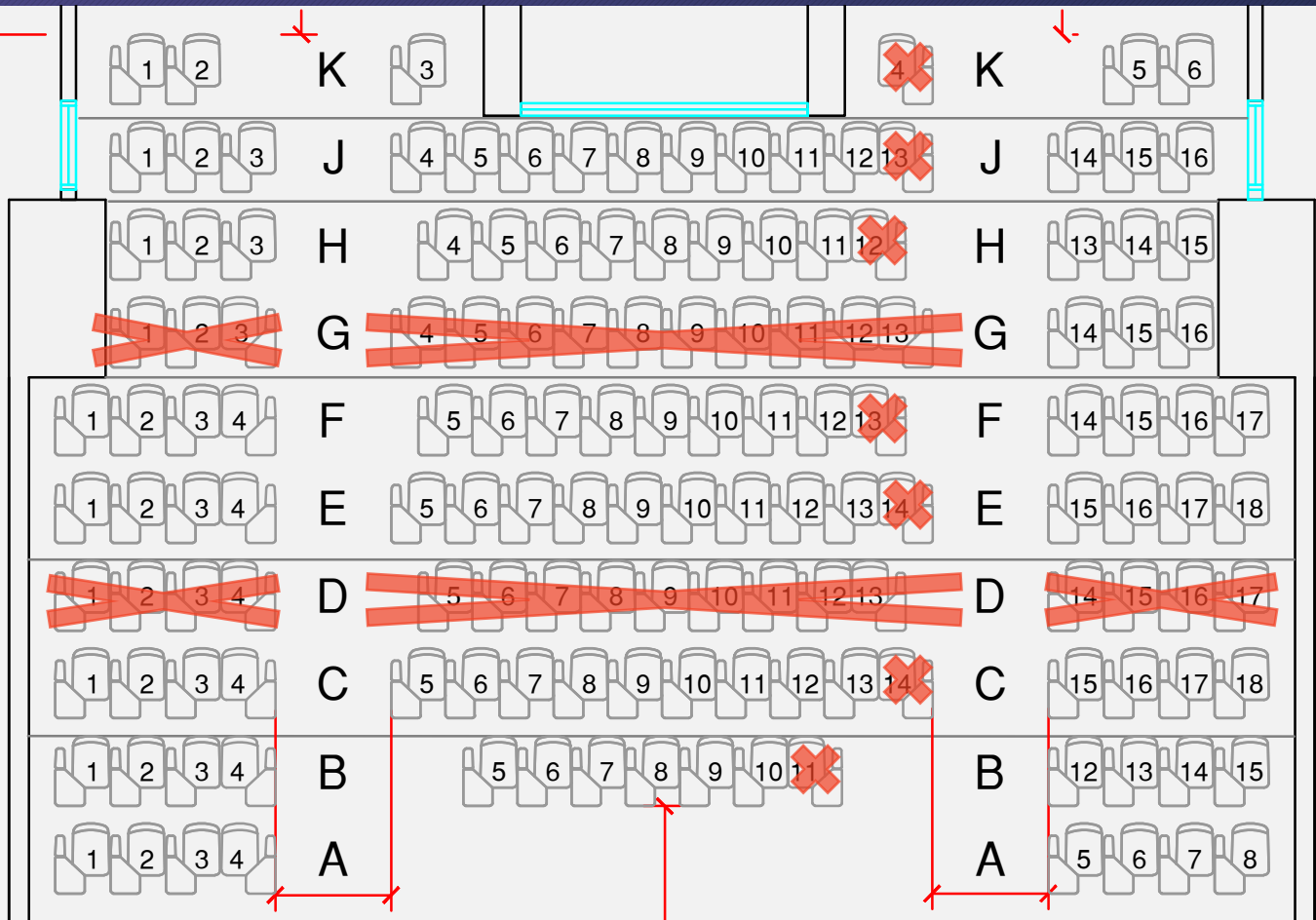


# Seating chart variations

- 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 3<sup>rd</sup> seat or every 3<sup>rd</sup> row
  - High occupancy: May still be able to work out a pattern
- Multiple rooms
  - Work out how to split it up (by lecture/section, last name, or arbitrarily)
  - Include both the room and seat number in a single “Comment”:
    - Comment for big room (with seat #s): “Room SOLIS 104, Seat A-1”
    - Comment for small room (no seat #s): “Room SOLIS 109”



# Center 212: Sample plan, 81% of capacity



- Room: 146 seats (128 RH, 16 LH)
- Class: 118 students (113 RH, 5 LH)
- Too many students for every other seat or every other row
- Crossing out most of D & G gives proctors easy access to most students to check IDs, answer questions, etc.
- Also crossed out extra LH seats



# Seating Charts

- Getting seating charts
- Special requests: accommodations, left-handed seats, ... (Part 1)
- Every other seat, two rooms, etc.
- **Random seat assignments**
- Special requests (Part 2)



# Assigning seats

- Download a Canvas roster, keep the first 4-5 columns but delete the others, and add a “Comments” column
- Add seats to it; several possible methods:
  - Manually (like shown before)
  - AIO’s instructions for TritonEd rosters (from Prof. Emily Tang in Economics)
  - My instructions in this presentation
  - Write a program to automate it
- Upload it to Canvas



# Random seat assignments

- Get AIO spreadsheet of seat #s or make a similar file yourself.
- Make a copy of their file; you'll be modifying it:
  - Original:** center-hall-212.xlsx
  - Your copy:** randomized-center-hall-212.xlsx
- **OPTIONAL (more info later):**
  - **In this file:** delete seats you're not using, like front row seats; extra left-handed seats; or every other seat or row.
  - **In the roster:** delete accounts that don't need seats, like UCSD staff. But keep "Test Student" and assign a fake seat, to check the student view.







OPTIONAL: Format the seat # like  
“Seat: A-1” or “Room: Center 212, Seat: A-1”

## 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
Homework 3 Homework	Oct 20 by 12pm		-	30
Midterm 1 Seat Assignment Seat Assignments			-	0

**Comments** [Close](#)

Room: Center 212, Seat: A-1 Glenn Tesler, Oct 20 at 9:14am

# OPTIONAL: Format the seat # like “Seat: A-1” or “Room: Center 212, Seat: A-1”

The screenshot shows an Excel spreadsheet titled "randomized\_center-hall-212.xlsx". The spreadsheet has the following columns: Row, Seat, UNIQUE SEATING #, Left Handed, Notes, and Formatted. The data is as follows:

Row	Seat	UNIQUE SEATING #	Left Handed	Notes	Formatted
3	A	1			212, Seat: ", C3)
4	A	2			
5	A	3			
6	A	4	YES		
7	A	5			
8	A	6			
9	A	7			
10	A	8			
11	B	1			
12	B	2			
13	B	3			
14	B	4	YES		

The formula bar shows the formula: `=CONCAT("Room: Center 212, Seat: ", C3)`. The spreadsheet is titled "Center Hall 212".

