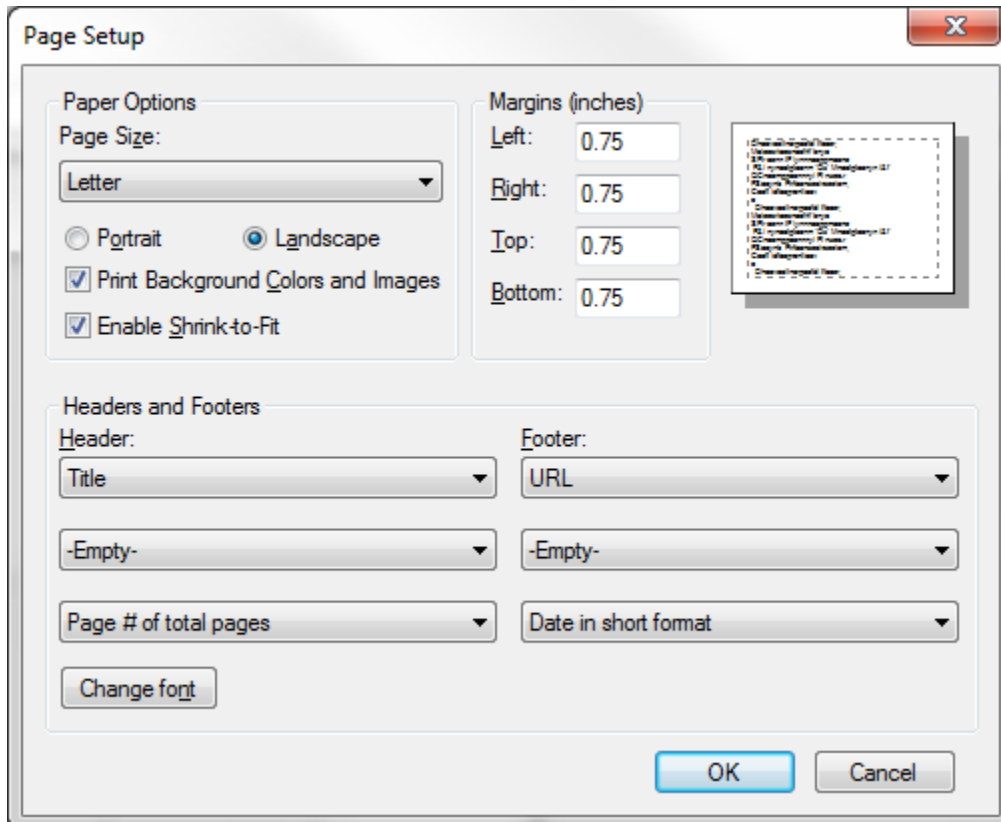


To set up the seating chart select Class Management>Seating Chart.

Then, click the Seating button. Next, click the Manage Room icon in the upper right hand corner.

Student pictures should show up by clicking on Students. Click and drag the pictures individually or click Add All. Click the Save button.

When printing the seating chart in order for the student pictures to display check Print Background Colors and Images in Page Setup.



Creating Seating Charts

Use these procedures to create and manage seating charts using the [Seating Chart / Attendance by Photo](#) page. You can configure the number of rows and columns if you arrange your class as a grid, or you can chose to place seats in any order you would like.

To create a row/grid seating chart:

1. From **Class Management**, select **Seating Chart** to display the [Seating Chart / Attendance by Photo Page](#) page.
2. If you need to update the class or attendance date, click **Change** to display the [Class List](#) pop-up, and make your selections.

If the page switches to Attendance By Photo, mode, click to return to Seating Chart mode.

3. Click to display the Manage Seating Chart pop-up.

4. Expand the Options section.

5. Select **Grid** from the Placement field.

6. Enter the number of rows for your class.

7. Enter the number of columns for your class.

8. Click **Recreate** to create the class seating arrangement based on the number of rows/columns you entered.

9. Add students to the seating chart:

- Expand the Students section to display the students.

- Click **Add All** to move students from the Students section to the seating chart.

Note: If the seating chart grid is not large enough to accommodate all students in the class, you will need to create a larger grid (steps 6-8) and click **Add All** again to move the remaining students from the Students section to the seating chart.

10. If you want to re-arrange students on the grid, drag/drop students to a new grid locations.

- If you move a student to an occupied grid location, the student previously in that grid location moves to the Students section of the manage Seating Chart pop-up.

11. Click **Randomize** if you want the application to create a random seating arrangement.

12. To remove a student from the seating chart, simply drag and drop the student onto the Manage Seating Chart pop-up.

- Students in the Students section of the Manage Seating Chart pop-up remain in the class, but they are not part of the seating arrangement.

- You can display/hide students in the Students section of the Manage Seating chart by toggling the triangle next to the Students label.

13. Click .

14. Click to close the Manage Seating Chart pop-up.

To create a free-form seating chart:

1. From **Class Management**, select **Seating Chart** to display the [Seating Chart / Attendance by Photo Page](#) page.

2. If you need to update the class click **Change** to display the [Class List](#) pop-up, and select a different class.

If the page switches to Attendance By Photo, mode, click to return to Seating Chart mode.

3. Click to display the Manage Seating Chart pop-up.

4. Expand the Options section.
5. Select **Free** from the Placement field.
6. You can drag the right and lower boundaries of the seating chart to make it larger or smaller.
7. Add students to the seating chart:
 - Expand the Students section to display the students.
 - Click **Add All** to move students from the Students section to the seating chart.
8. Drag and drop students to arrange the seating chart.
 - Student images cannot overlap in the seating chart.
 - You may need to repeat step 6 to enlarge the seating chart area.
9. To remove a student from the seating chart, simply drag and drop the student onto the Manage Seating Chart pop-up.
 - Students in the Students section of the Manage Seating Chart pop-up remain in the class, but they are not part of the seating arrangement.
 - You can display/hide students currently in the Students section of the Manage Seating chart by toggling the triangle next to the Students label.
10. Click .
11. Click to close the Manage Seating Chart pop-up.