

## Seating Chart Tips

### Consider your purpose for your seating chart:

- Is it to control talking?
- Is it to increase focus of students?
- Is it to encourage group work and dialogue?
- Is it to create pathways for you to monitor?

Your purpose should drive the way you arrange your room.

### Some suggestions when making your chart:

- **You should make your chart prior to the students entering the room.**  
You can draw a template and write in the names and keep it in your plan book, grade book, etc. Another option is to place small sticky notes with student names on them on a seating chart grid. Then put into a page protector (like is used for reports). This is wonderful because it's so easy to change seats. Also, you can write on the protector with a dry erase marker, if you wish.
- **Let them know in a neutral tone they will be placed in assigned seats.**
- **Explain your reason for assigned seats.**  
"I am going to put you in a seating arrangement as we study this unit/concept, etc. Some of you may or may not be pleased with your seat at first, but remember it is my job to help you learn and that includes putting you in a spot that supports your learning. This seat will not be forever so I would appreciate your cooperation."

#### Reminder:

*\*Prepare yourself for their complaints. They will complain. Choose to ignore it and proceed into the next part of your lesson. If a student can't pull it together, calmly ask them to write down their complaint and their suggested location they would rather sit. Do not entertain complaining verbally- ask them to write it down and collect it at the end of class. Remember to read and respond to it by the next day.*

### Special considerations:

- Think about your high maintenance students and put them in place first.
- Think about responsible students who are not annoyed with the talkers and surround the talkers with the responsible students. Fill in remaining students using this formula.
- Move friends away from each other (by sight).
- Student who always want/need more attention should be closer to the front/you so they do not disrupt everyone while trying to get your attention.
- Have a few isolated seats available and empty so you can move students as needed into them and let them start fresh the next day in their regular seat
- Make sure NO ONE has his or her back to the screen/directions. If you have grouped desks together, angle them so all students can see the board/screen while working. You need to see their eyes while you instruct. If you cannot see their eyes, move them.