

Seating Charts

Admin users can create their own seating charts for buses, exams, lunch room, etc.

Creating a Room Layout

The Room Layout must first be created before a seating chart can be created and assigned a layout.

- 1. In the **Students** menu, click **Seating Charts**.
- 2. In the Room Layouts section, click the + (white plus sign) to create a new layout.

Share charts with profiles to add it to the list of viewable charts for other users.

i Once created, a room layout may be used for several seating charts.

Students will appear on the Contact Tracing report for one week after a chart's end date (charts without end dates do not expire).

Save

Room Layouts

1 Layouts

Filter: OFF

Title	Front	
SAT Study Room	↑	<div>Edit</div>

Seating Charts

1 Charts

Filter: OFF

Title	Layout	Applicable Students	Start Date
SAT Study Group	SAT Study R...	Charlie Abe...	<div>Search</div>

Shared Charts

1 Charts

Filter: OFF

Title	Start Date	End Date	
Bus 101 Roster			<div>View</div>

- 3. Enter the **Layout Name** in the provided text box.

New Layout

Create a new layout from a grid, bus, freeform (blank), or by copying an existing layout. All starting point options allow the same customization options, including optional furniture items.

Layout Name

Starting Point ☒ Grid ☐ Bus ☐ Freeform ☐ Copy Previous Layout

Front

Rows Columns

or

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

New Layout

Create a new layout from a grid, bus, freeform (blank), or by copying an existing layout. All starting point options allow the same customization options, including optional furniture items.

Layout Name

Starting Point ☒ Grid ☐ Bus ☐ Freeform ☐ Copy Previous Layout

Front

Rows Columns

or

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.

Bus: The chart will start with a generated grid of chairs, facing the selected front of bus, with the selected rows.

Freeform: The chart will start completely blank.

Copy of Previous Layout: The chart will start with the furniture layout from the selected chart. Select the **Existing Room Layout** from the pull-down; options listed include all previously created charts.

Layout NameSAT Testing Room

Starting Point

☐ Grid

☐ Bus

☐ Freeform

☒ Copy Previous Layout

SAT Study Room

Cancel

or

Create

5. Depending on the Starting Point selected, select the **Front** of the room or bus direction by clicking one of the four arrow choices (Up, Right, Down, or Left).

New Layout

Create a new layout from a grid, bus, freeform (blank), or by copying an existing layout. All starting point options allow the same customization options, including optional furniture items.

Layout NameSAT Testing Room

Starting Point

☒ Grid

☐ Bus

☐ Freeform

☐ Copy Previous Layout

Front

↑

→

↓

←

Rows

Integer

Columns

Integer

6. Depending on the Starting Point selected, enter the number of **Rows** and/or **Columns** needed for students' chairs/desks. Desks or chairs can be added or deleted while editing the layout after the initial creation of the layout. Note: Rows and Columns display when Grid is selected. Rows display when Bus is selected. The Rows and Columns do not display when Freeform or Copy Previous Layout is selected.

New Layout

Create a new layout from a grid, bus, freeform (blank), or by copying an existing layout.
All starting point options allow the same customization options, including optional furniture items.

Layout Name

SAT Testing Room

Starting Point

☒ Grid ☐ Bus ☐ Freeform ☐ Copy Previous Layout

Front

↑

→

↓

←

Rows

3

Columns

5

7. Click **Create**.

X

New Layout

Create a new layout from a grid, bus, freeform (blank), or by copying an existing layout. All starting point options allow the same customization options, including optional furniture items.

