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# INTSRUCTIONS FOR USING ASSIGNED SEATING EXCEL SHEETS*

Step 1          Download current roster from TritonEd.

Step 2          Create new column at the end, "EXAMNAME_Seat" (e.g., MT1, MT2, Final)

Step 3          Open the classroom seating excel sheet for your classroom

Step 4          Copy the UNIQUE_SEAT_# (column c) numbers into your class roster in that new column

Step 5          Paste the copied seat numbers using "Paste Special" and click "Values". (a normal copy and paste won't work)

Step 6          Delete any seats you want to intentionally leave empty, e.g. first row.

*Now you have a file with seat numbers and student names, but to randomize the seats, there are more steps required:*

Step 7          Create new column at the end called "Random"

Step 8          Use RAND function in Excel in the first cell of the new column, by typing =RAND() in order to generate a random number between 0 and 1. (NOTE: This number seems to regenerate each time you perform any action in Excel-- don't be concerned.)

Step 9          Copy the formula in each cell of the entire column.

Step 10         Select ONLY the two columns "Random" and "EXAMNAME_Seat"

Step 11         Go to "Data" in the Excel upper menu, select "Sort"

Step 12         In the pop-up window that appears, click on "Header Row" to indicate your list has one.

Step 13         Go to "Sort by" in the same pop-up window, and select "Random".

*Now you have a random seat in the classroom assigned to every student but you have one final step:*

Step 14         Now you can re-upload the file to Grade Center on TritonEd using "Work Offline" option. You might want to delete the "Random" column before or after uploading the file so students don't worry about it. TritonEd can be fussy with file types, but if you save it as a .csv file everything should work out.

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