



Seating Chart Setup

Before the Seating Chart can be used, some setup is required.

1. Go to the **Attendance** menu and select **Seating Chart**

If there are no Seating Charts created or a new seating chart needs to be added, the following screen will appear.

The screenshot shows the 'Seating Charts' setup interface. At the top, there's a navigation bar with 'Students', 'Scheduling', 'Grades', 'Attendance', 'Discipline', 'School Information', 'My Information', 'Performance Reports', and 'Reports'. The 'Attendance' menu is selected. The page title is 'Seating Charts'. Below the navigation bar, there's a message: 'There are no seating charts linked to this course period. A new chart may be created from a grid layout, freeform layout, or by copying the layout from an existing chart. All starting point options allow the same customization options, including optional furniture items.'

The form contains the following fields and options:

- Chart Name:** A text input field containing '2nd Period - 6th Grade - Computers and Careers'.
- Starting Point:** Three radio button options: 'Grid' (selected), 'Freeform', and 'Copy Previous Layout'.
- Front of Class:** A control with four arrows (up, down, left, right) to orient the desks.
- Rows:** A text input field containing '7'.
- Columns:** A text input field containing '5'.
- Link Additional Periods:** A section with several checkboxes. The checkbox for 'Period 02 M/J PERS CAR SCH C/P' is checked.
- Create:** A large green button at the bottom right of the form.

2. **Chart Name** - enter a name for the seating chart. It is helpful to include the room number.
3. **Starting Point** – Set the initial desk layout.
 - **Grid** - chart starts with a grid of desks facing the front with the selected number of rows and columns.
 - **Freeform** - chart will start completely blank.
 - **Copy Previous Layout** - teachers can copy from their other classes in the current or previous school years. The chart will start with the furniture layout from the selected chart.
4. **Front of Class** - default is “up.” Use the arrows to automatically orientate desks to the front of the classroom.

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5. **Rows/Columns** - only appears if Grid is selected as the Starting Point. Enter the number of rows and columns for desks are in the classroom but desks can be added or deleted while editing after the initial creation of the chart.
6. **Existing Room Layout** - only appears if **Copy Previous Layout** is selected as the Starting Point. This is required for **Copy Previous Layout**. Select the existing room layout.
7. **Link Additional Periods** - check the periods where the seating chart needs to be applied. By default, the period for the selected section is checked. If a teacher is in the same room all day, they can apply the seating chart to all of their periods.
8. Click **Create**.
9. The layout will appear and designing can begin.

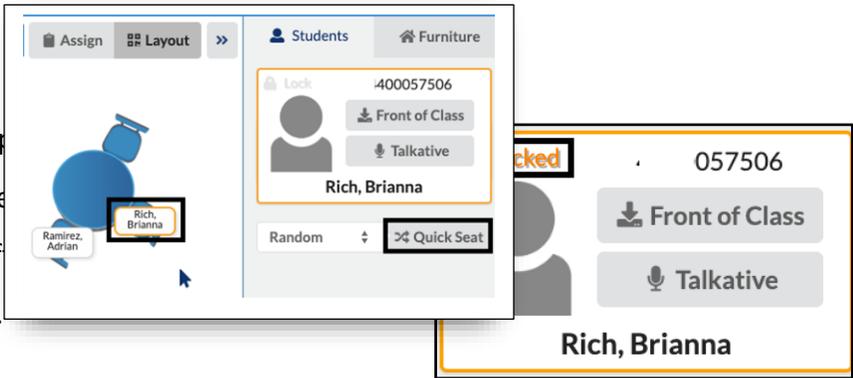
i **Info:** If the preference to **Combine sections in the same period for taking attendance** is enabled, the seating charts, which share the same school period, will include students from both course periods. Also, the seating charts available in the manage charts modal will be all the charts from all combined periods. Only the administrator has access to combining sections at the beginning of the year.

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.

1. On the **Layout** screen select the student to be edited.
2. The selected student displays in the list on the right side of screen.
3. Change the flags for the student by selecting the appropriate button. Once the flags have been updated, click **Quick Seat** to seat the student based on the updated flags.

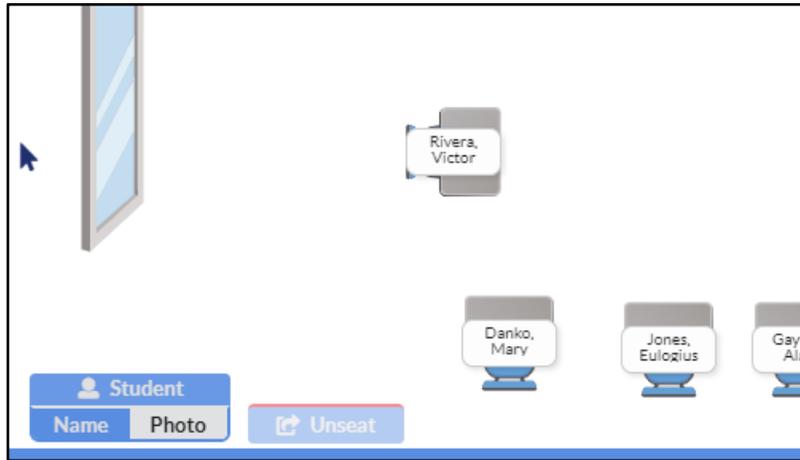
4. Click **Locked** to keep the student in the same seat regardless of the seating chart changes. The student's name is highlighted in orange when locked.