Layout Name

SAT Testing Room

Starting Point

☒ Grid
 ☐ Bus
 ☐ Freeform
 ☐ Copy Previous Layout

Front

↑

→

↓

←

Rows

3

Columns

5

Cancel

Create

8. The new layout displays in the Room Layouts section. Click **Edit** to view and edit the room layout.

Room Layouts

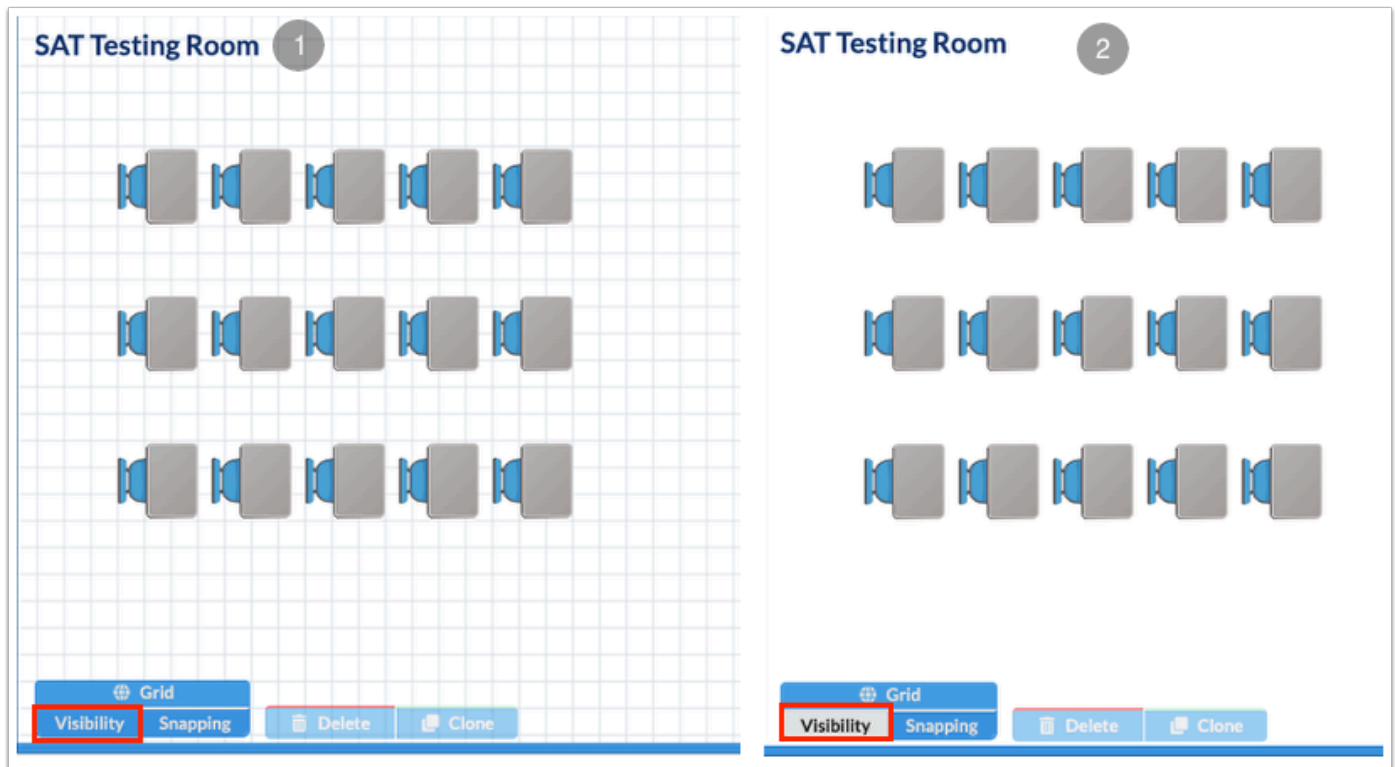
+

2 Layouts

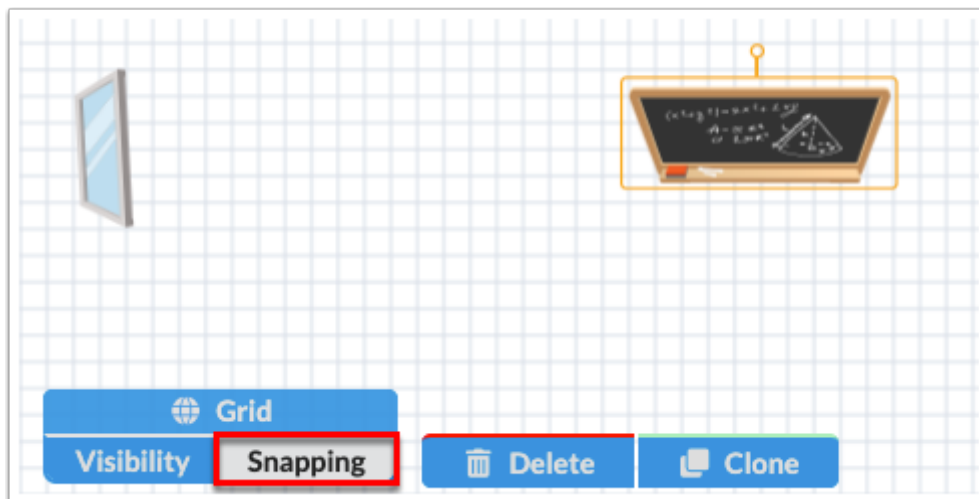
Filter: OFF

	Title	Front	
—	SAT Study Room	↑	Edit
—	SAT Testing Room	→	Edit

9. The Grid lines display automatically. To hide the grid lines, click **Visibility**.



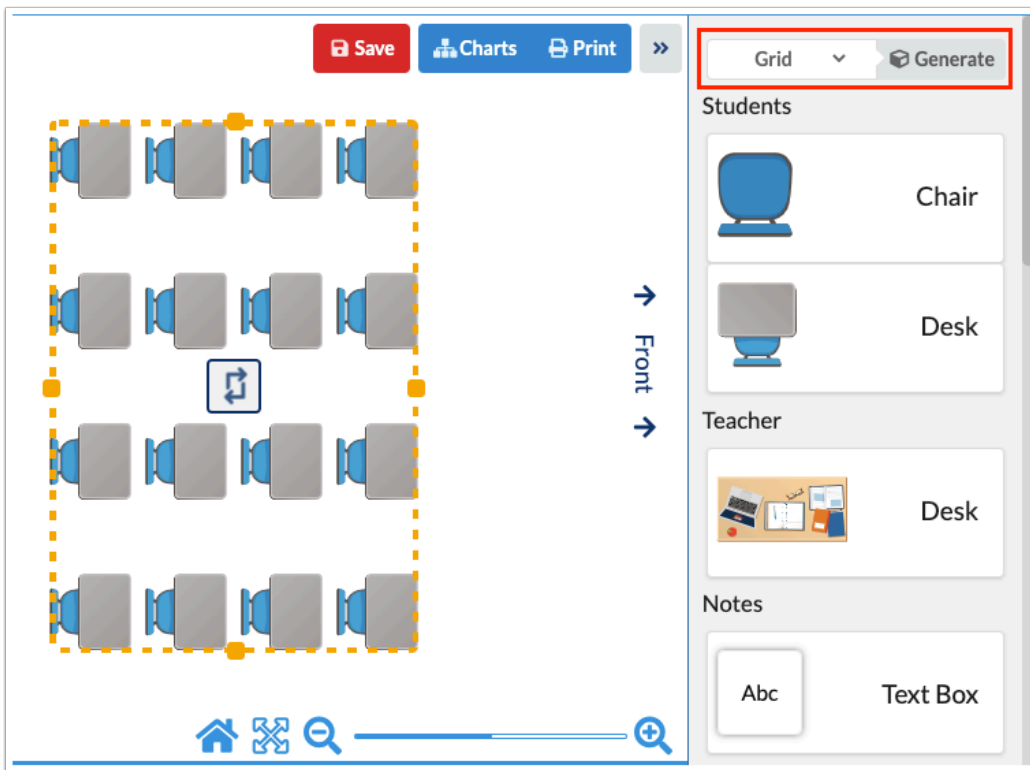
10. The Snapping tool is enabled by default ensuring new and moved furniture snap to the grid lines even when hidden by clicking Visibility. The snapping or lining of objects works in half grid units. Click **Snapping** to disable the tool and allow yourself to place items that are not lined up with the grid lines.



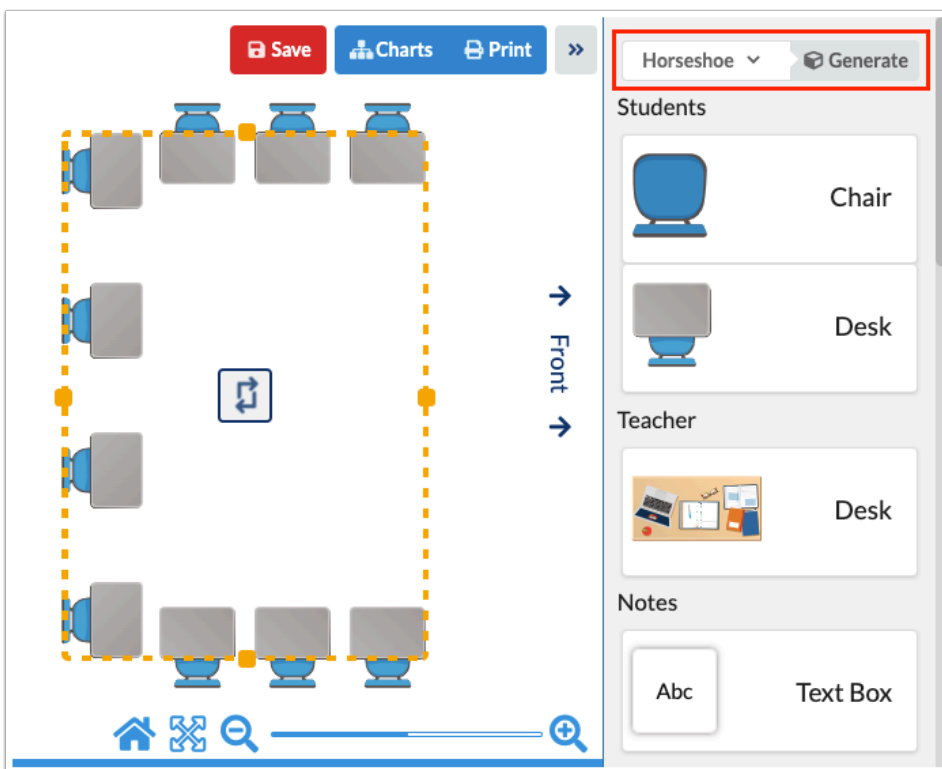
i The Visibility and Snapping tools always default to enabled upon opening a new or existing chart.

11. Click the **Grid** pull-down to add desks or tables and chairs by selecting Grid, Horseshoe, Square Table, or Round Table; then, click **Generate**.

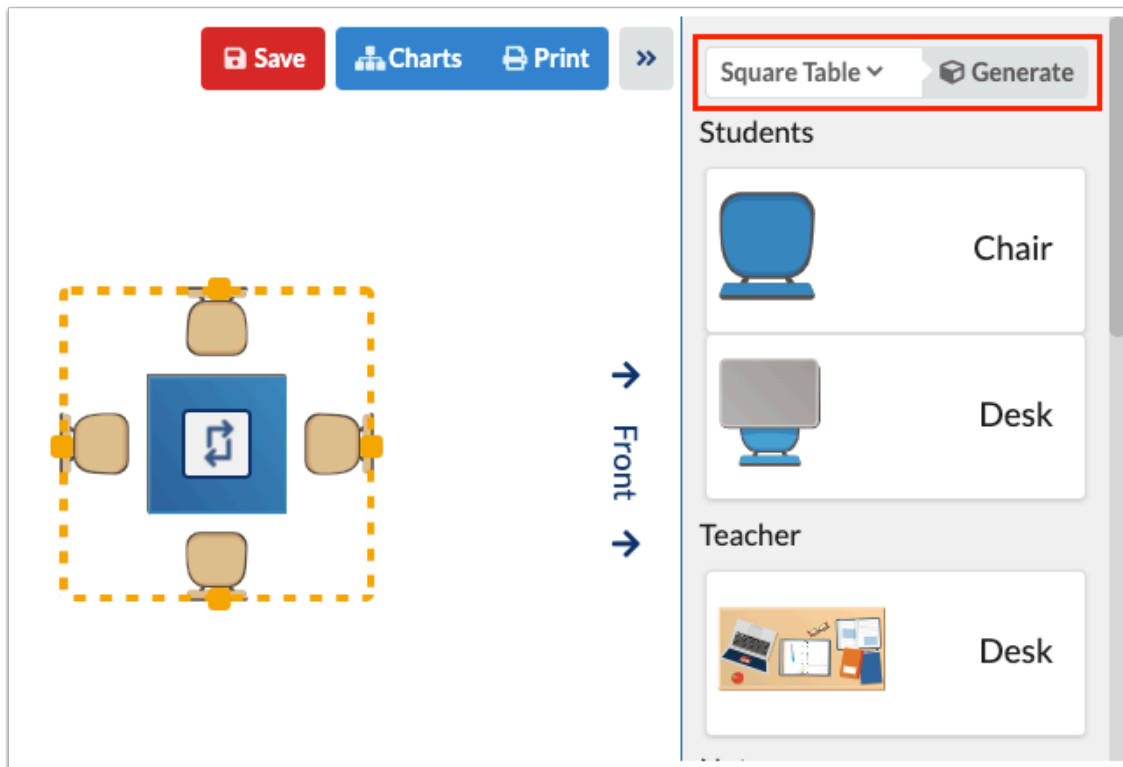
Grid: Select Grid to insert 16 desks in a rectangular shape.



