

Creating a Seating Chart



Use the seating chart feature to configure a chart that matches your classroom. Prepopulate the chart so that you can use the seating chart immediately. Then, use the chart to assign attendance by selecting a code from the menu and clicking any student photo.

1. On the Start Page, click the grid and chair icon
2. Click **OK**

The first time you access your seating chart, a prompt to prepopulate the layout appears. Click OK to prepopulate the page with a default seating chart or click Cancel to begin with a blank layout.

3. Click the Seating Chart Design tab
4. Use the numerous design features to make a seating chart that matches your classroom
 - a. Drag and drop student photos to different locations
 - b. Add rows of chairs
 - c. Add individual chairs
 - d. Add chairs in a table format
 - e. Add objects, such as a door or whiteboard
 - f. Add text to identify a classroom object
5. In the upper corner of each photo, click **x** to remove a student from the seating chart

The student appears in the Add Students section.

6. Click **Undo** if you made a change accidentally
7. Click **Save** when your chart is complete