Enter column name  
“Formatted”

Enter a formula. Cell C3 has seat number “A-1”

For one room:  
=CONCAT("Seat: ", C3)

For two rooms:  
=CONCAT("Room: Center 212, Seat: ", C3)



# OPTIONAL: Format the seat # like “Seat: A-1” or “Room: Center 212, Seat: A-1”

The screenshot shows the Microsoft Excel interface with the following data:

Row	Seat	UNIQUE SEATING #	Left Handed?	Notes	Formatted
1	A	1			Room: Center 212, Seat: A-1
2	A	2			
3	A	3			
4	A	4	YES		
5	A	5			
6	A	6			
7	A	7			
8	A	8			
9	B	1			
10	B	2			
11	B	3			
12	B	4	YES		

Success!

# OPTIONAL: Format the seat # like “Seat: A-1” or “Room: Center 212, Seat: A-1”

The screenshot shows the Microsoft Excel interface with the following details:

- File Name:** randomized\_center-hall-212.xlsx
- Formula Bar:** F4, fx =CONCAT("Room: Center 212, Seat: ", C4)
- Table Data:**

Center Hall 212					Formatted
Row	Seat	UNIQUE SEATING #	Left Handed?	Notes	
A	1	A-1			Room: Center 212, Seat: A-1
A	2	A-2			Room: Center 212, Seat: A-2
A	3	A-3			Room: Center 212, Seat: A-3
A	4	A-4	YES		Room: Center 212, Seat: A-4
A	5	A-5			Room: Center 212, Seat: A-5
A	6	A-6			Room: Center 212, Seat: A-6
A	7	A-7			Room: Center 212, Seat: A-7
A	8	A-8			Room: Center 212, Seat: A-8
B	1	B-1			Room: Center 212, Seat: B-1
B	2	B-2			Room: Center 212, Seat: B-2
B	3	B-3			Room: Center 212, Seat: B-3
B	4	B-4	YES		Room: Center 212, Seat: B-4

Copy & paste the formula down the rest of the column



# Create a column of random numbers

The screenshot shows the Microsoft Excel interface with a spreadsheet titled "randomized\_center-hall-212.xlsx". The spreadsheet has the following data:

Row	Seat	UNIQUE SEATING #	Left Handed?	Notes	Formatted	Randomize
3	A	1			Room: Center 212, Seat: A-1	=RAND()
4	A	2			Room: Center 212, Seat: A-2	
5	A	3			Room: Center 212, Seat: A-3	
6	A	4	YES		Room: Center 212, Seat: A-4	
7	A	5			Room: Center 212, Seat: A-5	
8	A	6			Room: Center 212, Seat: A-6	
9	A	7			Room: Center 212, Seat: A-7	
10	A	8			Room: Center 212, Seat: A-8	
11	B	1			Room: Center 212, Seat: B-1	
12	B	2			Room: Center 212, Seat: B-2	
13	B	3			Room: Center 212, Seat: B-3	
14	B	4	YES		Room: Center 212, Seat: B-4	

The formula bar at the top shows the formula `=RAND()` entered in the selected cell. The spreadsheet is titled "Center Hall 212".

Enter column name  
"Randomize"

Enter formula  
=RAND()

# Create a column of random numbers

The screenshot shows the Microsoft Excel interface with the following data:

Row	Seat	UNIQUE SEATING #	Left Handed?	Notes	Formatted	Randomize	
1		Center Hall 212					
2	A	1			Room: Center 212, Seat: A-1	0.33889179	
3	A	2			Room: Center 212, Seat: A-2		
4	A	3			Room: Center 212, Seat: A-3		
5	A	4	YES		Room: Center 212, Seat: A-4		
6	A	5			Room: Center 212, Seat: A-5		
7	A	6			Room: Center 212, Seat: A-6		
8	A	7			Room: Center 212, Seat: A-7		
9	A	8			Room: Center 212, Seat: A-8		
10	B	1			Room: Center 212, Seat: B-1		
11	B	2			Room: Center 212, Seat: B-2		
12	B	3			Room: Center 212, Seat: B-3		
13	B	4	YES		Room: Center 212, Seat: B-4		

Random decimal between 0 and 1

**NOTE:** The random value may keep changing! Don't worry about it.



# Create a column of random numbers

The screenshot shows the Microsoft Excel interface with the following details:

- File Name:** randomized\_center-hall-212.xlsx
- Formulas Bar:** G4, fx, =RAND()
- Worksheet:** Sheet1
- Summary Statistics:** Average: 0.507508354, Count: 145, Sum: 73.58871128

Row	Seat	UNIQUE SEATING #	Left Handed?	Notes	Formatted	Randomize
3	A	1			Room: Center 212, Seat: A-1	0.332093616
4	A	2			Room: Center 212, Seat: A-2	0.323996597
5	A	3			Room: Center 212, Seat: A-3	0.246573712
6	A	4	YES		Room: Center 212, Seat: A-4	0.73831113
7	A	5			Room: Center 212, Seat: A-5	0.412124931
8	A	6			Room: Center 212, Seat: A-6	0.166148611
9	A	7			Room: Center 212, Seat: A-7	0.363549692
10	A	8			Room: Center 212, Seat: A-8	0.531271404
11	B	1			Room: Center 212, Seat: B-1	0.695249653
12	B	2			Room: Center 212, Seat: B-2	0.37475139
13	B	3			Room: Center 212, Seat: B-3	0.624814614
14	B	4	YES		Room: Center 212, Seat: B-4	0.038885169

