

Creating a Seating Chart

1. Select the **Attendance** tab

The screenshot shows the 'Attendance' tab selected in a navigation bar. Below the navigation bar, the 'Class Attendance' section is visible. On the left, there is a sidebar with 'Class' and 'Input' selected. The main area contains a table with columns for 'Course', 'Description', and 'Classrm'. Two rows are visible: 'ATT-AM-01' with 'AM Attendance' and 'ATT-PM-01' with 'PM Attendance'. Above the table, there are buttons for 'Options', 'Reports', and 'Help', along with a search bar and various icons. A status indicator shows '0 of 16 selected'.

2. Choose the **course**.
3. Click on **Seating Chart** side tab.

The screenshot shows the 'Seating Chart' side tab selected. The main area displays 'Period AM' and a 'Post' button. The navigation bar remains the same. The sidebar on the left now shows 'Seating Chart' selected under the 'Class' section.

4. Click on **Design Mode** on the upper right side of the screen.

The screenshot shows the 'Design Mode' button circled in the bottom right corner of the interface. The main area displays a message: 'Students are missing from the chart'. The navigation bar and sidebar are consistent with the previous screenshots.

5. Enter the **rows** and **columns** you require – include extra spaces for aisles and groups.

Pages My Info Student Attendance Gradebook Planner

Class Attendance :: 2016-2017 - ATT--AM-01 - AM Attendance

Class Input

Options Reports Help

Seating Chart Trends

Grid Dimensions

Grid width 5

Grid height 4

Resize Trim

Auto Fill:

Alphabetical Random Reset

Remove Withdrawn Students:

Remove

Unseated Students

6. **Drag and drop** the student name into the desired **Seating Position**.

Class Input

Options Reports Help

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Remove Withdrawn Students:

Remove

Unseated Students

Chase, Brandon

Chase, Brandon

Chase, Brandon

Chase, Brandon

Chase, Brandon

Chase, Brandon

Seating Positions

7. Once all students have been assigned click **Exit Design Mode** in the upper right side of the screen.