PowerSchool SIS: Teacher Portal - Seating Charts

Use PowerSchool SIS Teacher Portal seating charts to help manage your classroom, take attendance, and select students randomly to promote class participation. Create as many seating charts as you need and modify them at any time.

Work with the teacher portal seating charts in two modes: Seating Chart Design and Seating Chart.

Mode	Description
Seating Chart Design	Use Seating Chart Design mode to create and modify seating chart layouts
Seating Chart	Use Seating Chart mode to take attendance and select students on screen randomly during classroom discussions to promote participation

Creating Seating Chart Layouts

Before you can start using seating charts in the teacher portal, you must create at least one seating chart. Pre-populate a blank layout to create a seating chart quickly or create a custom layout that matches your classroom layout. Save time when creating chart layouts by saving an existing layout as a template, and then creating the new layouts from the template.

Pre-populating a Blank Layout

To create a seating chart layout quickly, use the pre-populate feature.

1. To create a seating chart, on the teacher portal Start Page, select the **Seating Chart** icon in the row for the class

   The first time you work with seating charts in a class, you are notified that the default layout for the class is blank.

2. To pre-populate the seating chart with the students in the selected class, select **OK** in the "Your default layout is blank" window

   When you pre-populate the default seating chart layout for the first time, students and their seats are added to the chart in alphabetical order.
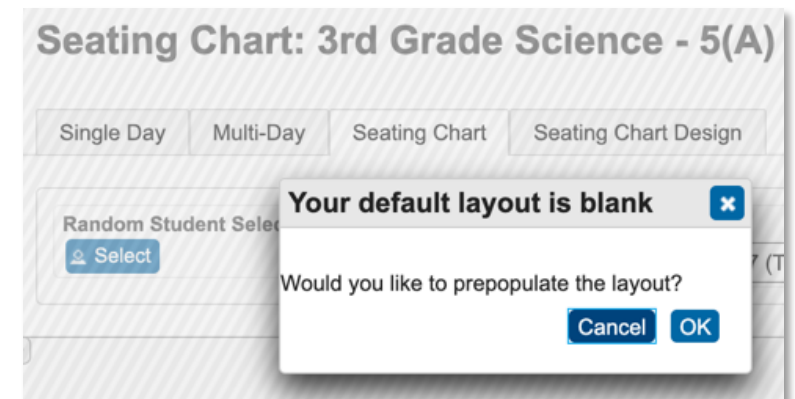
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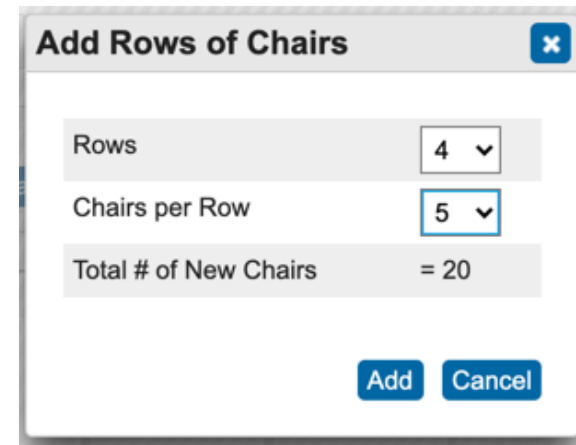
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Creating a Custom Layout

Create a custom seating chart for a selected class by customizing the default layout. Or, to use the same layout of seats, tables, and/or chairs in multiple charts, create a template. Then use the template to create additional seating charts in the same class or in different classes.

1. To customize the default layout for a selected class, first select the **Seating Chart Design** tab

2. Edit the name of the seating chart layout by selecting **Edit**

3. In the Edit Layout window, delete the current layout name, "New Layout," and replace it with a new name, such as *Class Template*

4. Add a description, such as *Use as template for other charts*

5. To save the new name and description, select **OK**

6. To set up the layout to match your current classroom arrangement, clear all of the students and their seats from the chart by highlighting all of the students and selecting **Remove**

   To highlight all of the students, place your cursor in the upper left corner of the chart, just outside of the first student's picture. Then select and move the orange outline to the lower right corner, encompassing all of the students on the chart.

7. Create the new layout by selecting **Rows** to add rows of seats

8. In the Add Row of Chairs window, open the Rows menu and select the number of rows, such as **4**

9. Open the Chairs per Row menu and select the number of chairs in each row, such as **5**

10. Select **Add** to add the rows of chairs to the layout

11. Arrange the desks on the chart to match the layout of your classroom by highlighting and moving individual or blocks of chairs into place

12. To save the completed layout template, select **Save**

Saving an Existing Layout as a New Template

To add a new layout in the same class you used to create your template, save an existing layout as a new one.

1. On the teacher portal Start Page, select the **Seating Chart** icon in the same row as the class in which you created your template

2. Select the **Seating Chart Design** tab

3. Select the template from the layout selection menu

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4. Select **Edit**

5. In the Edit Layout window, delete the existing template's name and replace it with a new name, such as ***Attendance***

6. Add a new description, such as ***Use to take roll***

7. Select **Save As New**

8. To create the new layout using the previous options and current objects, select **Continue**

   The new layout is saved, and now appears in the layout selection menu.

Creating a Layout from a Template

To add a new layout to a different class, select a pre-existing layout from another class to use as your template.

