**Instructions for Sociometric Seating Tool**

1. **Ask students the following: “name 5 students in this class that they would like to be seated next to.”** Be sure that they write their own name on the answer sheet. Assure them that results are confidential, and that you will use them to help you determine seating. It is suggested that this be presented together with additional survey questions to help prevent students discussing and sharing results. An example of such a survey is attached. Feel free to add, delete, or modify items.
2. Collect the survey and use the attached Excel chart to record their responses to the item about seating preferences.
3. **Instructions for Use of Excel Chart.**
   1. Fill in Column A with your students' names (the names will automatically appear in the top row due to an Excel formula).
   2. Using the first column on the left side of the chart and beginning with the first answer sheet to the survey, find the student's name whose preferences you're tracking. In the appropriate 3 cells, put an "X" to indicate the 5 students that student selected. For example, if Phoebe selected Ross, you would put an "X" in cell D5.
   3. If there is a reciprocal preference (meaning that two students selected one another), **CIRCLE the X**.
   4. Using the bottom row, tally the number of seating nominations each student received. Also, circle that number if the student also had a reciprocated nomination.
4. **Suggested use of results.** In considering these suggestions, think about each student being placed in close proximity (either at a table or otherwise next to at least 2 other students).
   1. The 1st priority for seating should be to try to seat each student with no nominations next to someone he/she selected AND whom you think might be a potential reciprocal friend.
   2. Next, where feasible, and appropriate, place reciprocated friends next to one another. Note: this might not be appropriate if the friends tend to misbehave when together (or, you might want to try it, while warning that they will be separated).

For example, you might seat the following 4 near one another:

Student A was not selected by anyone.

Student B was selected by Student A and Student B selected Student D.

Students C and D are reciprocated friends.

At the end of a given period, such as a marking period, Students C and D are separated; however, if students A and B tend to befriend one another you should consider keeping them together.

**Name:**

**Student Survey**

1. **What is you favorite subject in school?**
2. **What do you like to do most when you are NOT in school?**
3. **What is your favorite sport or hobby?**
4. **If given a choice, what students in this class would you like to be seated next to? List the names of 5 students:**
5. **What is your favorite show on television?**
6. **When is your birthday?**