The screenshot shows the 'Layout' screen with a grid of desks. A student, Rich, Brianna, is highlighted in orange. A modal window is open on the right, showing the student's details: 'Rich, Brianna', ID '400057506', and flags for 'Front of Class' and 'Talkative'. The 'Quick Seat' button is highlighted in orange. A larger, detailed view of the student's profile is shown in the foreground, with the 'Locked' status and 'Quick Seat' button highlighted in orange.

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- To remove a student from their seat, select the student and click **Unseat** or <backspace>. The student is placed back in the student list.
- By default, both the student name and photo are displayed in the classroom. Using the tools in the lower left corner, the photo and/or student name can be removed. Deselecting **Photo** creates more space on the page.



- Clicking on a student name or photo will display a student menu for easy access to student information and the ability to **Lock to Seat**.
- Click **Save**.



Warning: When working on the **Layout** screen, it is recommended to **Save** periodically.

Add New Charts and Delete Charts

- Go to **Attendance** and select **Seating Charts**.
- Click **Charts** tab.

Teacher Seating Chart

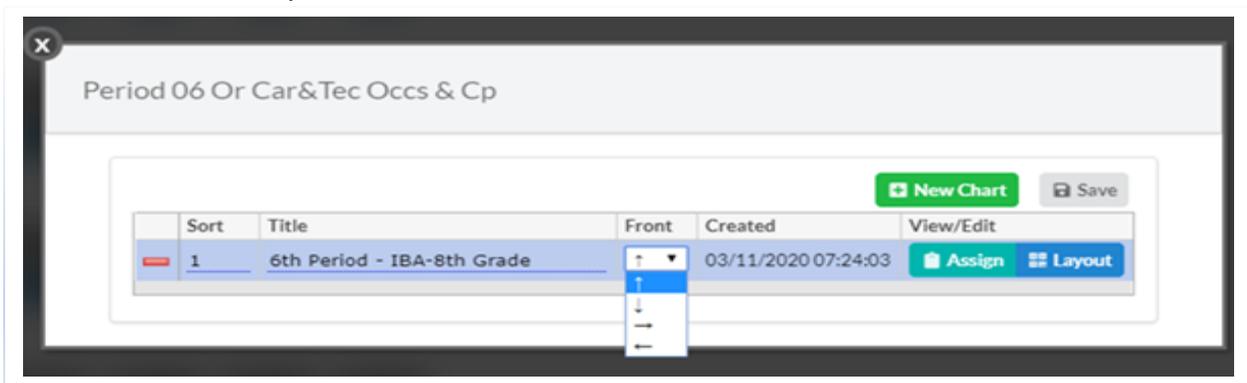
3. The Charts pop-up displays all existing seating charts linked to the section selected from the section drop-down located in the header.

Add New Chart

1. Click **New Chart** create a new seating chart.
2. A New Chart pop-up modal opens where information can be entered.
3. Click **Save**.

Delete Chart

1. Click **delete** (red minus sign) next the applicable seating chart to delete.
2. Click **Save**. (Refresh the screen to clear chart from current view) Changes to the name and direction may be made from this screen.

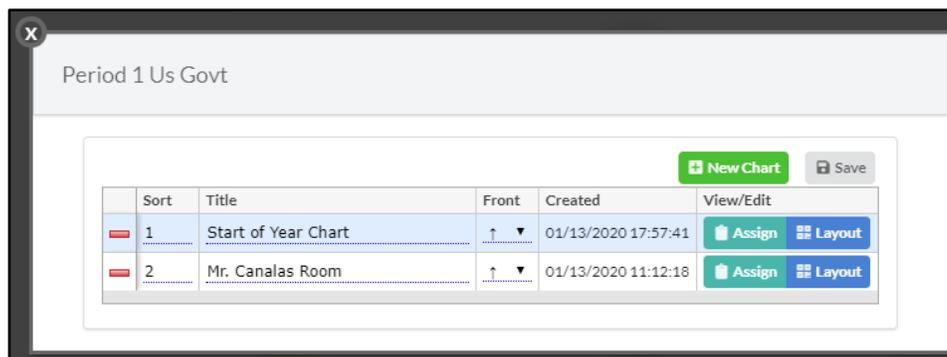


Navigation and Tools

The **Layout** page is opened by default. If **Grid** is selected in the setup, a grid of desks is added based on the number of Rows and Columns set. The chart name displays at the top of screen.

Chart tab

The **Chart** tab manages the seating charts for the selected period.



