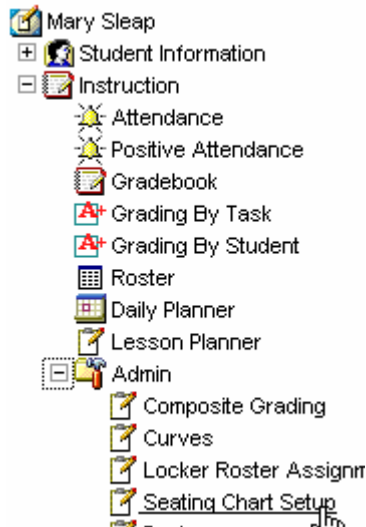
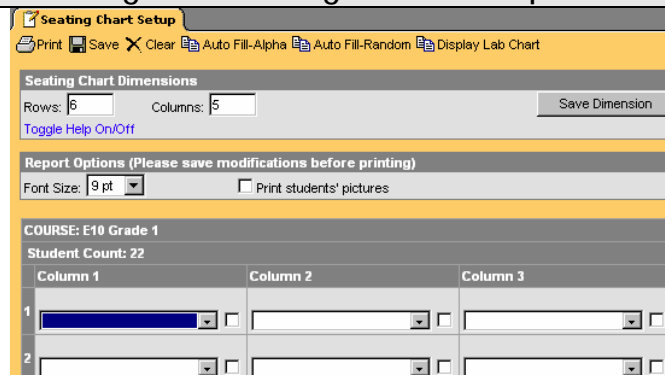


Accessing the Seating Chart



1. From the Index, click the plus (+) sign next to the Instruction folder.
2. Open the Admin folder and select the Seating Chart Setup option. A screen will display showing the periods that sections are taught and a seating grid for each section on separate tabs.

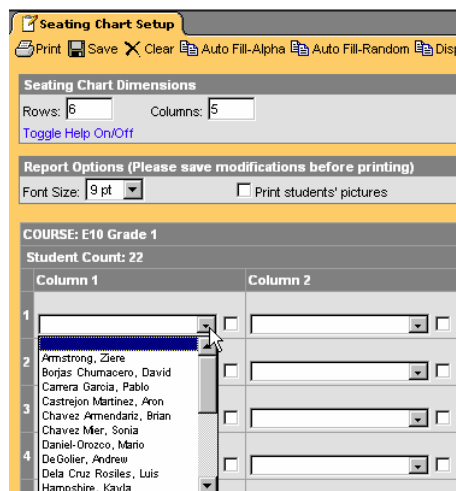
Viewing the Seating Chart Setup Tool



The seating chart setup tool provides several ways for teachers to assign students to seats and to build the seat design.

Once the seating chart is created and saved, teachers can take attendance using the seating chart.

Manually Filling in the Seating Chart



1. Select the correct period for which to set up the seating chart.
2. Select the correct dimension of the seating chart by entering the number of rows and columns. Click the Save Dimension button to save the new row and column setting.
3. If this seating chart is going to be printed, select the Font Size to use on the report from the dropdown list.
4. Mark the checkbox to Print Student Pictures on the report. If it is left unmarked, only student names will appear.
5. Select the student names from the drop-down list to assign each student to a seat.
6. Click the Save icon when done.

Using the Auto-Fill Alpha Option



Seating Chart Dimensions
 Rows: Columns:
[Toggle Help On/Off](#)

Report Options (Please save modifications before printing)
 Font Size: Print students' pictures

COURSE: E10 Grade 1
Student Count: 22

| | Column 1 | Column 2 | Column 3 |
|---|--|---|--|
| 1 | <input type="text" value="Armstrong, Ziere"/> | <input type="text" value="Borjas Chumacero, David"/> | <input type="text" value="Carrera Garcia, Pablo"/> |
| 2 | <input type="text" value="Chavez Mier, Sonia"/> | <input type="text" value="Daniel-Drozco, Mario"/> | <input type="text" value="DeGoller, Andrew"/> |
| 3 | <input type="text" value="Hill-Stewart, Dominique"/> | <input type="text" value="Hunsucker, Alyssa"/> | <input type="text" value="Major, Cameron"/> |
| 4 | <input type="text" value="Ramos Serrano, Keishlamarie"/> | <input type="text" value="Sanchez Plazola, Adriana"/> | <input type="text" value="Sarabia Figueroa, Homar"/> |

1. Select the correct period for which to set up the seating chart.
2. Select the correct dimension of the seating chart by entering the number of rows and columns. Click the **Save Dimension** button to save the new row and column setting.
3. If this seating chart is going to be printed, select the **Font Size** to use on the report from the dropdown list.
4. Mark the checkbox to **Print Student Pictures** on the report. If it is left unmarked, only student names will appear.
5. Select the **Auto Fill-Alpha** icon at the top of the period tab. The system will automatically fill in the students' names in alphabetical order from right to left.
6. Click the **Save** icon when done.

Using the Auto-Fill Random Option



Seating Chart Setup

Seating Chart Dimensions
 Rows: Columns:
[Toggle Help On/Off](#)

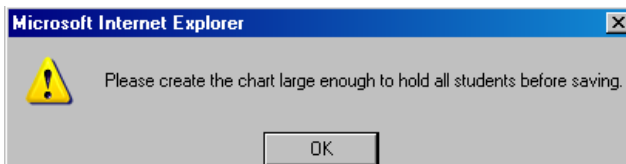
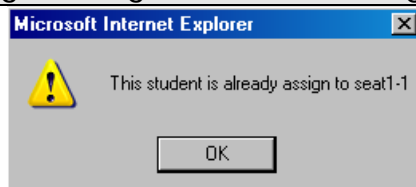
Report Options (Please save modifications before printing)
 Font Size: Print students' pictures

COURSE: E10 Grade 1
Student Count: 22

| | Column 1 | Column 2 | Column 3 |
|---|---|--|---|
| 1 | <input type="text" value="Carrera Garcia, Pablo"/> | <input type="text" value="Chavez Mier, Sonia"/> | <input type="text" value="Chavez Armendariz, Brian"/> |
| 2 | <input type="text" value="Maldonado Flores, Clarissa"/> | <input type="text" value="Nevarez, Jasmin"/> | <input type="text" value="Major, Cameron"/> |
| 3 | <input type="text" value="Wise, Aqiylah"/> | <input type="text" value="Sarabia Figueroa, Homar"/> | <input type="text" value="Hampshire, Kayla"/> |

1. Select the correct period for which to set up the seating chart.
2. Select the correct dimension of the seating chart by entering the number of rows and columns. Click the **Save Dimension** button to save the new row and column setting.
3. If this seating chart is going to be printed, select the **Font Size** to use on the report from the dropdown list.
4. Select the **Auto Fill-Random** icon at the top of the period tab. The system will randomly place students' names in seats.
5. Click the **Save** icon when done

Warning Messages in the Seating Chart



Users will receive a warning message if they try to assign a student to more than one seat.

If a dimension is not large enough to fit all active students on the roster, a warning message will appear as well. Users can see how many students are in the class above the student name grid.