

SEATING CHARTS

Teachers: Attendance > Take Attendance > Seating Chart

Creating a Seating Chart

Enter the **Chart Name** in the provided text box.

Select your **Starting Point**; options are described below.

- **Grid:** The chart will start with a generated grid of desks or chairs, facing the selected front of class, with the selected rows and columns entered.
- **Freeform:** The chart will start completely blank.
- **Copy of Previous Layout:** Lists all previously created charts.

Select the **Front of Class** direction by clicking one of the four arrow choices (Up, Right, Down, or Left).

Copy the layout settings to other sections using the **Link Additional Periods** section.

The screenshot shows the 'Chart Name' field with the text 'Room CL-310 (Room Name or Number is Recommended)'. Below it, the 'Starting Point' section has three radio buttons: 'Grid' (selected), 'Freeform', and 'Copy Previous Layout'. The 'Front of Class' section has four arrow buttons: Up (selected), Right, Down, and Left. Below these are input fields for 'Rows' and 'Columns', both set to 'Integer'. At the bottom, the 'Link Additional Periods' section has checkboxes for 'Period 1 BIO 1 HON', 'Period 2 BIO 1', 'Period 3 BIO 1', and 'Period 5/Lunch BIO 1 HON'.

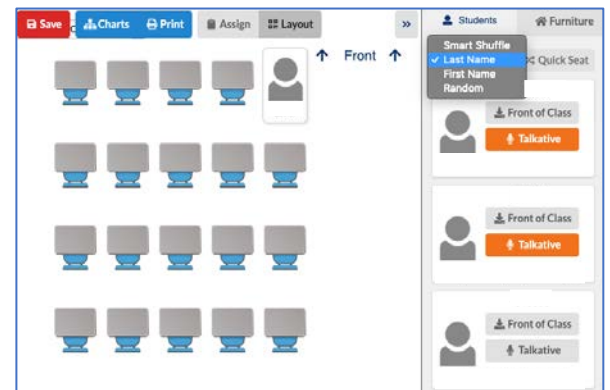
Assigning Students' Seating

From the new or existing chart, click the **Layout** tab, then click the **Students** tab to assign seating to students. Initially, all students are listed on the right.

Drag and drop to manually seat students.

Quick Seat will automatically seat students depending on the following options:

- **Smart Shuffle:** Seat students according to the Front of Class and Talkative flags. Students flagged as Talkative will not be seated next to each other
- **Last/First Name:** Seat students alphabetically by last or first name
- **Random:** Seats students randomly, does not consider Front of Class or Talkative flags



Taking Attendance from the Seating Chart

From the seating chart, click **Assign** and click the **Attendance** tab

All students default to Present (green)

To assign a code other than Present, click on the attendance code listed on the right and click the appropriate student(s)
When completed, click **Save**

