

Seating Chart Tools

A seating chart is a proactive strategy that you can use right now. There are a variety of templates that you can use and tailor to fit your needs in your classroom.

Choose one template that is different from your current seating arrangement and fill in names of your own students and think about why you are putting them there, which students are sitting together, where do you put students that need a lot of attention, where are you located, can you use the seating chart to track which students are asking/answering questions or what students are “on task”?

Some other questions to keep in mind:

- Can you easily see all students?
- Can students easily see all presentations and demonstrations?
- Does the room contain any unnecessary distractions?
- Are frequently used materials easily accessible?
- Do pathways facilitate traffic flow?
- Is it easy to organize students into pairs, triads, and small groups?
- What else? Is anything else problematic?

Other uses for seating chart:

- A fast, accurate tool for taking attendance
- Checking off students who complete the “Do-Now”
- Checking off students who complete the homework

For a list of creative examples of seating charts, please visit: <http://www.teach-nology.com/ideas/seating/>

(U) Allison <i>C</i>	(T) Mark <i>Inc</i>
(An) Frank <i>C</i>	(As) Victor <i>Inc</i>

(T) Sara <i>C</i>	(H) Lisbel <i>C</i>
(T) Tenesha <i>C</i>	(As) Daniel <i>C</i>

Mohamed <i>C</i>	(As) Wendy <i>C</i>
Carlos <i>Referred to notes C</i>	(H) (An) Svetlana <i>C</i>

(As) Maria <i>C</i>	(An) David <i>C</i>
(U) Ronee <i>C</i>	(An) Giselle <i>Referred to text C</i>

☺

(An) Marcus <i>Inc</i>	(An) Yari <i>C</i>
(As) (An) Ling <i>C</i>	(U) (T) Sue <i>Out of seat C</i>

Period _____

Date _____

Key: An - Answered a question
 As - Asked a question
 H - Helped another student
 C - Completed Classwork

Inc - Incomplete Classwork
 T - Talking
 U - Unprepared
 ☺ - Great Teamwork!