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The following options are available:

- **Sort** - adjust the Sort Order of the seating charts. The chart with the lowest number is used as the default chart. By default, all charts are given a sort order of 1.
- **Title** - title of the chart can be edited if necessary.
- **Front** - change the front of the classroom. Options are up, down, right, and left.
- **Created** - date and timestamp of when the seating chart was created.
- **View/Edit** - options for view/edit
 - **Assign** - select **Assign** to enter either attendance or positive behavior using the associated seating chart.
 - **Layout** - select **Layout** to edit a specific seating chart.
- **Green New Chart** - select **New Chart** to create a seating chart.

Assign tab

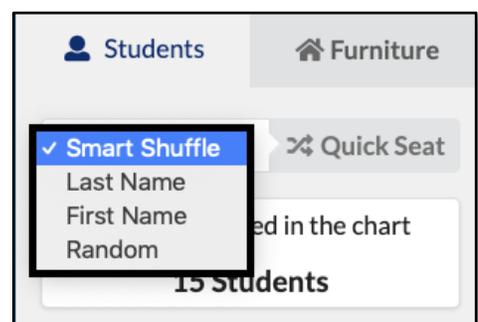
The **Assign** tab allows assigning attendance codes and positive behaviors (optional).

- Attendance sub-tab - Allows teachers to take attendance.
- Badges sub-tab - Allows teachers to assign Positive Behavior Badges.

Layout tab

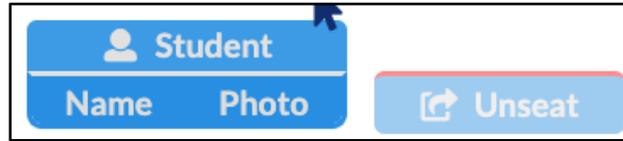
The **Layout** tab allows editing of the active seating chart where furniture can be added/removed, student flags can be changed and students can be reset.

- **Students** sub-tab - displays a list of students in class and allows the placement of students.
 - **Smart Shuffle** - shuffles the students around the classroom with the exception of students flagged with “Front of the Class” and “Talkative”. Use the drop-down to select how to shuffle the students: Last Name, First Name or Random.



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- **Quick Seat** - students from the class are automatically reseated except for students who are “locked” to their chairs.
- **Student Display Options** - bottom left corner



- **Name** - shows student name
 - **Photo** - shows student photograph if district has imported photos
 - **Unseat** - removes student from seating arrangement
- **Furniture** sub-tab - displays the options for furniture placement.
 - **Grid** - use the drop-down to select type of seating arrangement: Horseshoe, Square Table or Round Table.
 - **Visibility** - click to view the grid lines.
 - **Snapping** - click to enable snapping furniture into place on invisible grid lines.
 - **Delete** - remove the selected furniture from the seating chart.
 - **Clone** - copy the selected furniture.
 - **Generate** - click this tab to generate seating arrangement selected in previous tab.
 - **Furniture Display Options** - bottom left corner



- Click **Visibility** to see grid lines.
- Click **Snapping** to snap single pieces of furniture to the grid even if the grid is not visually displayed. Deselecting the Snapping tool allows the placing of items that are not lined up with grid lines.

❑ Other Options



1. **Print** - print a copy of the seating chart or download the seating chart to your computer as a PDF. If in the **Layout** area with the **Furniture** tab selected, the printout will not include student information, only the furniture.
2. **Show/Hide** - click the double arrows to minimize the side panel. Click again to restore the panel.
3. **Zoom** - click and move the scroll bar to zoom in and out by scrolling left or right.

Creating the Furniture Layout

Before seating students there are numerous options for setting up the classroom layout. Teachers have the ability to arrange desks in a multitude of configurations and to place tables, chairs, windows and doors in the classroom.