Copy & paste the formula down the rest of the column

# Sort the rows using the random # column

Select all the seat rows

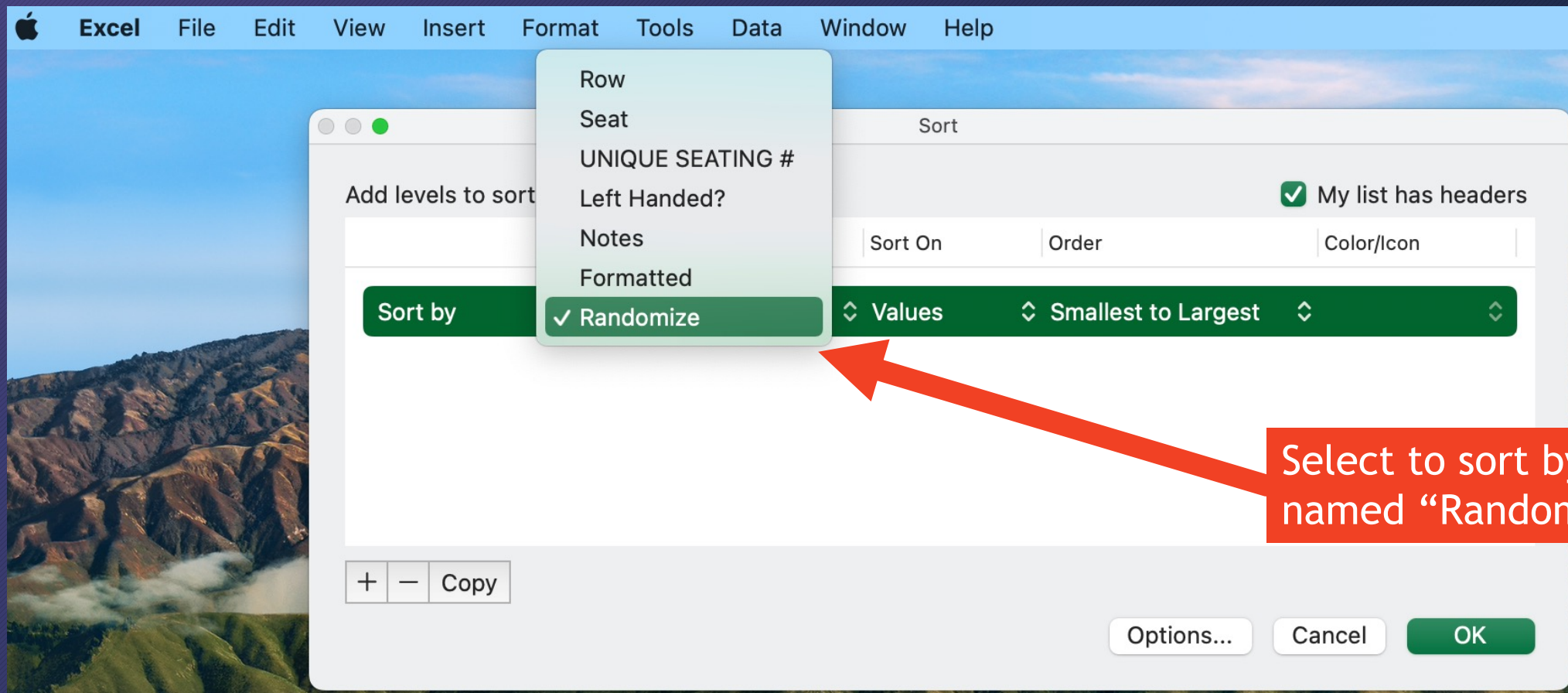
On "Data" menu, pick "Sort..."

The screenshot shows the Microsoft Excel interface. The 'Data' menu is open, and the 'Sort...' option is highlighted. The spreadsheet displays a table with the following data:

Row	Seat	UNIQUE SEATING #	Randomize
A	1	A-1	0.060658246
A	2	A-2	0.18170369
A	3	A-3	0.435159208
A	4	A-4	0.190921515
A	5	A-5	0.713311364
A	6	A-6	0.413787824
A	7	A-7	0.18476933
A	8	A-8	0.006866958
B	1	B-1	0.30869428
B	2	B-2	0.918862996
B	3	B-3	0.480444796
B	4	B-4	0.066736482



# Sort the rows using the random # column



Select to sort by the column named "Randomize"

# Sort the rows using the random # column

AutoSave OFF randomized\_center-hall-212.xlsx

Home Insert Draw Page Layout Formulas Data Review View Tell me Share Comments

Paste Font Alignment Number Conditional Formatting Format as Table Cells Editing Analyze Data Cell Styles

A2 Row

Row	Seat	UNIQUE SEATING #	Left Handed?	Notes	Formatted	Randomize
C	6	C-6			Room: Center 212, Seat: C-6	0.658671354
A	8	A-8			Room: Center 212, Seat: A-8	0.261880704
F	10	F-10			Room: Center 212, Seat: F-10	0.713680183
D	2	D-2			Room: Center 212, Seat: D-2	0.924224536
G	1	G-1			Room: Center 212, Seat: G-1	0.024525635
E	13	E-13			Room: Center 212, Seat: E-13	0.182534131
H	13	H-13			Room: Center 212, Seat: H-13	0.169618161
A	1	A-1			Room: Center 212, Seat: A-1	0.239335579
E	15	E-15			Room: Center 212, Seat: E-15	0.496291248
B	4	B-4	YES		Room: Center 212, Seat: B-4	0.175345071
H	3	H-3			Room: Center 212, Seat: H-3	0.014980564
J	11	J-11			Room: Center 212, Seat: J-11	0.514285386

Sheet1

Ready Average: 4.397222417 Count: 753 Sum: 1283.988946 100%

It's in a new order!

The random numbers have changed again; don't worry about it.



# Copy to roster spreadsheet using PASTE SPECIAL as VALUES

Room spreadsheet

CUT or COPY as many seats as you need

Formatted	Randomize
Room: Center 212, Seat: C-6	0.658671354
Room: Center 212, Seat: A-8	0.261880704
Room: Center 212, Seat: F-10	0.713680183
Room: Center 212, Seat: D-2	0.924224536
Room: Center 212, Seat: G-1	0.024525635
Room: Center 212, Seat: E-13	0.169618161
Room: Center 212, Seat: H-13	0.239335579
Room: Center 212, Seat: A-1	0.496291248
Room: Center 212, Seat: E-15	0.175345071
Room: Center 212, Seat: B-4	0.014980564
Room: Center 212, Seat: H-3	0.514285386

Roster spreadsheet

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

Student	ID	SIS User ID	SIS Login ID	Comments
Points Possible				
Aska, Al	1234	A11112222	al_aska	
Bama, Ala	56789	A22223333	ala_bama	
	101112	A33334444	front_desk	
	314159	A44445555	cali_fornia	
	271828	A66667777	stefanie_staffperso	
	42	A77778888	dela_ware	
Zona, Ari	98765	A88889999	ari_zona	
Student, Test	2468		0123456789abcdef012345678	abcdef01234567

# Copy to roster spreadsheet using PASTE SPECIAL as VALUES

Room spreadsheet

CUT or COPY as many seats as you need

Formatted	Randomize
Room: Center 212, Seat: C-6	0.658671354
Room: Center 212, Seat: A-8	0.261880704
Room: Center 212, Seat: F-10	0.713680183
Room: Center 212, Seat: D-2	0.924224536
Room: Center 212, Seat: G-1	0.024525635
Room: Center 212, Seat: E-13	0.169618161
Room: Center 212, Seat: H-13	0.239335579
Room: Center 212, Seat: A-1	0.496291248
Room: Center 212, Seat: E-15	0.175345071
Room: Center 212, Seat: B-4	0.014980564
Room: Center 212, Seat: H-3	0.514285386

