






























































## Using the new Seating Chart in Gradebook

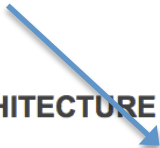
When you go into grade book with this screen: Select the chair in the third column.





**Current Classes**





1(A)	CORE CLASS	<input type="radio"/>						
2(A)	PRE AP ENGLISH 11	<input type="radio"/>						
3(A)	PHOTOGRAPHY 1	<input type="radio"/>						
3(A)	PHOTOGRAPHY 2	<input type="radio"/>						
4(A)	MEDIA PRODUCTION 1	<input type="radio"/>						
5(A)	PRE AP ENGLISH 11	<input type="radio"/>						
6(A)	ARCHITECTURE AND INTERIOR DESIGN 1	<input type="radio"/>						
P(A)	ADVISORY	<input type="radio"/>						
P(A)	INDEPENDENT STUDY	<input type="radio"/>						
0(A)	YEARBOOK	<input type="radio"/>						


This is the Seating Chart Page: To make changes click on the tab “Seating Chart Design”.



**Seating Chart: ARCHITECTURE AND INTERIOR DESIGN 1 - 6(A)**

Single Day Multi-Day Seating Chart **Seating Chart Design** New Layout  



Random Student Selector  Attendance Code (Present)  Date Wed 1/6 (Today)  














That gives you this following Screen:


You will want to populate the screen with students that you can then drag around. You can select for seating Rows or tables or chairs which will give you boxes to drag students to. Or you can drag the students around without using those shapes....your choice here.

**Seating Chart: ARCHITECTURE AND INTERIOR DESIGN 1 - 6(A)**

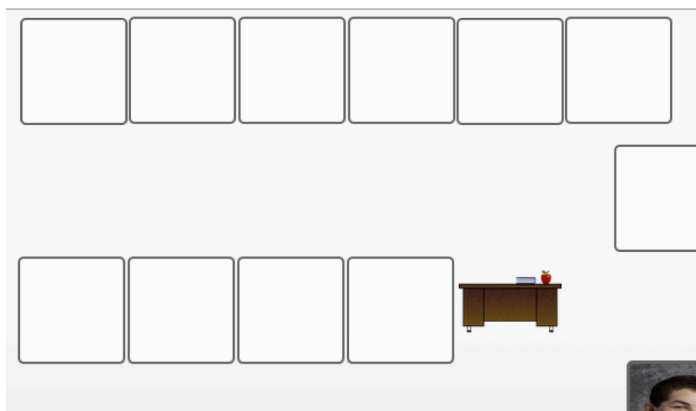
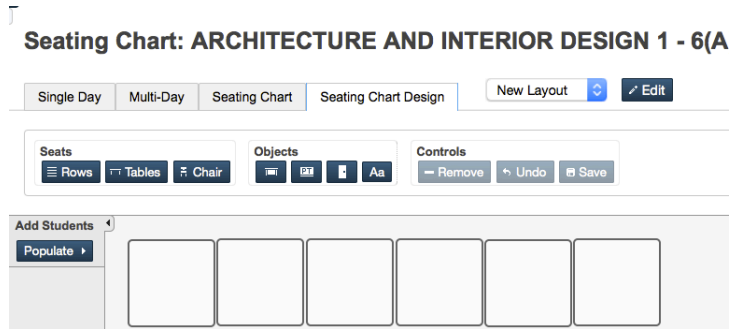
Single Day Multi-Day Seating Chart **Seating Chart Design** New Layout  

Seats    Objects     Controls   

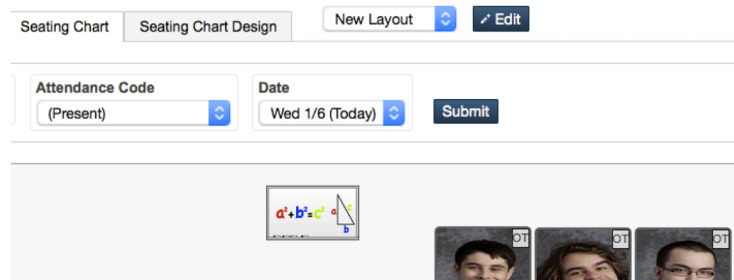
Add Students 



Options to consider:



If you choose the desk under objects you will get a teacher desk to orient the classroom. Or, if you pick the chart image you can place it where your smart board is to orient the classroom layout.



When you arrange the photos to match your room either:

- A. Select save at the top of the page or
- B. Select Seating Chart tab and save. Otherwise your work is not saved.

To print you will have to use the print screen or (on Mac) Command P.

Notes: To remove an item select it, then select the remove button. If a photo appears grayed out you have a seat on top of it. Move the student and delete the seat.

Happy Seating....oh yeah, you can take roll from the seating chart as well.