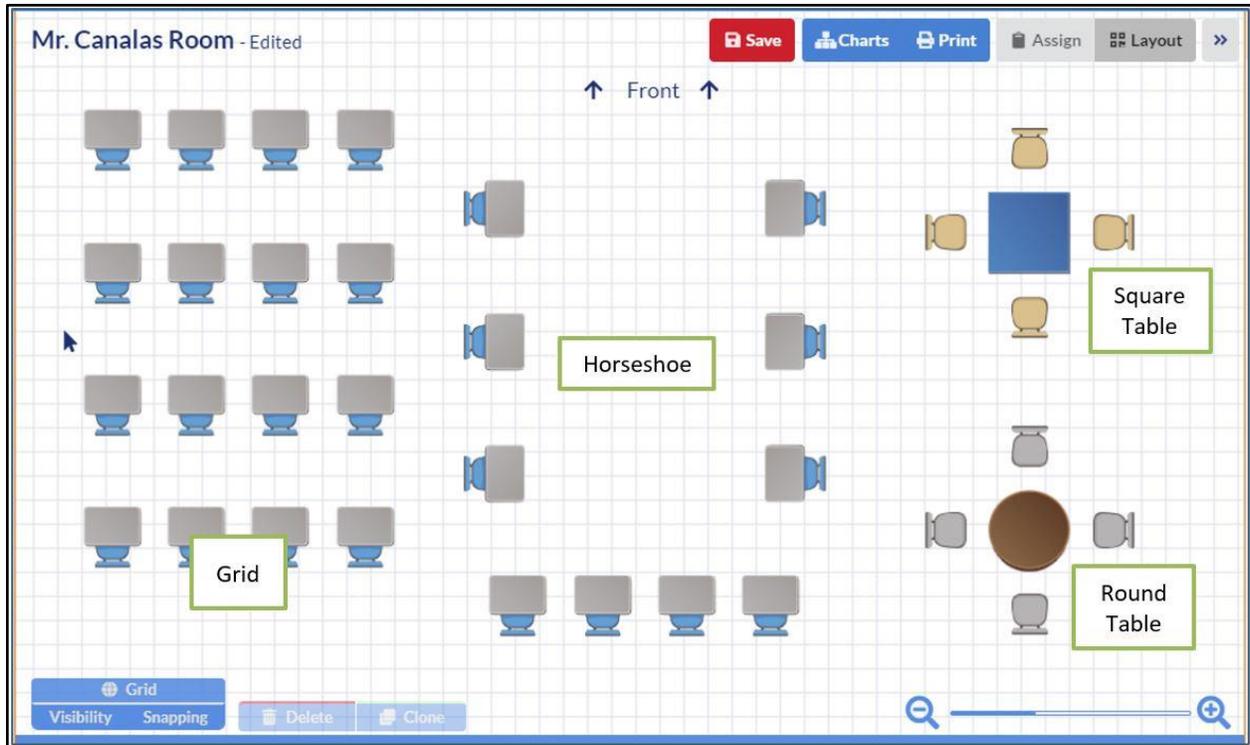
❑ Basic Layout

1. Go to the **Attendance** menu and select **Seating Chart**.

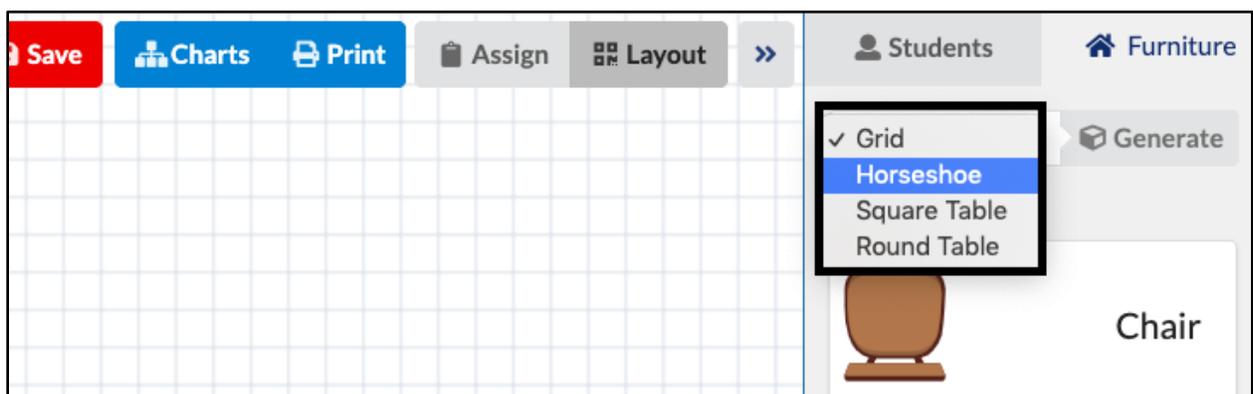
The screen will display the **Layout** view of the seating chart.

2. Click **Furniture** tab.
3. Click **Grid** drop-down to select the desk arrangement.
 - **Grid** - places a grid of 16 desks on the screen.
 - **Horseshoe** - places a horseshoe configuration of 10 desks.
 - **Square Table** - places a square table with four chairs.
 - **Round Table** - places a round table with four chairs.

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4. Click **Generate**.
5. A yellow dotted line will surround the group of desks/table.
 - Drag the yellow square to move the desks to the correct place.
 - Click and drag the mini yellow squares on any side to enlarge/decrease the grid size.
 - Click the arrows in the middle to rotate the desks to face the correct direction.