Horseshoe: Select Horseshoe to insert 10 desks in a horseshoe shape around the classroom.



Square Table / Round Table: Select Square Table or Round Table to insert a table and four chairs.



12. To add furniture, scroll to the applicable section and click the piece of furniture; options include:

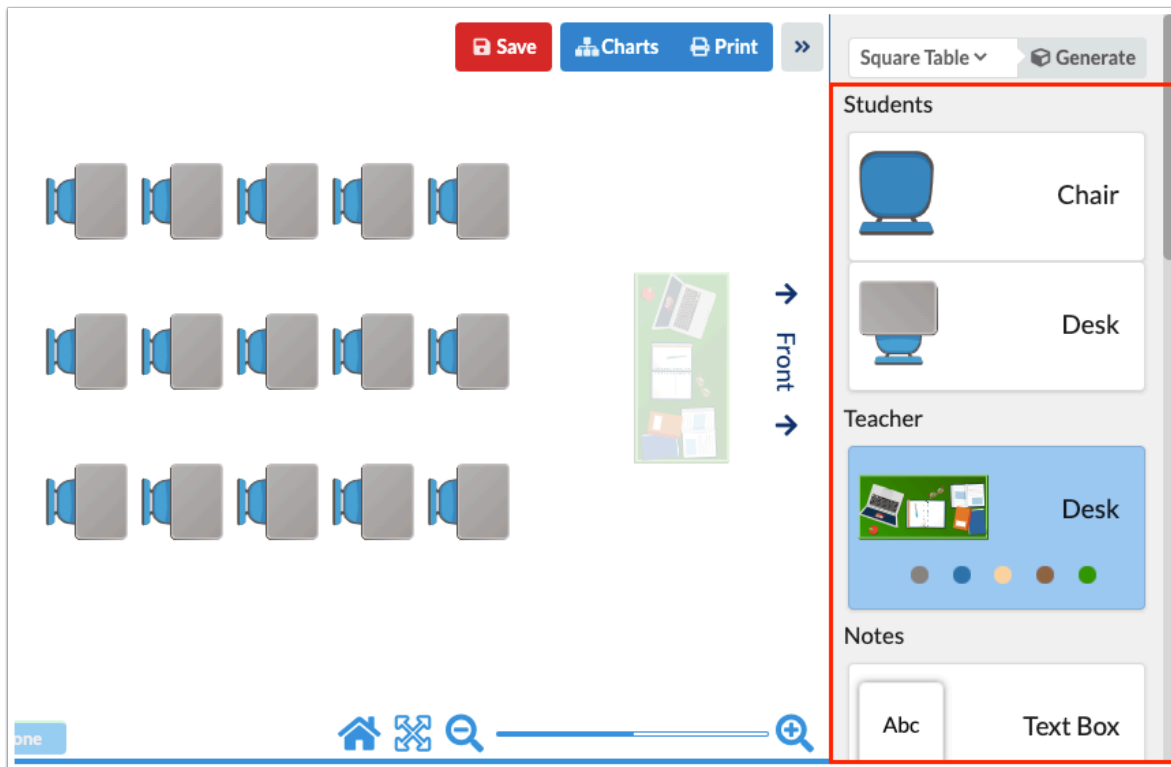
Students: Add a **Chair** or a **Desk** in which students can be assigned a seat.

Teacher: Add the teacher's **Desk** to the classroom.

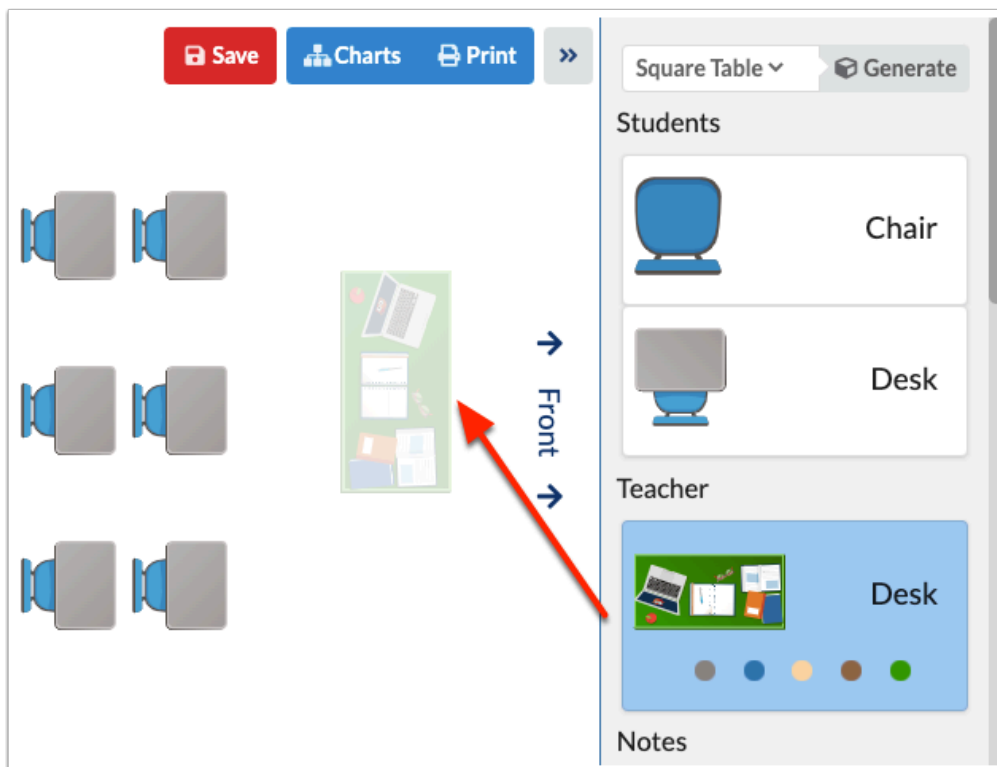
Notes: Add a **Text Box** to the seating chart where you can enter notes.

Tables: Add different shapes of tables to the classroom, such as **Rectangle**, **Round**, **Trapezoid**, and **Kidney**.

