



March 2020



Setting up the Seating

Step 1: Click the **Attendance** menu  **Seating Chart**

The Seating Charts customization page will appear.

Step 2: Enter a name for the seating chart. It is helpful to include the room number.

Step 3: Select the **Starting Point** (Grid, Freeform or Copy Previous Layout)

Step 4: Select direction for **Front of Class** - default is "up." Use the arrows to automatically orientate desks to the front of the classroom.

Step 5: Check the box to Link any Additional Periods, if desired.

If a teacher is in the same room all day, they can apply the seating chart to all of their periods.

Step 6: Click **Create**.

The layout will appear and designing can begin.



View and Edit Existing Charts

After students are placed in the seating chart there will be times when their seating information or seating assignment needs to be changed.

Step 1: On the **Layout** screen select the student to be edited. (Selected student displays in the list on the right side of screen)

Step 2: Change the flags for the student by selecting the appropriate button.

Step 3: Click **Locked** to keep the student in their current.

Step 4: To remove a student from their seat, select the student and Click **Unseat** or <backspace>. **Step 5:** **Save**.



Add New Charts and Delete Charts

Step 1: On the Layout screen Click **Charts** tab.

Step 2: To Add New Chart, Click **New Chart** to create a new seating chart.


Step 3: Click **Save**.

Step 4: To Delete Chart Click **delete** (red minus sign) next the applicable seating chart to delete.

Step 5: Click **Save**. (Refresh the screen to clear chart from current view)



Creating the Furniture Layout

Step 1: Click the **Attendance** menu and  **Seating Chart**.

Step 2: Click **Furniture** tab.

Step 3: **Choose** the drop-down to select the desk arrangement. (Grid, Horseshoe, Square Table, Round Table)

Step 4: Select and arrange furniture components as desired.

Step 5: Click **Save**.



Taking Attendance

Step 1: Click the **Attendance** menu and  **Seating Chart**.

Step 2: Click **Assign** and click **Attendance** tab. By default, all students can be marked as P - present.

Step 3: To assign a different code, select the attendance code from the list on the left.

Step 5: Click **Save**.