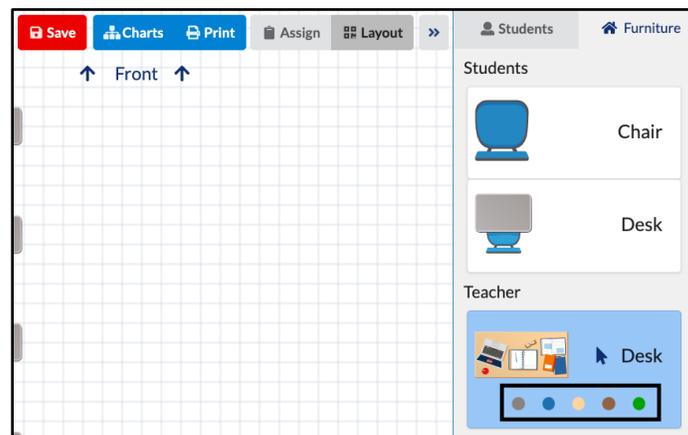


6. Click **Save**.

Teacher Seating Chart

❑ Add More Furniture

1. Go to the **Attendance** menu and select **Seating Chart**.
2. Click **Furniture** tab.
3. Select the appropriate piece of furniture.
 - **Students** - add a **Chair** or **Desk** where students will be seated.
 - **Teacher** - add a teacher's **Desk**.
 - **Tables** - add tables of varying shapes (**Rectangle, Round, Trapezoid** or **Kidney**).
 - **Décor** - add classroom items such as **Blackboards, Door, Windows, AV Cart, Flag, Computer** and **Lab Table**.
4. Select a color for the item. This is NOT available for every item.
5. Click in the seating chart where the piece of furniture will go.



❑ Move Furniture

1. Go to the **Attendance** menu and select **Seating Chart**.
2. Click **Furniture** tab.

Move single item

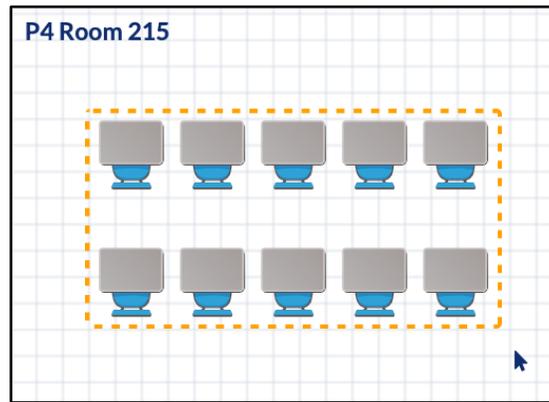
3. Click the item and drag it to the appropriate location.
4. Click **Save**.

Move group of items

3. Click and/or **select and highlight** the area where all applicable furniture is located.
4. Once all items are selected, click and drag to move the items.

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5. Click **Save**.



Info:

- If you try to move an item within the space of another item, the furniture will turn red indicating that the object cannot be placed.
- If you try to place the item on top of another object, the furniture will automatically move back to the original location.

❑ Delete Furniture

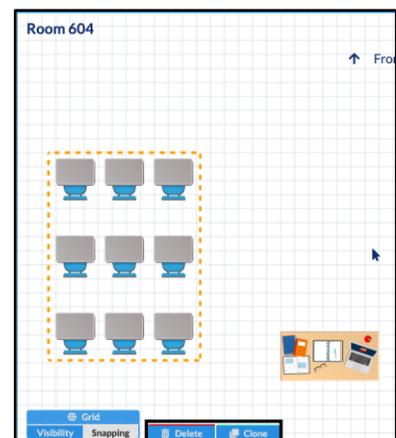
1. Go to the **Attendance** menu and select **Seating Chart**.
2. Click **Furniture** tab.

Delete single piece of furniture

3. Click on the item until it highlights with a yellow line.
4. Click **Delete** at bottom of screen.
5. Click **Save**.

Delete group of furniture

3. Click and drag a yellow area around the items to delete.
4. Click **Delete** at bottom of screen. Backspace key also delete.
5. Click **Save**.

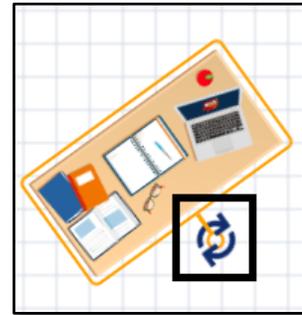


❑ Clone/Copy Furniture

1. Go to the **Attendance** menu and select **Seating Chart**.
2. Click **Furniture** tab.
3. Click and drag a yellow area around the items to be cloned.
4. Click **Clone** at the bottom of screen.
5. The items will be copied and can be moved by clicking in the area until a four-sided arrow displays.
6. Drag items to new location.
7. Click **Save**.

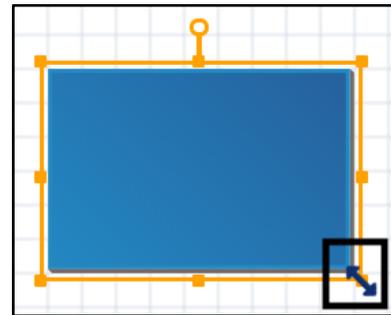
❑ Rotate Furniture

1. Go to the **Attendance** menu and select **Seating Chart**.
2. Click **Furniture** tab.
3. Click on the item and click on the yellow handle.
4. Click **Save**.