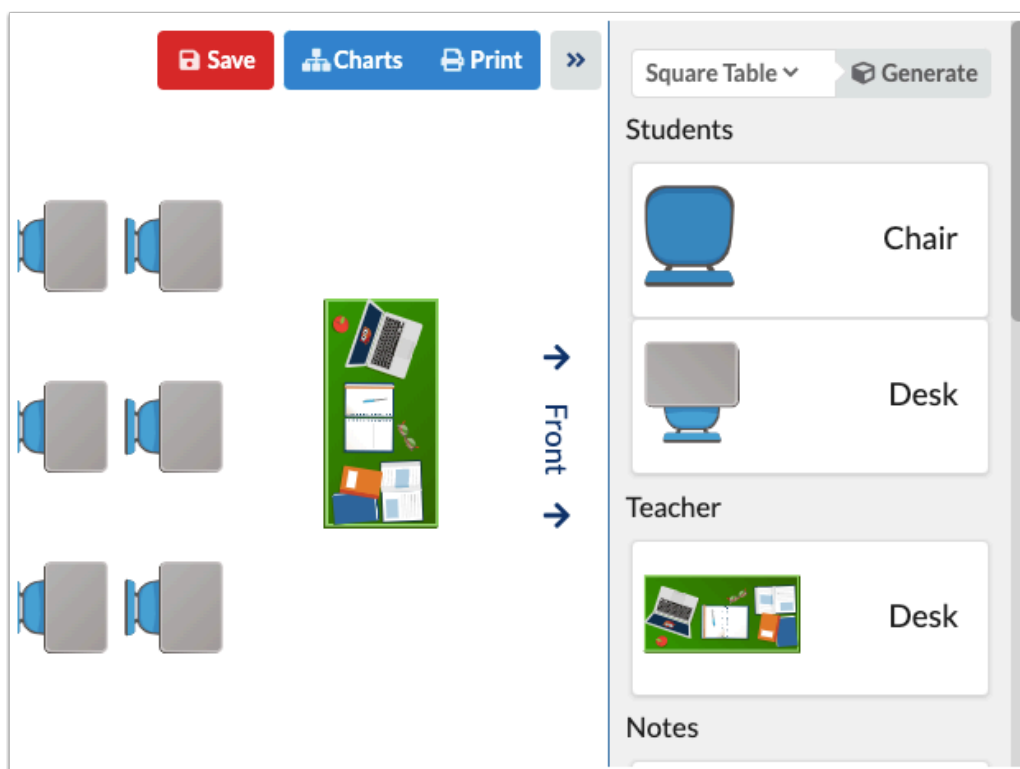
Decor: Add classroom decorum, such as **Blackboard**, **Door**, **Window**, **AV Cart**, **Flag**, **Computer**, and **Lab Table**.



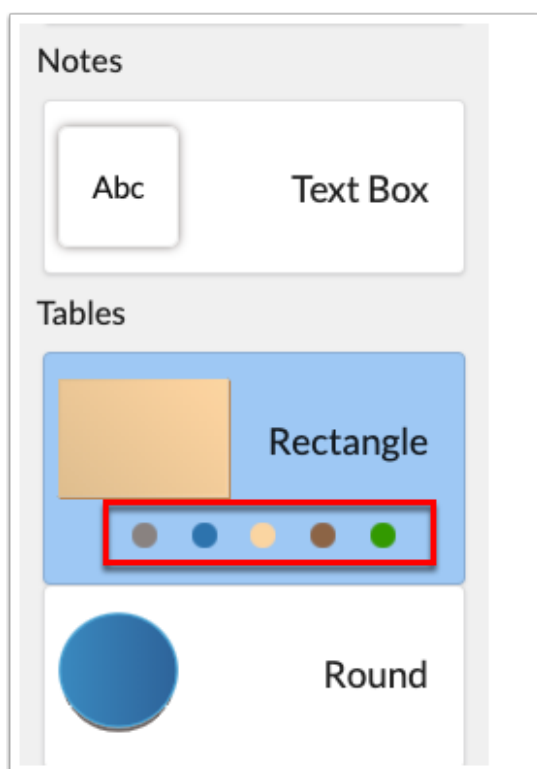
13. Once the piece of furniture is clicked, move the mouse around the classroom and click where you'd like to place the furniture. In the example displayed, the desk has been selected and has yet to be placed.



Once the item is placed, the furniture will no longer be selected from the Furniture tab.



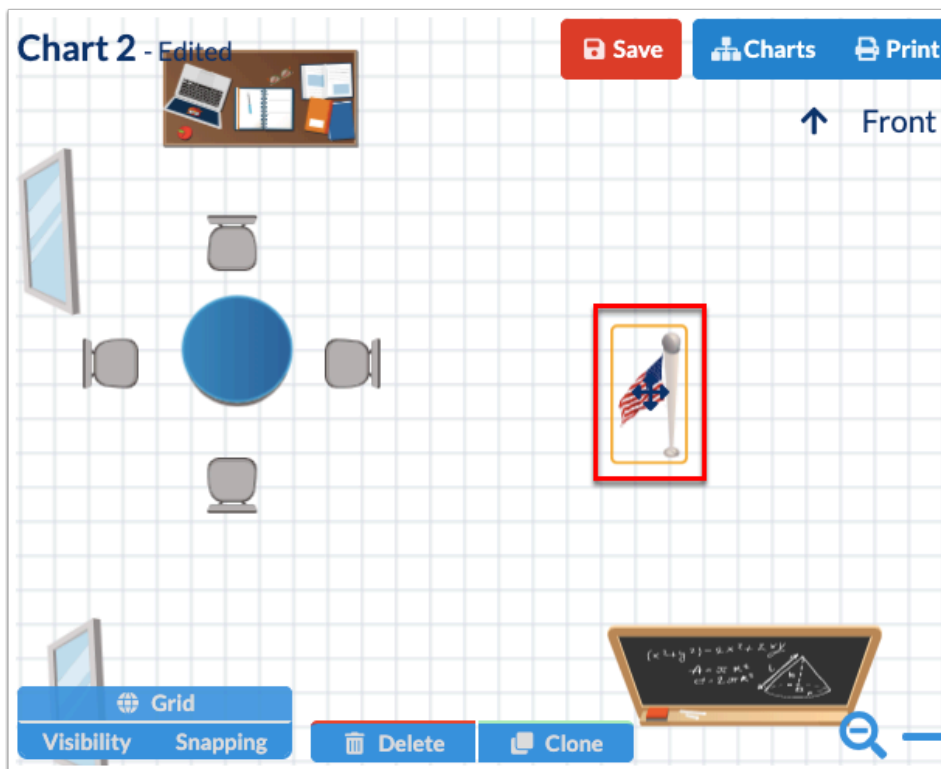
Depending on the item selected, you may have the option to change the color of the furniture, such as tables. Click the desired color.



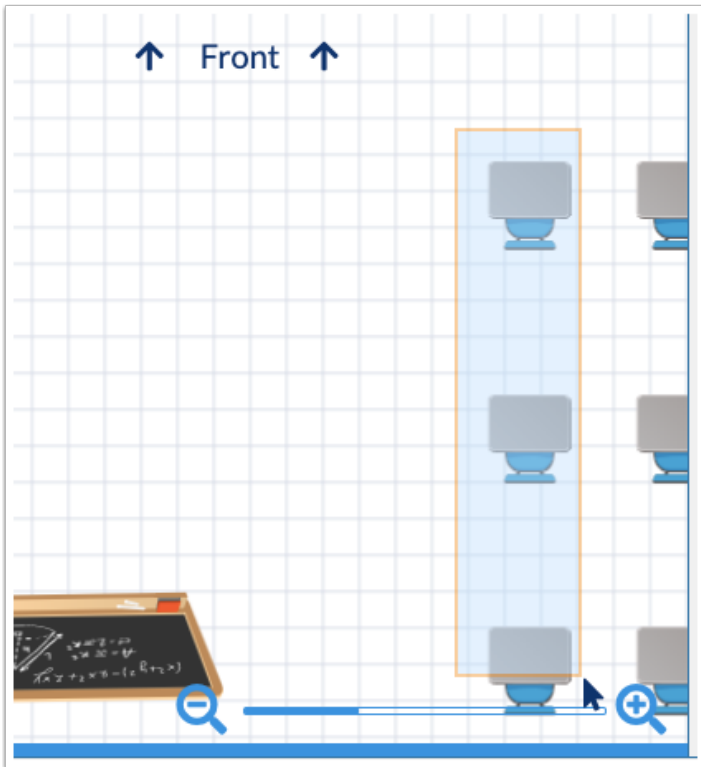
You can add multiple of one item by right clicking to place the object in the classroom grid. Right clicking while placing the item will allow you to keep the item selected in order to be placed in multiple locations around the classroom.