Roster spreadsheet

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

Student	ID	SIS User ID	SIS Login ID	Comments
Aska, Al	1234	A11112222	al_aska	Room: Center 212, Seat: C-6
Bama, Ala	56789	A22223333	ala_bama	Room: Center 212, Seat: A-8
	101112	A33334444	front_desk	Room: Center 212, Seat: F-10
	314159	A44445555	cali_fornia	Room: Center 212, Seat: D-2
	271828	A66667777	stefanie_staffperso	Room: Center 212, Seat: G-1
	42	A77778888	dela_ware	Room: Center 212, Seat: E-13
Zona, Ari	98765	A88889999	ari_zona	Room: Center 212, Seat: H-13
Student, Test	2468		0123456789abcdef012345678	Room: Center 212, Seat: A-1
				Room: Center 212, Seat: E-15



# Save roster as CSV and upload to Canvas

Roster spreadsheet

AutoSave OFF

Home Insert Draw Page Layout Tell me

Clipboard Font Alignment Number Conditional Formatting Format as Table Cell Styles Cells Editing

Possible Data Loss Some features might be lost if you save this workbook in... Save As...

E3 Room: Center 212, Seat: C-6

	A	B	C	D	E	F
1	Student	ID	SIS User ID	SIS Login ID	Comments	
2	Points Possible					
3	Aska, Al	1234	A11112222	al_aska	Room: Center 212, Seat: C-6	
4	Bama, Ala	56789	A22223333	ala_bama	Room: Center 212, Seat: A-8	
5	Desk, Front	101112	A33334444	front_desk	Room: Center 212, Seat: F-10	
6	Fornia, Cali	314159	A44445555	cali_fornia	Room: Center 212, Seat: D-2	
7	Rado, Colo	234567	A55556666	colo_rado	Room: Center 212, Seat: G-1	
8	Staffperson, Steffanie	271828	A66667777	steffanie_staffperson	Room: Center 212, Seat: E-13	
9	Ware, Dela	42	A77778888	dela_ware	Room: Center 212, Seat: H-13	
10	Zona, Ari	98765	A88889999	ari_zona	Room: Center 212, Seat: A-1	
11	Student, Test	2468		0123456789abcdef012345678	Room: Center 212, Seat: E-15	
12						
13						
14						

Ready Count: 9 100%



# Seating Charts

- Getting seating charts
- Special requests: accommodations, left-handed seats, ... (Part 1)
- Every other seat, two rooms, etc.
- Random seat assignments
- Special requests (Part 2)



# Special seat assignments (OPTIONAL)

Student	ID	SIS User ID	SIS Login ID	Comments
Points Possible				
Aska, Al	1234	A11112222	al_aska	Seat B-3
Bama, Ala	56789	A22223333	ala_bama	Seat D-4
Rado, Colo	234567	A55556666	colo_rado	Seat E-1
Ware, Dela	42	A77778888	dela_ware	Seat F-5
Zona, Ari	98765	A88889999	ari_zona	Seat G-6
OSD separate room				
Fornia, Cali	314159	A44445555	cali_fornia	OSD: Assigned to separate room
Left-handed				
Rida, Flo	1234567	A99998888	flo_rida	Seat B-20
Ana, Indi	13579	A00000000	indi_ana	Seat D-20
Other special seats in room				
Tucky, Ken	444	A99999988	ken_tucky	Seat A-1
Ana, Louis	555	A99999900	louis_iana	Seat A-2
Staff on roster				
Desk, Front	101112	A33334444	front_desk	
Staffperson, Steffanie	271828	A66667777	steffanie_staffperson	
Student, Test	2468		0123456789abcdef012	Seat Z-1234

- Make groups on your roster:

- Main group [at the top here]
- OSD separate room
- Left-handed
- Other special seats in room
- Staff on roster [or delete them]
- Section A05 in overflow room

- Move people into their group

- Also make groups on the seat list spreadsheet:

Right-handed, Left-handed, Empty, Broken, ...  
and randomize RH/LH sections separately



# Special seat assignments (OPTIONAL)

Student	ID	SIS User ID	SIS Login ID	Comments
Points Possible				
Aska, Al	1234	A11112222	al_aska	Seat B-3
Bama, Ala	56789	A22223333	ala_bama	Seat D-4
Rado, Colo	234567	A55556666	colo_rado	Seat E-1
Ware, Dela	42	A77778888	dela_ware	Seat F-5
Zona, Ari	98765	A88889999	ari_zona	Seat G-6
OSD separate room				
Fornia, Cali	314159	A44445555	cali_fornia	OSD: Assigned to separate room
Left-handed				
Rida, Flo	1234567	A99998888	flo_rida	Seat B-20
Ana, Indi	13579	A00000000	indi_ana	Seat D-20
Other special seats in room				
Tucky, Ken	444	A99999988	ken_tucky	Seat A-1
Ana, Louis	555	A99999900	louis_iana	Seat A-2
Staff on roster				
Desk, Front	101112	A33334444	front_desk	
Staffperson, Steffanie	271828	A66667777	steffanie_staffperson	
Student, Test	2468		0123456789abcdef012	Seat Z-1234

For each roster group needing seats:

- CUT from seat list spreadsheet
- PASTE SPECIAL as VALUES into roster
- When doing multiple copy & pastes, I recommend CUT instead of COPY to avoid assigning a seat twice.



# Special seat assignments (OPTIONAL)

Student	ID	SIS User ID	SIS Login ID	Comments
Points Possible				
Aska, Al	1234	A11112222	al_aska	Seat B-3
Bama, Ala	56789	A22223333	ala_bama	Seat D-4
Rado, Colo	234567	A55556666	colo_rado	Seat E-1
Ware, Dela	42	A77778888	dela_ware	Seat F-5
Zona, Ari	98765	A88889999	ari_zona	Seat G-6
OSD separate room				
Fornia, Cali	314159	A44445555	cali_fornia	OSD: Assigned to separate room
Left-handed				
Rida, Flo	1234567	A99998888	flo_rida	Seat B-20
Ana, Indi	13579	A00000000	indi_ana	Seat D-20
Other special seats in room				
Tucky, Ken	444	A99999988	ken_tucky	Seat A-1
Ana, Louis	555	A99999900	louis_iana	Seat A-2
Staff on roster				
Desk, Front	101112	A33334444	front_desk	
Staffperson, Steffanie	271828	A66667777	steffanie_staffperson	
Student, Test	2468		0123456789abcdef012:	Seat Z-1234

- Save roster as .xlsx so you can format it neatly for printing. But also export as CSV for Canvas.
- Blank rows are fine when uploading.
- The group title rows “OSD separate room”, ... should only have text in the “Student” column; leave the other columns blank.