❑ Change Size of Furniture

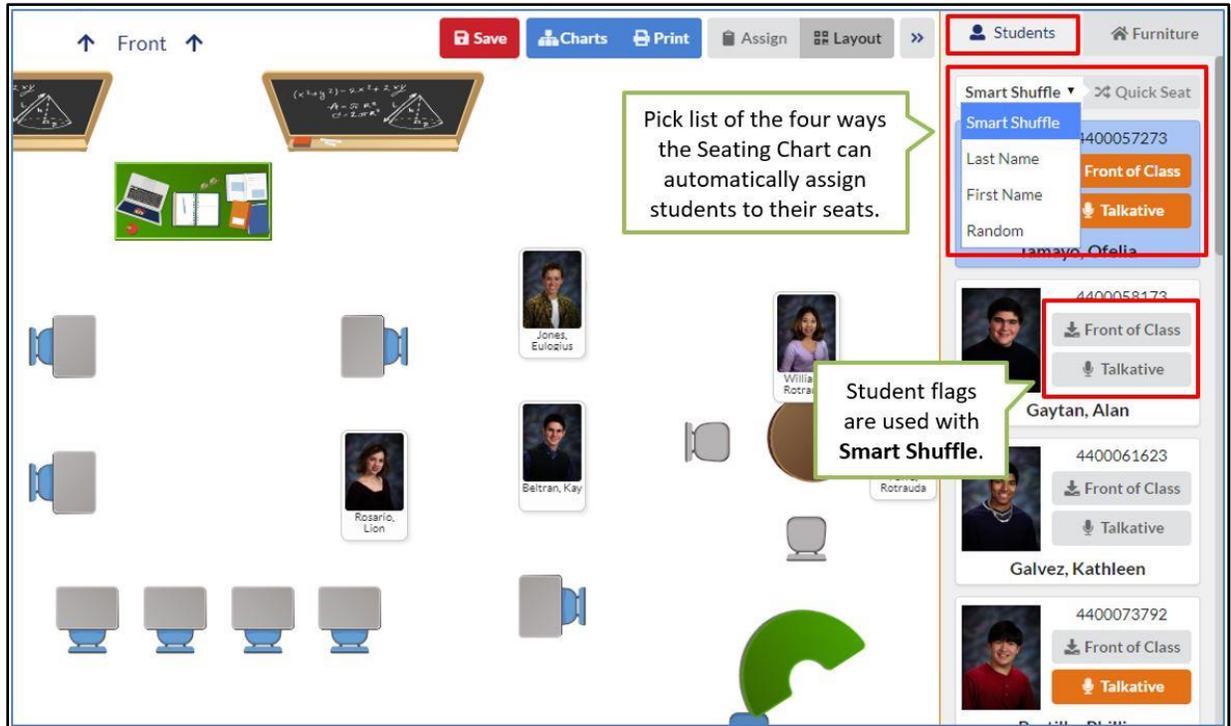
1. Go to the **Attendance** menu and select **Seating Chart**.
2. Click **Furniture** tab.
3. Click the item.
4. Use the points around the object to enlarge/shrink the size.
6. Click **Save**.



Seating Students

From the new or existing seating chart students can be placed. There are five ways of seating students: *Smart Shuffle*, *Last Name*, *First Name*, *Random* and *Manually*.

Teacher Seating Chart



❑ Smart Shuffle Seating

1. Go to the **Attendance** menu and select **Seating Chart**.
2. Click **Layout** tab.
3. Click **Students** tab.
4. Click the **Quick Seat** drop-down.
5. Click **Smart Shuffle**, which takes into account the two optional student flags: **Front of Class** and **Talkative**. These flags can be placed prior to the initial seating or at any time during the school year.
 - **Front of Class** - Students with this flag will be placed in the front of the classroom.
 - **Talkative** - Students with this flag will not be placed next to other students with this same flag.

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- If a teacher has a student for more than one period, the system remembers if the teacher has set either of the flags for the student in another class.

4. Click **Quick Seat**.

5. Click **Save**.

Last Name Seating

1. Go to the **Attendance** menu and select **Seating Chart**.

2. Click **Layout** tab.

3. Click **Students** tab.

4. Click the **Quick Seat** drop-down.

5. Click **Last Name**, which places the students by last name in ascending order. Adam is in the front and Zimmerman is in the back of the room. This option does not take into account the student flags.

6. Click **Quick Seat**.

7. Click **Save**.

First Name Seating

1. Go to the **Attendance** menu and select **Seating Chart**.

2. Click **Layout** tab.

3. Click **Students** tab.

4. Click the **Quick Seat** drop-down.

5. Click **First Name**, which places the students by first name in ascending order. Archie is in the front and Wendy is in the back of the room. This option does not take into account the student flags.