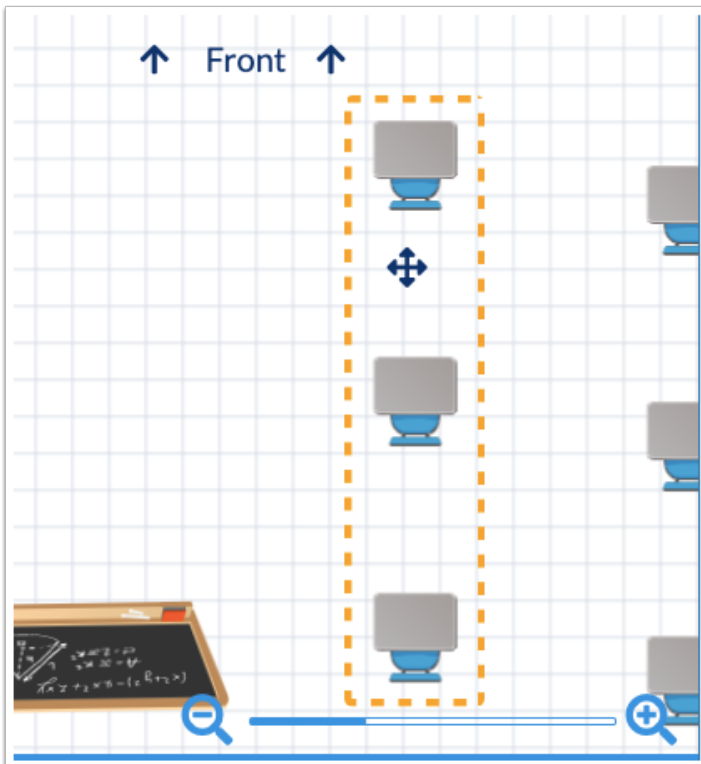
14. To move a placed item, click the furniture and drag it to the desired location.



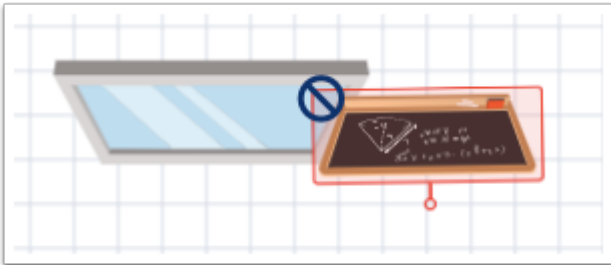
15. To move a group of furniture, click and highlight the area where all applicable furniture is located.



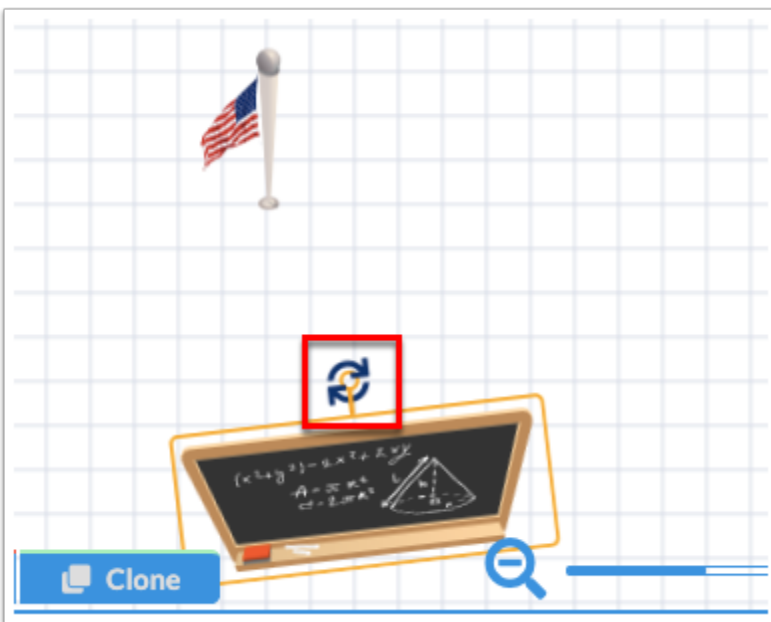
Once all items are selected, click and drag to move the items with the mouse.



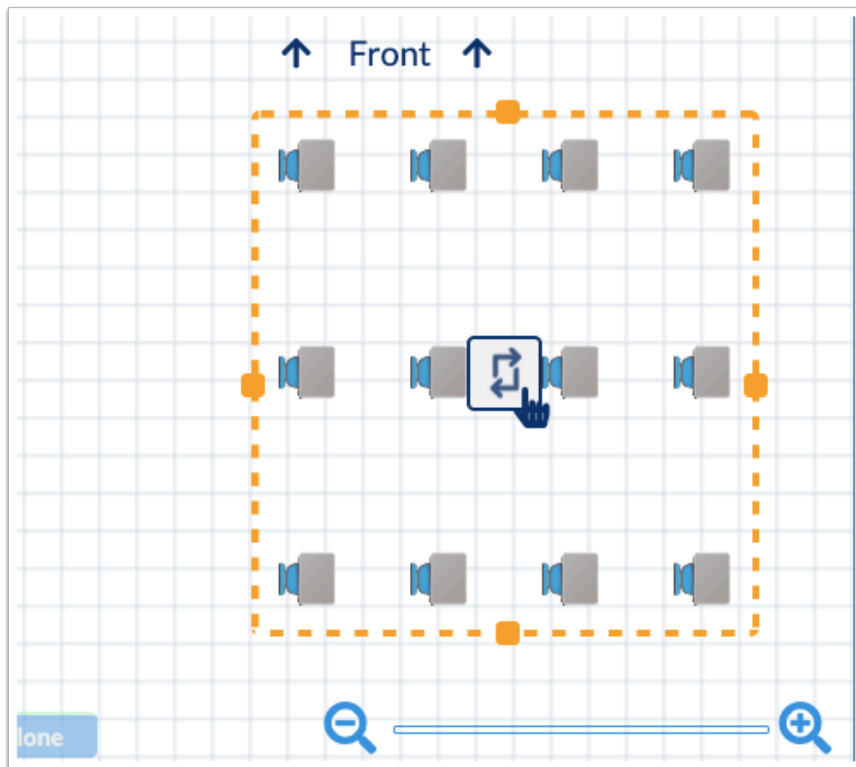
- 💡 If you try to move an item within the space of another item, the furniture will turn red indicating that the item cannot be placed. If you try to place the item on top of another item, the furniture will automatically move back to the original location.



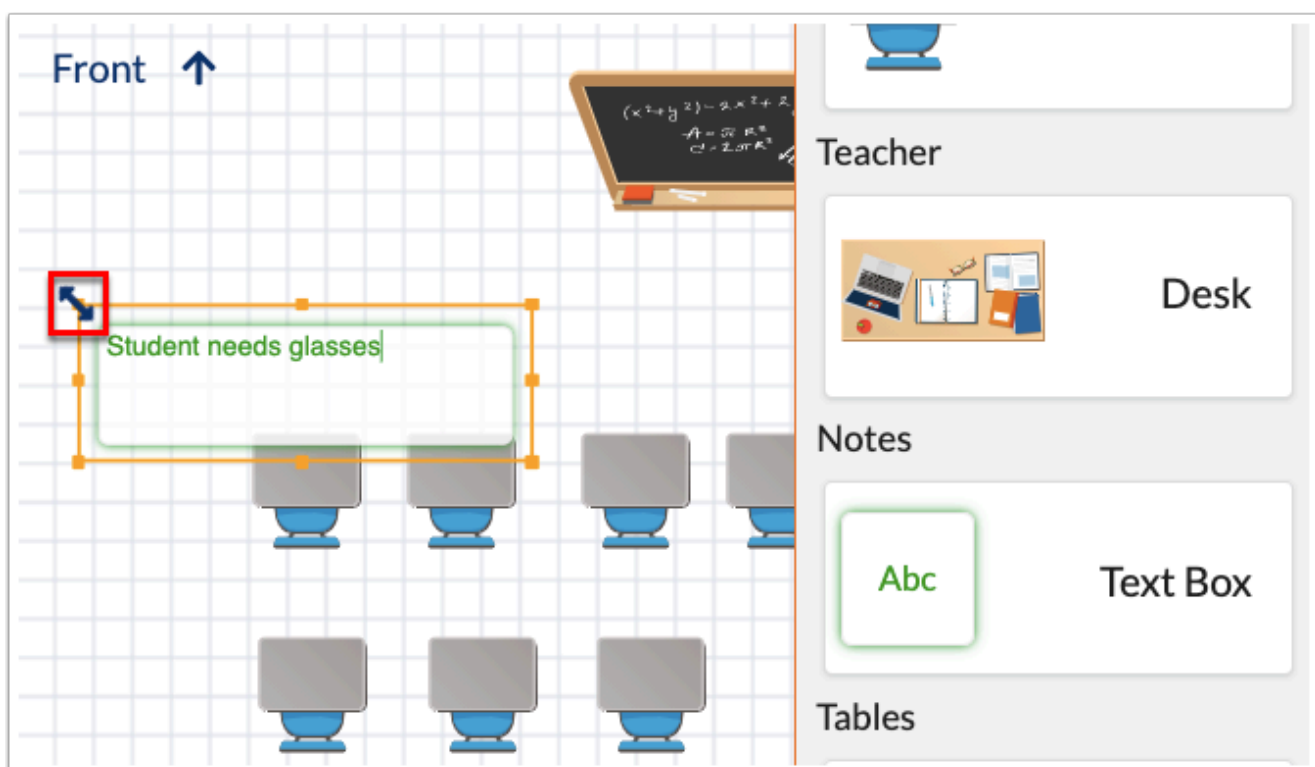
16. Most furniture can be rotated by clicking the item then clicking the rotator. If you click the rotator, the piece of furniture will move a little each time you click the icon. You also have the option of clicking and holding the mouse while rotating the item to the desired position.