Next up: Exam logistics



# Assigned seats at UCSD: Exam Logistics

Glenn Tesler  
UCSD Department of Mathematics  
October 2021

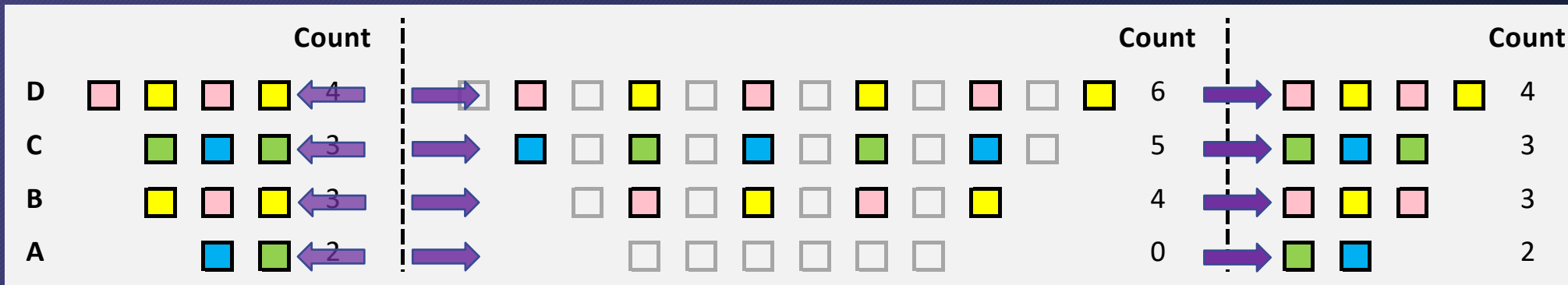


## Part 3. Assigned seats exam logistics

- Pre-counting stacks of exams
- Getting seated & handing out exams
- Roster printouts
- Checking IDs



# Optional prep before exam: Pre-counting stacks of exams



- Pre-count exams into stacks to hand out quickly (either number of assigned seats or number of physical seats)
- Optionally write seat numbers in the upper corner of each exam
- Bring extra exams as this may not go as planned (wrong seats, late arrivals, ...)



# 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.



# Prep before exam: Printouts of roster

- Print rosters with name, PID, (sec. # if needed), seat #
  - You can hide the other columns
  - Make alphabetical order version and seat order version (stapled together)
  - Bring several printouts of each for prof/TAs/proctors helping check IDs (and collect all the copies as they complete the ID checks)
  - *Optional:* on exam day, make list of who dropped since seats were assigned
- If the room has sections, I organize the seat roster as:  
left section rows A,B,C,...; middle A,B,C,...; right A,B,C,...



# Checking UCSD ID cards / attendance

- 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



Next up: Putting the roster into seat order



# Assigned seats at UCSD: Putting the roster into seat order

Glenn Tesler  
UCSD Department of Mathematics  
October 2021



## Part 4. How to sort the roster into seat order



# Sorting roster into physical seat order

(Easy case: room with one section)

- In many rooms, the left-to-right order is simply:  
A-1, A-2, ..., A-10, A-11, A-12,  
B-1, B-2, ..., B-10, B-11, B-12, B-13,  
...
- But this doesn't sort as expected since it's sorting as strings:  
A-1, A-10, A-11, A-12, A-2, ..., A-9,  
B-1, B-10, B-11, B-12, B-13, B-2, ..., B-9,  
...



# Sorting roster into physical seat order

(Easy case: room with one section)

## Workaround:

- Add a space before 1-digit numbers: “A- 1”
- But no space before 2-digit numbers: “A-10”
- Sorts as:

“A- 1”, “A- 2”, ..., “A- 9”, “A-10”, “A-11”, “A-12”



# Sorting roster into physical seat order (Easy case: room with one section)

On the AIO spreadsheet, replace the “UNIQUE SEATING #” formula in C3 (location may vary) and copy down the column:

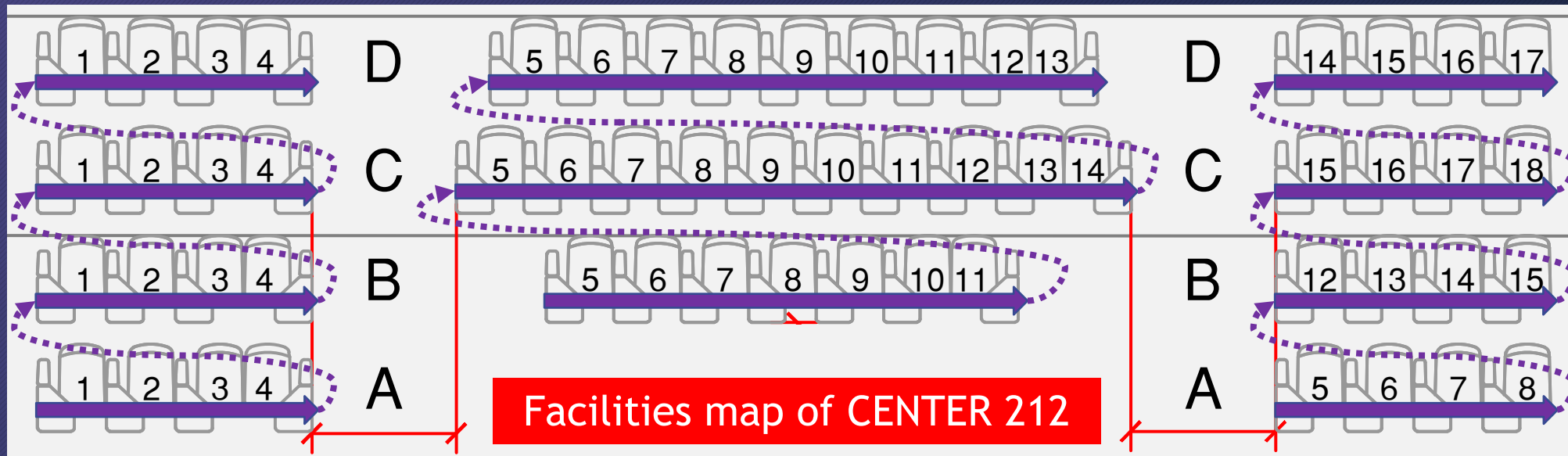
- Original C3: `=CONCATENATE(A3,"-",B3)`
- Change to: `=IF(B3<10,CONCATENATE(A3,"- ",B3),CONCATENATE(A3,"-",B3))`

The screenshot shows an Excel spreadsheet titled "center-hall-212.xlsx". The ribbon is set to "Home". The formula bar shows the formula for cell C3: `=CONCATENATE(A3,"-",B3)`. The spreadsheet data is as follows:

	A	B	C	D	E	F	G
1			<b>Center Hall 212</b>				
2	<b>Row</b>	<b>Seat</b>	<b>UNIQUE SEATING #</b>	<b>Left Handed?</b>	<b>Notes</b>		
3	A	1	A-1				
4	A	2	A-2				
5	A	3	A-3				
6	A	4	A-4	YES			
7	A	5	A-5				

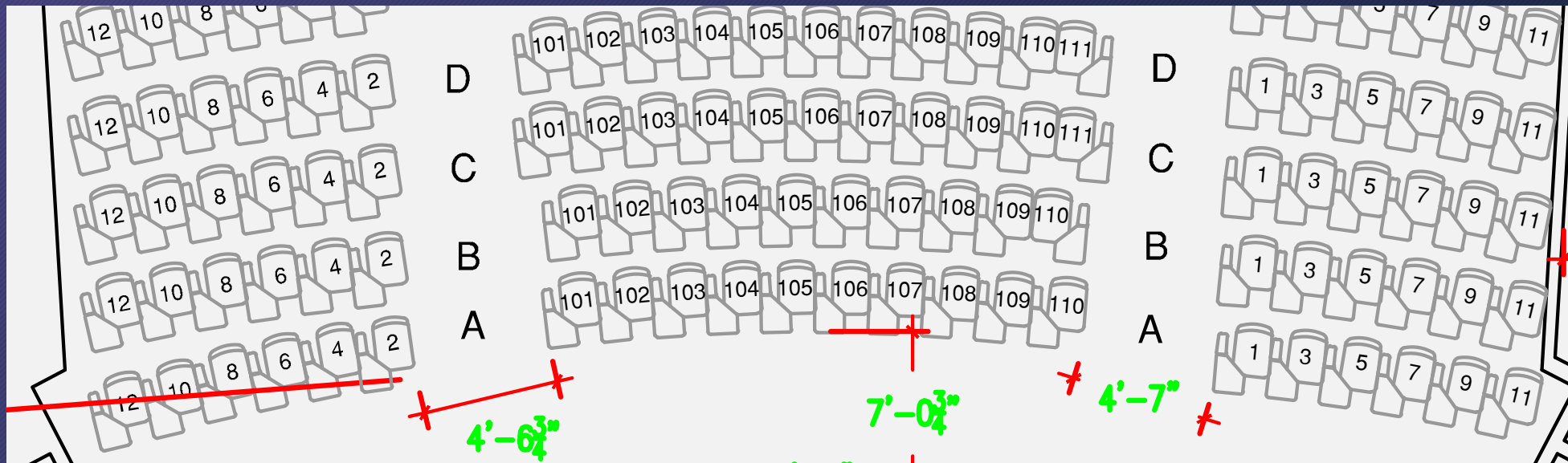


# Left/Middle/Right sections (Harder case)



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

# Theater numbering: Even / 100s / Odd (not 1,2,3,... going left-to-right)



- Price Center Theater has even numbers on the left, odd on the right, and 3-digit numbers in the middle.



# Sorting roster into physical seat order

Harder cases: Left/Middle/Right or “theater numbering”

First, put the seat list spreadsheet into the order you prefer:

- AIO seat spreadsheets are in this order (including PC Theater):  
row A left-to-right, row B left-to-right, ...
- For rooms with left / middle / right sections, I prefer this order:  
left A,B,C,..., middle A,B,C,..., right A,B,C,...  
(requires manually rearranging the spreadsheet)



# Add a seat “Sequence” column

The screenshot shows the Microsoft Excel interface with the following data:

Row	Seat	Unique Seating #	Left Handed?	Notes	Sequence
3	A	12			
4	A	10			
5	A	8			
6	A	6			
7	A	4			
8	A	2			
9	A	101			
10	A	102			
11	A	103			
12	A	104			
13	A	105			
14	A	106			

Start with a renamed copy of the AIO spreadsheet, rearranged in the order you want



# Add a seat “Sequence” column

The screenshot shows the Microsoft Excel interface with the following data in the spreadsheet:

	A	B	C	D	E	F	G	H	I	J	K	L
1	Price Center Theater											
2	Row	Seat	Unique Seating #	Left Handed?	Notes	Sequence						
3	A	12	A-12			1						
4	A	10	A-10									
5	A	8	A-8									
6	A	6	A-6									
7	A	4	A-4									
8	A	2	A-2									
9	A	101	A-101									
10	A	102	A-102									
11	A	103	A-103									
12	A	104	A-104									
13	A	105	A-105									
14	A	106	A-106									

Make a new column “Sequence” and enter 1 for the first seat

# Add a seat “Sequence” column

The screenshot shows the Microsoft Excel interface with the following data in the spreadsheet:

Row	Seat	Unique Seating #	Left Handed?	Notes	Sequence
3	A	12			1
4	A	10			=F3+1
5	A	8			
6	A	6			
7	A	4			
8	A	2			
9	A	101			
10	A	102			
11	A	103			
12	A	104			
13	A	105			
14	A	106			

The formula bar at the top shows the formula  $=F3+1$ . A red arrow points from the text box on the right to cell F4, which contains the formula.

Enter a formula to add 1 as you go down the column.

In F4, enter  
 $=F3+1$



# Add a seat “Sequence” column

The screenshot shows the Microsoft Excel interface with the following data in the spreadsheet:

Row	Seat	Unique Seating #	Left Handed?	Notes	Sequence
3	A	12			1
4	A	10			2
5	A	8			3
6	A	6			4
7	A	4			5
8	A	2			6
9	A	101			7
10	A	102			8
11	A	103			9
12	A	104			10
13	A	105			11
14	A	106			12

The formula bar shows the formula  $=F4+1$  for cell F5. A red arrow points from a text box to the 'Sequence' column, indicating the formula should be copied and pasted down the rest of the column.

Copy & paste the formula down the rest of the column

# Add a seat “Sequence” column

The screenshot shows an Excel spreadsheet with the following data:

Row	Seat	Unique Seating #	Left Handed?	Notes	Sequence
1	A	12			1
2	A	10			2
3	A	8			3
4	A	6			4
5	A	4			5
6	A	2			6
7	A	101			7
8	A	102			8
9	A	103			9
10	A	104			10
11	A	105			11
12	A	106			12

The formula bar shows the formula  $=F4+1$  for cell F5. The spreadsheet is titled 'Price Center Theater' and is on 'Sheet1'.

If we reorder rows, the sequence numbers won't stay with the same seats, due to the formulas.



# Add a seat “Sequence” column

The screenshot shows the Microsoft Excel interface with the following data:

	A	B	C	D	E	F
1	Price Center Theater					
2	Row	Seat	Unique Seating #	Left Handed?	Notes	Sequence
3	A	12	A-12			1
4	A	10	A-10			2
5	A	8	A-8			3
6	A	6	A-6			4
7	A	4	A-4			5
8	A	2	A-2			6
9	A	101	A-101			7
10	A	102	A-102			8
11	A	103	A-103			9
12	A	104	A-104			10
13	A	105	A-105			11
14	A	106	A-106			12

If we reorder rows, the sequence numbers won't stay with the same seats, due to the formulas.