6. Click **Quick Seat**.

7. Click **Save**.

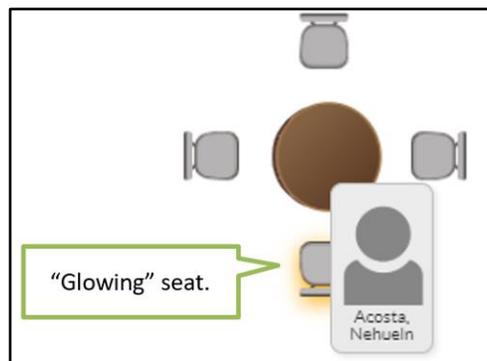
Teacher Seating Chart

❑ Random Seating

1. Go to the **Attendance** menu and select **Seating Chart**.
2. Click **Layout** tab.
3. Click **Students** tab.
4. Click the **Quick Seat** drop-down.
5. Click **Random**, which places the students randomly. This option does not take into account the student flags.
6. Click **Quick Seat**.
7. Click **Save**.

❑ Manual Seating

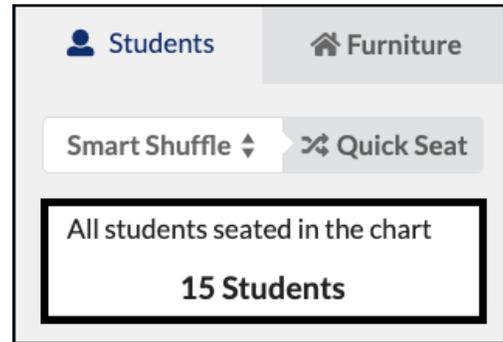
1. Go to the **Attendance** menu and select **Seating Chart**.
2. Click **Layout** tab.
3. Click **Students** tab.
4. Click the student to seat from the student list on the right.
5. Move the cursor to the desk or seat and left click.
6. The selected chair or desk “glows” prior to placement. This helps to place the student in the correct seat.



- Placing a student on a seat already occupied by a student will bump the seated student back into the student list.

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- Create a new seat in the classroom grid by placing a student in an empty space. This adds a student chair and seats the student all in one step.
 - This option does not take into account the student flags.
7. Once all students are seated, the Students tab displays the message: *All students seated in the chart.*



Tip: To quickly swap two students' seats, drag and place one student on another student.

Take Attendance

Attendance can easily be taken from the Seating Chart view and by default all students are marked as **present**.

1. Go to **Attendance** menu and select **Seating Chart**.
2. From the Seating Chart select **Assign** and click **Attendance** tab.
3. By default, all students can be marked as P - present. Districts have the ability to set attendance codes and default codes.
4. To assign a different code, select the attendance code from the list on the left.
5. Move the cursor to the student to assign the code and click. Repeat the process until all students needing that code have been assigned.
6. Select the next code to assign.
7. The student will "glow" with the color of the attendance code as the cursor hovers over the student. Attendance codes may include: (*districts can set their own codes*)
 - a. Present codes (**green**) - P Present and PT Excused Tardy
 - b. Tardy codes (**yellow**) - T Unexcused Tardy
 - c. Absent codes (**red**) - U Unexcused Absence

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- Click **Code** to hide the students' attendance codes from displaying in the seating chart. The Code will be hidden when clicked but the code color will remain.
- Click **Save**.



Tip: Easily switch to taking attendance in the **List View** by clicking on the **List Tab**.

Awarding Positive Behavior

The seating chart area can be used by teachers to assign positive behavior badges to their students if the school has chosen to enable the **Positive Behavior** feature. Schools can determine the positive behaviors they want to recognize.



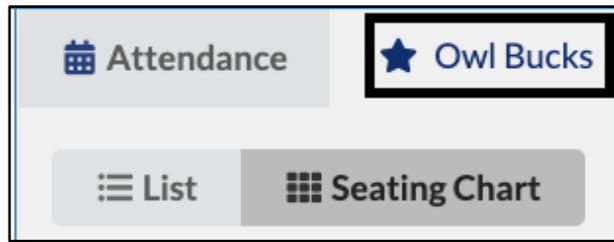
Info: Positive Behaviors can be awarded from the Seating Charts screen if first setup via **Discipline > Positive Behaviors** by administration. Teachers can then create badges via **Discipline > Create Badge Awards**, as long as they are associated with an administrator-created badge type.

- Go to **Attendance** and select **Seating Chart**.

The screenshot displays the 'Start of Year Chart - Edited' interface. At the top, there are buttons for 'Save', 'Charts', 'Print', 'Assign', and 'Layout'. The main area shows a grid of student icons, each with a star icon indicating a badge. A callout box labeled 'Selected badge' points to a badge icon, and another callout box labeled '"Glowing" student.' points to a student icon. The right sidebar shows the 'Attendance' and 'Badges' tabs, with 'Seating Chart' selected. Below the tabs, there is a 'Comment Before Save' checkbox, a '+ All' button, and a list of badges: 'Great Idea!', 'Helped a fellow student', and 'On time all week'. At the bottom, there is a 'Student' table with columns for 'Name', 'Photo', 'Earned', and 'Remove'.

Teacher Seating Chart

2. Click the **Assign** tab and then the **Badge** tab (**Owl Bucks**). The default title for Positive Behaviors is Badges, but can be renamed by the district/school.