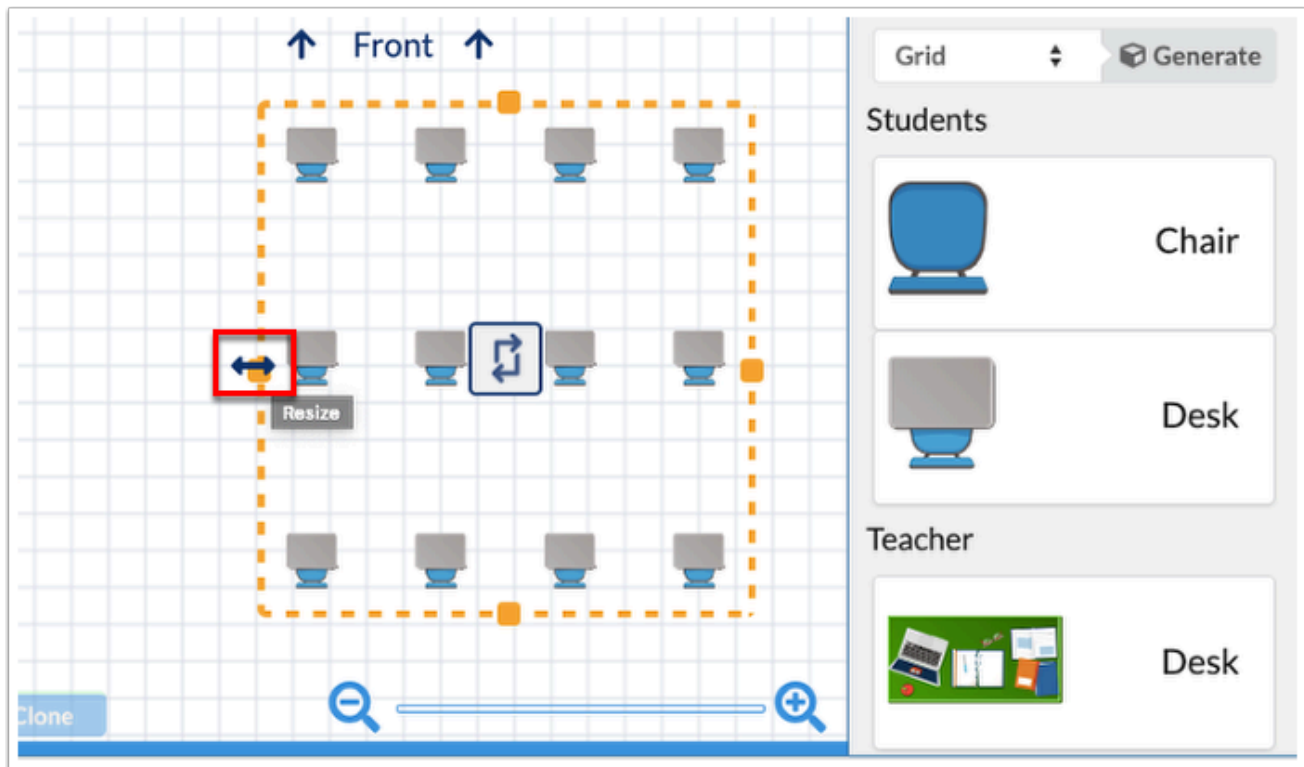
To rotate a generated seating arrangement described in step 4, click the rotator icon in the center to rotate the grouping 90 degrees.



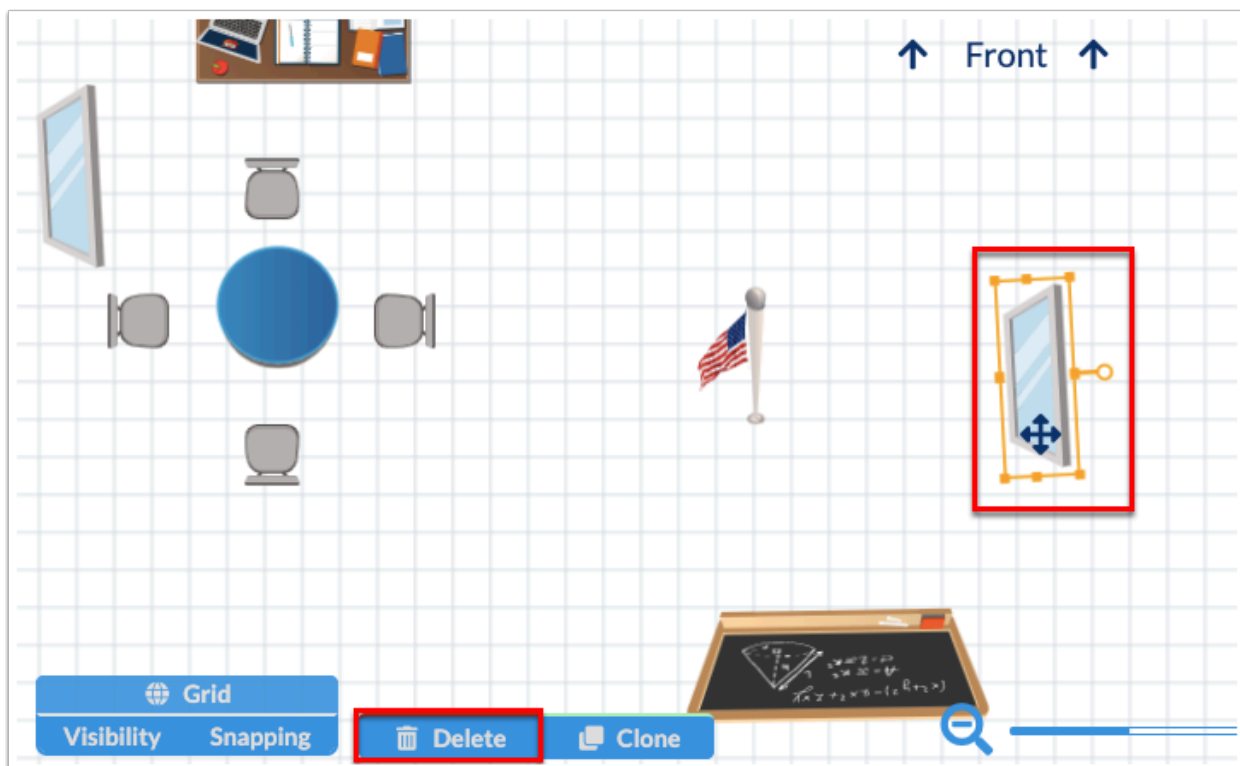
17. To resize items, click the item and use the points around the item to click and drag the item to a large or smaller size.