Select whole column (click on “F”) and COPY it

# Add a seat “Sequence” column

The screenshot shows the Microsoft Excel interface with the following data:

Row	Seat	Unique Seating #	Left Handed?	Notes	Sequence
A	12	A-12			1
A	10	A-10			2
A	8	A-8			3
A	6	A-6			4
A	4	A-4			5
A	2	A-2			6
A	101	A-101			7
A	102	A-102			8
A	103	A-103			9
A	104	A-104			10
A	105	A-105			11
A	106	A-106			12

PASTE SPECIAL as VALUES into the next column



# Add a seat “Sequence” column

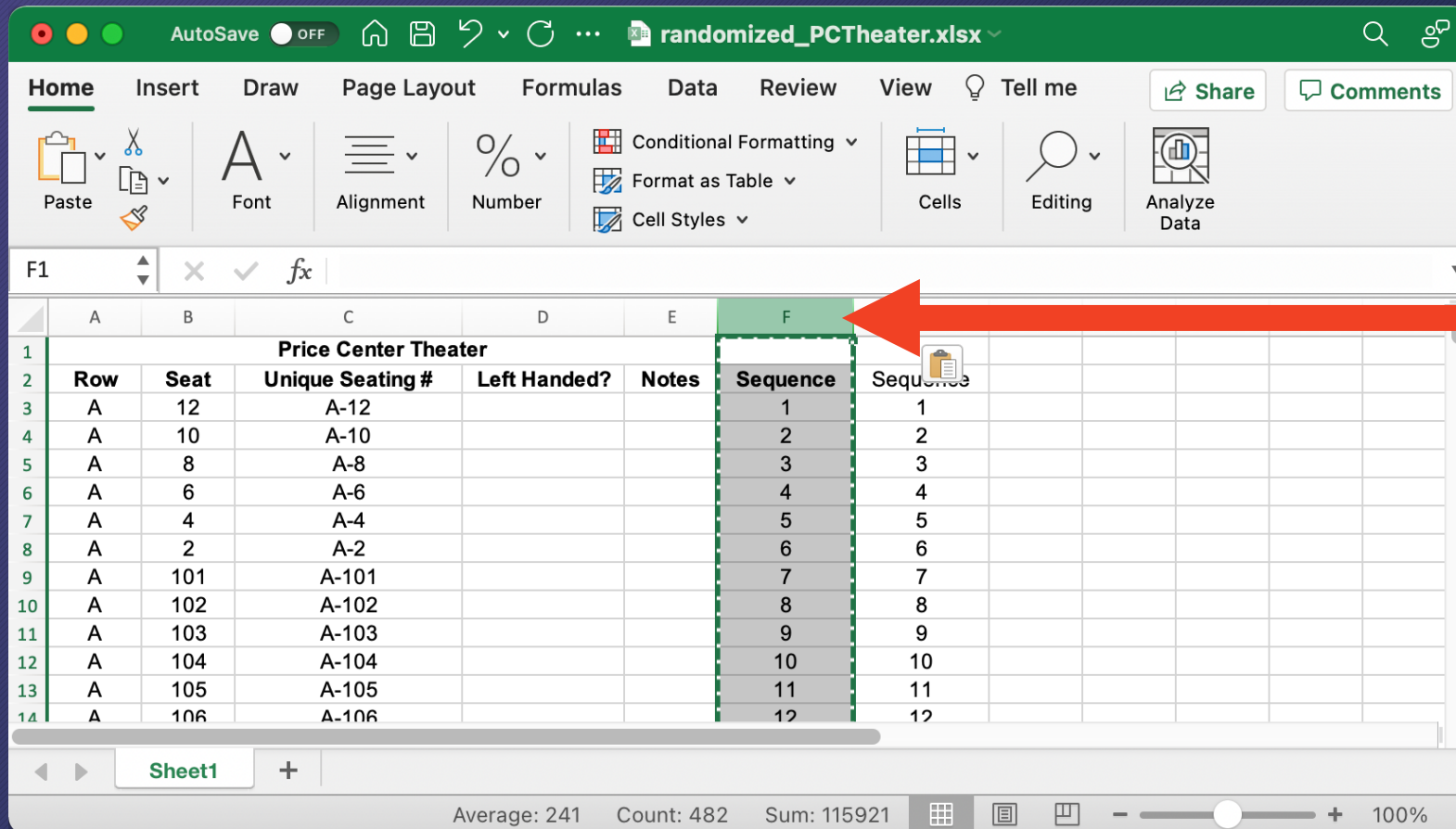
The screenshot shows the Microsoft Excel interface with the following data:

Row	Seat	Unique Seating#	Left Handed?	Notes	Sequence	Sequence
A					1	1
A					2	2
A					3	3
A					4	4
A					5	5
A	2	A-2			6	6
A	101	A-101			7	7
A	102	A-102			8	8
A	103	A-103			9	9
A	104	A-104			10	10
A	105	A-105			11	11
A	106	A-106			12	12

Column F:  
Result of formulas

Column G:  
Just numbers, no formulas

# Add a seat “Sequence” column



The screenshot shows the Microsoft Excel interface with the following data:

	A	B	C	D	E	F	G
1	Price Center Theater						
2	Row	Seat	Unique Seating #	Left Handed?	Notes	Sequence	Sequence
3	A	12	A-12			1	1
4	A	10	A-10			2	2
5	A	8	A-8			3	3
6	A	6	A-6			4	4
7	A	4	A-4			5	5
8	A	2	A-2			6	6
9	A	101	A-101			7	7
10	A	102	A-102			8	8
11	A	103	A-103			9	9
12	A	104	A-104			10	10
13	A	105	A-105			11	11
14	A	106	A-106			12	12

Select column F and delete it



# Add a seat “Sequence” column

The screenshot shows the Microsoft Excel interface with the following data:

Row	Seat	Unique Seating #	Left Handed?	Notes	Sequence
3	A	12			1
4	A	10			2
5	A	8			3
6	A	6			4
7	A	4			5
8	A	2			6
9	A	101			7
10	A	102			8
11	A	103			9
12	A	104			10
13	A	105			11
14	A	106			12

Just numbers, no formulas

# Add “Formatted” and “Randomize” columns (same as before; see earlier video)

The screenshot shows the Microsoft Excel interface with the following data:

Row	Seat	Unique Seating #	Left Handed?	Notes	Sequence	Formatted
1						
2	A	12			1	=CONCAT("Seat ", C3)
3	A	10			2	
4	A	8			3	
5	A	6			4	
6	A	4			5	
7	A	2			6	
8	A	101			7	
9	A	102			8	
10	A	103			9	
11	A	104			10	
12	A	105			11	
13	A	106			12	

Create a “Formatted” seat column:  
=CONCAT("Seat ", C3)  
or: =CONCAT("PC Theater, Seat ", C3)



# Add “Formatted” and “Randomize” columns

The screenshot shows the Microsoft Excel interface with the following data:

Row	Seat	Unique Seating #	Left Handed?	Notes	Sequence	Formatted	Randomize
3	A	12			1	Seat A-12	=RAND()
4	A	10			2		
5	A	8			3		
6	A	6			4		
7	A	4			5		
8	A	2			6		
9	A	101			7		
10	A	102			8		
11	A	103			9		
12	A	104			10		
13	A	105			11		
14	A	106			12		

The formula bar shows the active cell contains the formula `=RAND()`. The spreadsheet is titled "Price Center Theater".