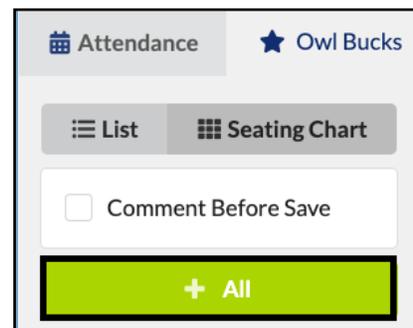
3. Select the badge to assign from the list on the right.
4. Click on a student to assign that badge.

 **Tip:** Clicking on a student multiple times will assign the badge as many times as the student is clicked but only **one** badge is displayed.

5. The student will “glow” and the behavior icon will display on the student indicating they are selected to receive the badge when clicked. Click **Save**.
6. Once saved, the number of behaviors awarded displays next to the star icon.

Add a Badge to the Whole Class

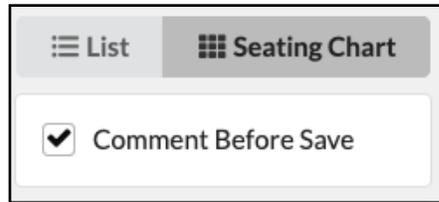
1. Select the badge in the right panel.
2. Click **+All**. The button is green when a badge is selected.
3. The badge is added to each student.
4. Click **Save**.



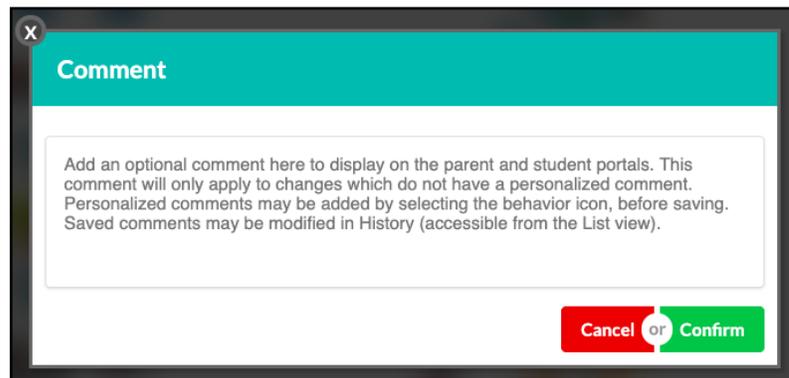
❑ Adding Comments

Comments can be added individually or en masse and are viewable to parents and students in their portals. When checked, the teacher is prompted to add a comment to each student for the badge they are receiving.

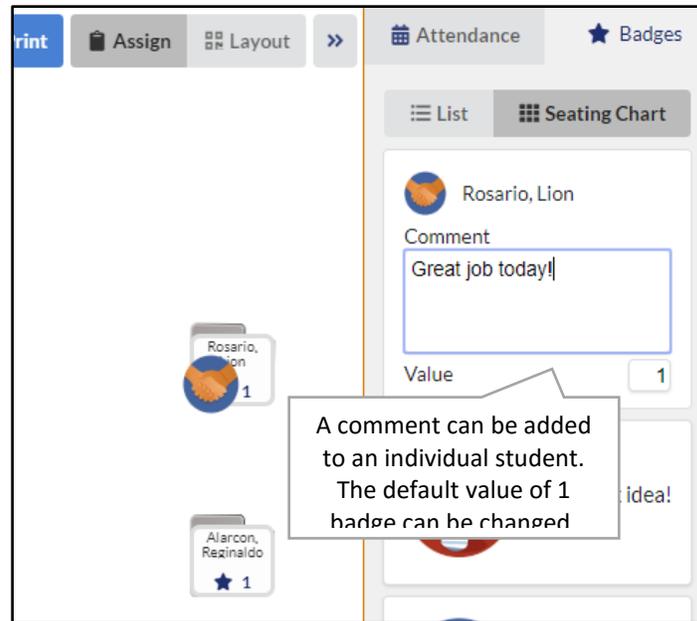
1. Select the **Comment Before Save** checkbox to ensure comments are made regarding the behaviors awarded to students when clicking **Save**.



2. Enter a general comment in the popup text box and click **Confirm**. The comments and positive behavior badges will be posted to the Parent and Student Portal.



3. To add a **personalized comment**, select the badge on a student and the badge information displays in the side panel.
4. Enter the **Comment** in the text box provided.
5. Click the behavior icon to edit the awarded number of behaviors. Click and enter the new **Value** in the provided text box.



❑ Remove Badges

1. Before clicking Save, awards can be removed by clicking the icon and then click **Remove**.
2. Click **Save**.



Alert: Be sure no badges are selected in the panel when trying to **Remove** a badge from a student because a new badge will be added every time you click.

3. To remove badges *after* they have been saved and view a more comprehensive list of a student's total badges, click **List**.
4. The totals for each student are the points awarded for that school year by that specific teacher regardless of the course.
5. Click **List** to view a complete list of student badges.