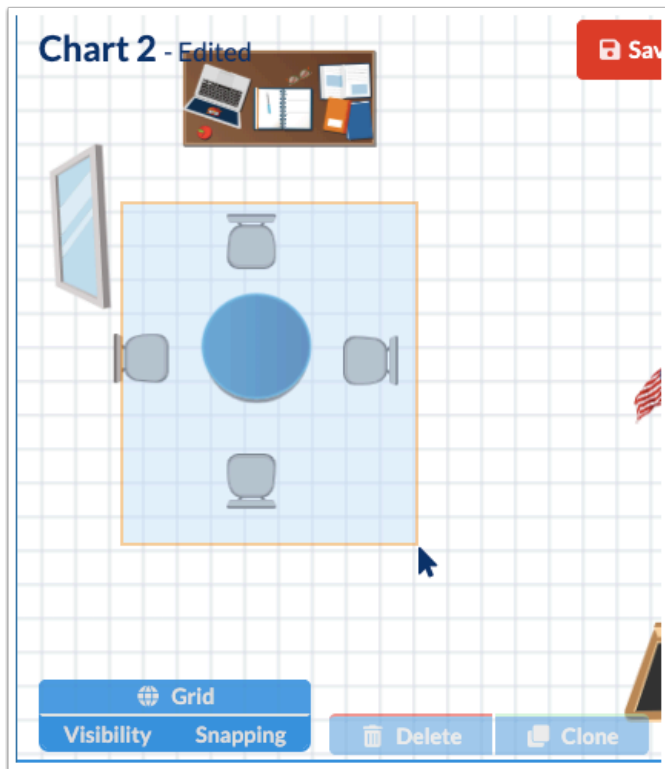
To resize a generated seating arrangement described in step 11, click and drag using the four points around the items to make the grouping smaller or larger. Note: Resizing generated seating modifies the number of desks displayed.



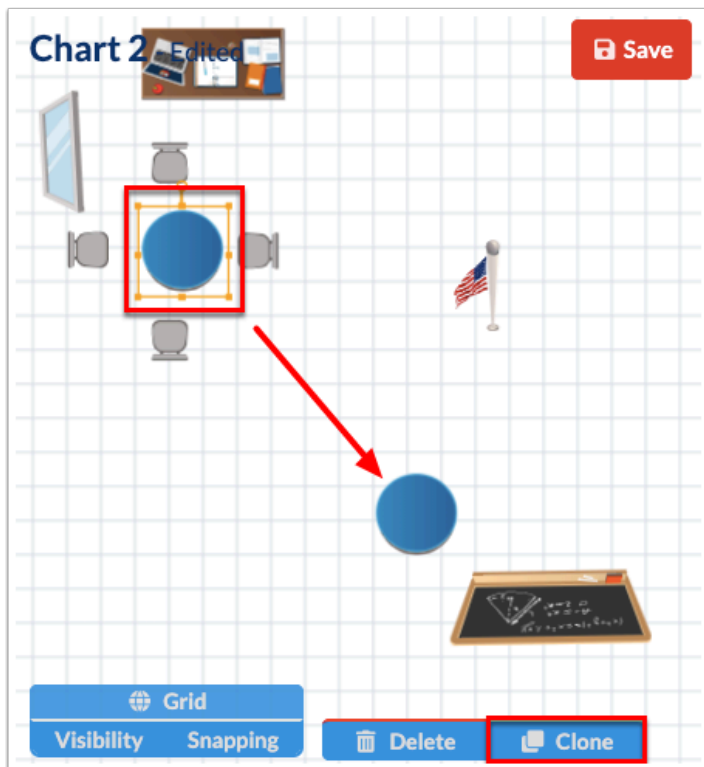
18. To remove an item from the classroom/chart, click the item, then click **Delete**. You can also click the delete key or backspace key to remove the item.



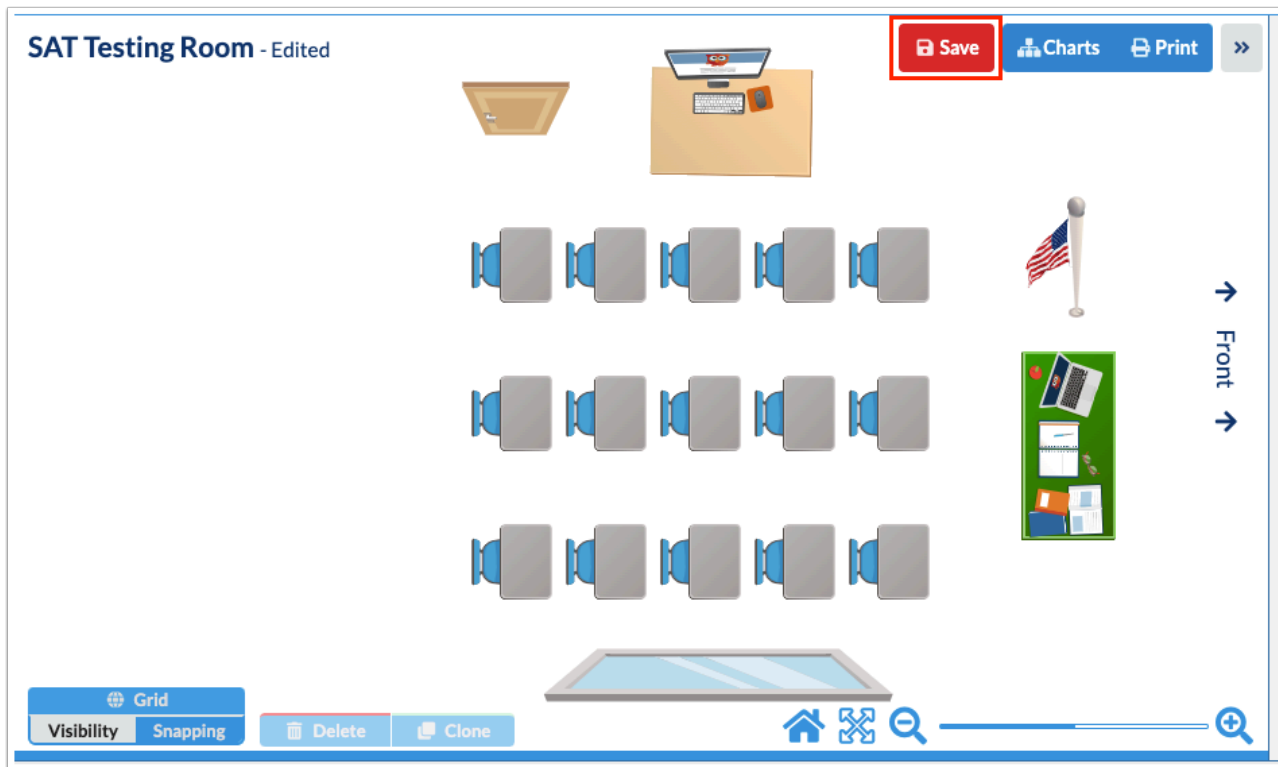
19. To delete a group of furniture, click and highlight the area where all applicable furniture is located, then click **Delete**.



20. To duplicate a piece of furniture or a group of furniture, select one or multiple items, then click **Clone**.



21. Click **Save** once your layout is complete.



22. Click **Charts** to return to the main Seating Charts screen where you can now create a seating chart and assign the layout.



Creating a Seating Chart

The Seating Charts section allows users to select the students that will be seated in the selected room layout as well as how they will be seated, in addition to establishing a time frame in which the chart will be active, as well as profiles to which the chart can be shared.

! At least one Room Layout must first be created before a Seating Chart can be created.

- 1. In the **Students** menu, click **Seating Charts**.
- 2. In the Seating Charts section, click the + (white plus sign) to create a new seating chart.

Share charts with profiles to add it to the list of viewable charts for other users.

Once created, a room layout may be used for several seating charts.

Students will appear on the Contact Tracing report for one week after a chart's end date (charts without end dates do not expire).