Create a “Randomize” column:  
`=RAND()`

# Add “Formatted” and “Randomize” columns

The screenshot shows an Excel spreadsheet titled "randomized\_PCTheater.xlsx". The active cell is G4, containing the formula `=CONCAT("Seat ", C4)`. The spreadsheet has the following data:

Row	Seat	Unique Seating #	Left Handed?	Notes	Sequence	Formatted	Randomize
3	A	12			1	Seat A-12	0.305805637
4	A	10			2	Seat A-10	0.762903412
5	A	8			3	Seat A-8	0.039983938
6	A	6			4	Seat A-6	0.232313606
7	A	4			5	Seat A-4	0.889279034
8	A	2			6	Seat A-2	0.240922032
9	A	101			7	Seat A-101	0.410061292
10	A	102			8	Seat A-102	0.505878073
11	A	103			9	Seat A-103	0.705267928
12	A	104			10	Seat A-104	0.767983387
13	A	105			11	Seat A-105	0.983926042
14	A	106			12	Seat A-106	0.707424385

Copy & paste both formulas down the rest of both columns



# Sort rows by “Randomize” column

Select all seat rows



Use Data → Sort and sort by the “Randomize” column

Row	Seat	Unique Seating #	Left Handed?	Notes	Sequence	Formatted	Randomize
3	A	12			1	Seat A-12	0.305805637
4	A	10			2	Seat A-10	0.762903412
5	A	8			3	Seat A-8	0.039983938
6	A	6			4	Seat A-6	0.232313606
7	A	4			5	Seat A-4	0.889279034
8	A	2			6	Seat A-2	0.240922032
9	A	101			7	Seat A-101	0.410061292
10	A	102			8	Seat A-102	0.505878073
11	A	103			9	Seat A-103	0.705267928
12	A	104			10	Seat A-104	0.767983387
13	A	105			11	Seat A-105	0.983926042
14	A	106			12	Seat A-106	0.707424385

# Sort rows by “Randomize” column

It's in a random order!

Row	Seat	Unique Seating #	Left Handed?	Notes	Sequence	Formatted	Randomize
3	Q	111			344	Seat Q-111	0.785513465
4	G	108			150	Seat G-108	0.089362867
5	J	12			184	Seat J-12	0.133589272
6	M	4			259	Seat M-4	0.826443009
7	S	9			402	Seat S-9	0.38475774
8	V	5			466	Seat V-5	0.766975156
9	A	11			22	Seat A-11	0.683822958
10	D	8			70	Seat D-8	0.889492619
11	G	101			143	Seat G-101	0.114295278
12	W	9			474	Seat W-9	0.866838889
13	M	108			268	Seat M-108	0.627323689
14	II	12			429	Seat II-12	0.812991265









# Save it in TWO formats

## Scenario: EXCEL saving to a local computer

Student	ID	SIS User ID	SIS Login ID	Sequence	Comments
Points Possible					
Aska, Al	1234	A11112222	al_aska	344	Seat Q-111
Bama, Ala	56789	A22223333	ala_bama	150	Seat G-108
Rado, Colo	234567	A55556666	colo_rado	184	Seat J-12
Ware, Dela	42	A77778888	dela_ware	259	Seat M-4
Zona, Ari	98765	A88889999	ari_zona	402	Seat S-9
OSD separate room					
Fornia, Cali	314159	A44445555	cali_fornia		OSD: Assigned to separate room
Left-handed					
Rida, Flo	1234567	A99998888	flo_rida		
Ana, Indi	13579	A00000000	indi_ana		
Other special seats in room					
Tucky, Ken	444	A99999988	ken_tucky		
Ana, Louis	555	A99999900	louis_iana		
Staff on roster					
Desk, Front	101112	A33334444	front_desk		
Staffperson, Steffanie	271828	A66667777	steffanie_staffperson		
Student, Test	2468		0123456789abcdef012:	10000	Seat Z-1234

### 1. Save roster as .xlsx format

- Roster is sortable by **Student** (alphabetical) or **Sequence** (for seat order)
- Format (column widths, colors, bold, ...), sort in either order, hide columns not needed on printout, and print

### 2. To make CSV file for Canvas:

- Delete **Sequence** column
- Save/Export/Download as CSV
- Edit → Undo (to restore **Sequence** column)  
(if your spreadsheet doesn't autosave, you can exit instead of using Undo)



# Save it in TWO formats

## Scenario: Google Sheets / spreadsheet that autosaves

Student	ID	SIS User ID	SIS Login ID	Sequence	Comments
Points Possible					
Aska, Al	1234	A11112222	al_aska	344	Seat Q-111
Bama, Ala	56789	A22223333	ala_bama	150	Seat G-108
Rado, Colo	234567	A55556666	colo_rado	184	Seat J-12
Ware, Dela	42	A77778888	dela_ware	259	Seat M-4
Zona, Ari	98765	A88889999	ari_zona	402	Seat S-9
OSD separate room					
Fornia, Cali	314159	A44445555	cali_fornia		OSD: Assigned to separate room
Left-handed					
Rida, Flo	1234567	A99998888	flo_rida		
Ana, Indi	13579	A00000000	indi_ana		
Other special seats in room					
Tucky, Ken	444	A99999988	ken_tucky		
Ana, Louis	555	A99999900	louis_iana		
Staff on roster					
Desk, Front	101112	A33334444	front_desk		
Staffperson, Steffanie	271828	A66667777	steffanie_staffperson		
Student, Test	2468		0123456789abcdef012	10000	Seat Z-1234

### 1. Google Sheets automatically saves it

- Roster is sortable by **Student** (alphabetical) or **Sequence** (for seat order)
- Format (column widths, colors, bold, ...), sort in either order, hide columns not needed on printout, and print

### 2. To make CSV file for Canvas:

- Delete **Sequence** column
- File → Download → Comma-separated values
- Edit → Undo (to restore **Sequence** column)



The End