1. On the teacher portal Start Page, select the **Seating Chart** icon next to a different class in which you want to create a new seating chart layout

2. To avoid pre-populating the default layout for the selected class, select **Cancel** when prompted

3. Select the **Seating Chart Design** tab to begin adding a new layout

4. Open the layout selection menu, which displays New Layout by default, and select **[New Layout]**

5. In the Create a New Layout window, delete the current name and replace it with a new name, such as ***Reading Groups***

6. Add a new description, such as ***Use to track reading groups***

7. To create the new layout from the template you created, choose **Start from a pre-existing layout**

8. Select **Next**

9. In the Select a Layout Template window, choose the template layout you created in your other class

10. To place students in different seats in the new chart, clear the "If a student appears on both layouts, keep the same seat" checkbox

11. To save the new layout, select **Finish**

Populating Seating Charts

Add students to a chart one student at a time or use the Populate feature to add them all at once. The additional objects you can add to a seating chart include a teacher's desk, a whiteboard, a door, and a text label.

Adding Students and Objects to a Chart

To add students to a chart one at a time:

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1. On the teacher portal Start Page, select the **Seating Chart** icon in the same row as the class in which you want to populate the seating chart
2. Select the **Seating Chart Design** tab
3. From the layout selection menu, choose the seating chart you want to populate
4. Select each student's picture from the Add Students area and move them, one by one, to the seats in the chart
5. Select **Save** to save the seating chart

To add all students to a chart at once:

1. On the teacher portal Start Page, select the **Seating Chart** icon in the same row as the class in which you want to populate the seating chart
2. Select the **Seating Chart Design** tab
3. From the layout selection menu, choose the seating chart you want to populate
4. Under Add Students, select **Populate**
5. In the "Add Students to Seats" window, define whether to sort the students alphabetically, in an alternating male/female pattern, or randomly
6. Use the Start menu to define the starting point for where students will be added to the chart

   For example, to start populating students from the top left corner, use the default setting **Top Left**.
7. To add the students to the chart, select **Add**
8. Select **Save** to save the seating chart

To add objects to a seating chart:

1. On the teacher portal Start Page, select the **Seating Chart** icon in the row for the class
2. Select the **Seating Chart Design** tab
3. From the layout selection menu, choose the seating chart to which you want to add objects
4. Under Objects, select the **Add Teach Desk** icon to add a teacher's desk to the chart
5. Select the **Add White Board** icon under Objects to add a whiteboard to the chart
6. To add the classroom door, select the **Add Door** icon
7. Select the **Add Text** icon to add text or a sign to the chart
8. In the text box, enter the text, such as *Exit*
9. To save the text label, select the check mark icon
10. Select and move the objects into place on the chart
11. Select **Save** to save the seating chart

Modifying Seating Charts

Use the switch students feature to swap two students' seats on a seating chart. Remove students and objects from seating charts to modify them at any time.

Switching Students

To swap two students' seats on a seating chart:

1. Begin in Seating Chart Design mode with the chart you want to modify selected
2. Select the first student's picture on the chart to highlight it

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3. Select the second student's picture on the chart to highlight it

   When you select two student pictures on a seating chart, the double-arrow icon appears at the top of each picture.

4. To swap the students' seats, select the **double-arrow** icon on one of their pictures

5. To save the modifications, select **Save**

Removing Students

To remove an individual student from a seating chart:

1. Begin in Seating Chart Design mode with the chart you want to modify selected

2. Select the **X** icon in the top left corner of the student's picture

To remove all students from a seating chart at once:

1. Begin in Seating Chart Design mode with the chart you want to modify selected

2. At the bottom of the Add Students pane, select **Clear All**

Removing Objects

To remove an object from a seating chart:

1. Begin in Seating Chart Design mode with the chart you want to modify selected

2. Select the object you want to remove to highlight it

   Highlight multiple objects to remove more than one from the chart.

3. Select **Remove**

4. To save the modifications, select **Save**

Using Seating Charts

In Seating Chart mode, use the seating charts in any of your classes to take attendance. When you record attendance using a seating chart, it's the same as if you had selected the Chair icon on the Start Page to enter single day attendance. Use the random student selector on any seating chart to help promote classroom participation.

Using a Seating Chart to Take Attendance

To enter attendance using a seating chart:

1. On the teacher portal Start Page, select the **Seating Chart** icon in the row of the class for which you want to take attendance

2. On the Seating Chart tab, select the chart you use to take attendance from the layout selection menu, such as a chart titled "Attendance"

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To record a student's absence, open the menu in the top right corner of their picture on the seating chart and select the attendance code **A**

To record a student's tardy, open the menu in the top right corner of their picture on the seating chart and select the attendance code **T**

3. To record a comment about why a student is absent or tardy, select the **Comment** icon in the top left of their picture

4. In the Edit Comments window, enter a reason, such as ***Absent due to illness*** and select **OK**

   The Comment icon in the student's picture will turn blue, indicating that you included a comment about their attendance.

5. To submit the attendance to PowerSchool SIS so it's available to your school's office staff, select **Submit**

Using the Random Student Selector

To select students on screen randomly:

1. Begin in Seating Chart mode with the chart you want to use selected, such as a chart titled "Reading Groups"

2. Under Random Student Selector, choose **Select**

   The first randomly selected student is shown in the Selected Student window.

3. To call on another student, choose **Select** again

   Continue selecting students randomly throughout your classroom discussion to promote participation.

4. To exit the random student selector, select the **X** icon in the upper right corner of the selected student's picture

Accessing Seating Charts as a Substitute Teacher

When your substitute teacher signs in to the PowerSchool SIS Substitute Portal, they have access to your seating charts to take attendance and use the random student selector by following the same steps outlined above.

The substitute won't be able to make any changes to your seating charts. Substitute teachers only have access to take attendance, submit lunch counts, and view the daily bulletin in the teacher portal.