Save

Room Layouts

2 Layouts Filter: OFF

Title	Front	
SAT Study Room	↑	Edit
SAT Testing Room	↑	Edit

Shared Charts

1 Charts Filter: OFF

Title	Start Date	End Date	
Bus 101 Roster			View

Seating Charts

1 Charts Filter: OFF

Title	Layout	Applicable Students	Start Date
SAT Study Group	SAT Study R...	Charlie Abe...	

- 3. Conduct a student search to determine the students who should be included in the seating chart.

Student Search

Student

Student Group

☐ Search All Schools
☐ Include Inactive Students

More Search Options

Search

Reset

4. From the listed students, select the check boxes next to the student who should be included in the seating chart.

Search Screen










Simple List

Customized List

Save








Test Not Taken: Scholastic Assessment Test - SAT

736 Students 10 Selected

<input type="checkbox"/>	Photo	Student	Student ID	Grade
<input checked="" type="checkbox"/>		Abe, Charlie Noel	0055879	10
<input type="checkbox"/>		Abreg... 	0061843	10
<input checked="" type="checkbox"/>		Acevec...	0023057	09
<input checked="" type="checkbox"/>		Acevec...	0056443	12
<input checked="" type="checkbox"/>		Acost...	0086685	10
<input checked="" type="checkbox"/>		Acost... 	0058780	12
<input checked="" type="checkbox"/>		Adam...	0086404	09

Select the check box in the header to select all students listed.

5. Click **Save**.

Search Screen Simple List Customized List Save				
749 Students 5 Selected				
<input type="checkbox"/>	Photo	Student	Student ID	Grade
<input checked="" type="checkbox"/>		Abe, Charlie Noel	0055879	10
<input type="checkbox"/>		Abott, Charlie Christopher	0082221	09
<input checked="" type="checkbox"/>		Abregan, Kenna Joy	0061843	10
<input checked="" type="checkbox"/>		Acevedo, Diem Donna	0023057	09
<input type="checkbox"/>		Acevedo, Emerald Vonn	0056443	12
<input checked="" type="checkbox"/>		Acosta, Dexter D	0086685	10
<input checked="" type="checkbox"/>		Acosta, Harry P	0058780	10

6. In the Seating Charts section, add a **Title** to your seating chart using the provided text box.

Seating Charts

2 Charts **Filter: OFF**

	Title	Layout	Applicable Students	Start Date	End Date
<input type="checkbox"/>	<input type="text" value="SAT"/>	SAT Study R...	Ayrton Ahr... <input type="button" value="Search"/>		
<input type="checkbox"/>	SAT Study Group	SAT Study R...	Austin Alva... <input type="button" value="Search"/>		

7. Select the **Layout** from the provided pull-down. The Layout pull-down populates from the layouts created in the Room Layouts section. See **Creating a Room Layout** for more information.

Seating Charts

2 Charts **Filter: OFF**

	Title	Layout	Applicable Students	Start Date	End Date
<input type="checkbox"/>	SAT Testing Chart	SAT Testing ...	Ayrton Ahr... <input type="button" value="Search"/>		
<input type="checkbox"/>	SAT Study Group	SAT Study R...	Austin Alva... <input type="button" value="Search"/>		

8. Enter the **Start Date** and **End Date** in the provided text boxes to establish the time frame in which the seating chart should be active for use. If either text box is left blank, the chart will be active indefinitely.

i Students will appear on the Seating Chart Contact Tracing report for one week after a chart's specified End Date.

9. To share the seating chart with other users, select the profiles from the **Shared to Profiles** pull-down.

10. Click **Save**.

Share charts with profiles to add it to the list of viewable charts for other users.
i Once created, a room layout may be used for several seating charts.
Students will appear on the Contact Tracing report for one week after a chart's end date (charts without end dates do not expire).

Room Layouts

2 Layouts Filter: OFF

Title	Front	
SAT Study Room	↑	Edit
SAT Testing Room	→	Edit

Seating Charts

2 Charts Filter: OFF

	Applicable Students	Start Date	End Date	Shared to Profiles	
ing ...	Ayrton Ahr... Search	03/30/2021	04/20/2021	School Ass...	Edit
dy R...	Austin Alva... Search				Edit

Save

11. Click **Edit** to view and edit the seating chart, as well as seat selected students.

Seating Charts

2 Charts Filter: OFF

	Applicable Students	Start Date	End Date	Shared to Profiles	
ing ...	Ayrton Ahr... Search	03/30/2021	04/20/2021	School Ass...	Edit
dy R...	Austin Alva... Search				Edit

12. Before seating students, you can flag applicable students by clicking **Front of Class** and/or **Talkative** to identify the students who need to sit at the front of the class or students who are talkative.



For example, if you have a student that has impaired eye sight or hearing who needs to be close the black board or teacher, etc., click **Front of Class** for that student. If you have two students that are always talking, click **Talkative** for both students in order to ensure these students are seated away from one another.

13. Click the **Smart Shuffle** pull-down to determine how students should be quickly seated by selecting Smart Shuffle, Last Name, First Name, or Random; then, click **Quick Seat**.



Quick Seat Using Smart Shuffle

Smart Shuffle takes into account the students who have been flagged as Front of Class and/or Talkative. The flags can be placed prior to the initial seating or at any time during the school year.

Sat Testing Room - Edited

Save

Charts

Print

>>

Smart Shuffle

Quick Seat

All students seated in the chart

5 Students

Front

Diem Acevedo

Dexter Acosta

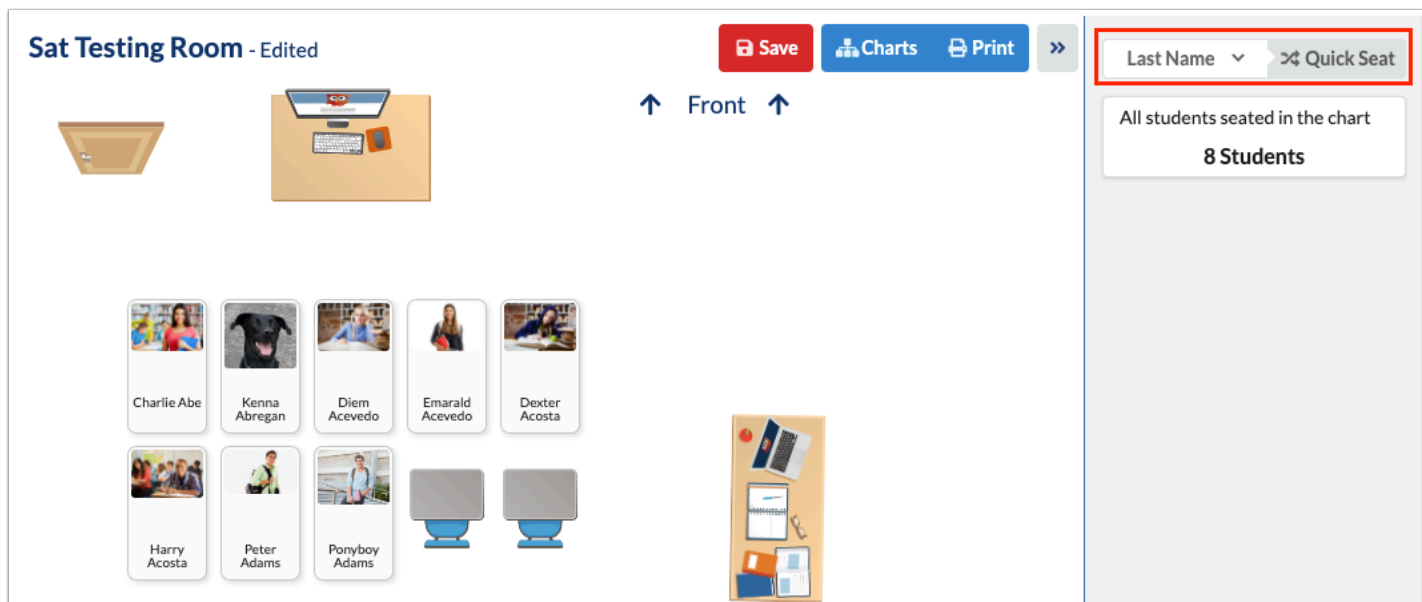
Harry Acosta

Kenna Abregan

Charlie Abe

Quick Seat Using Last Name/First Name

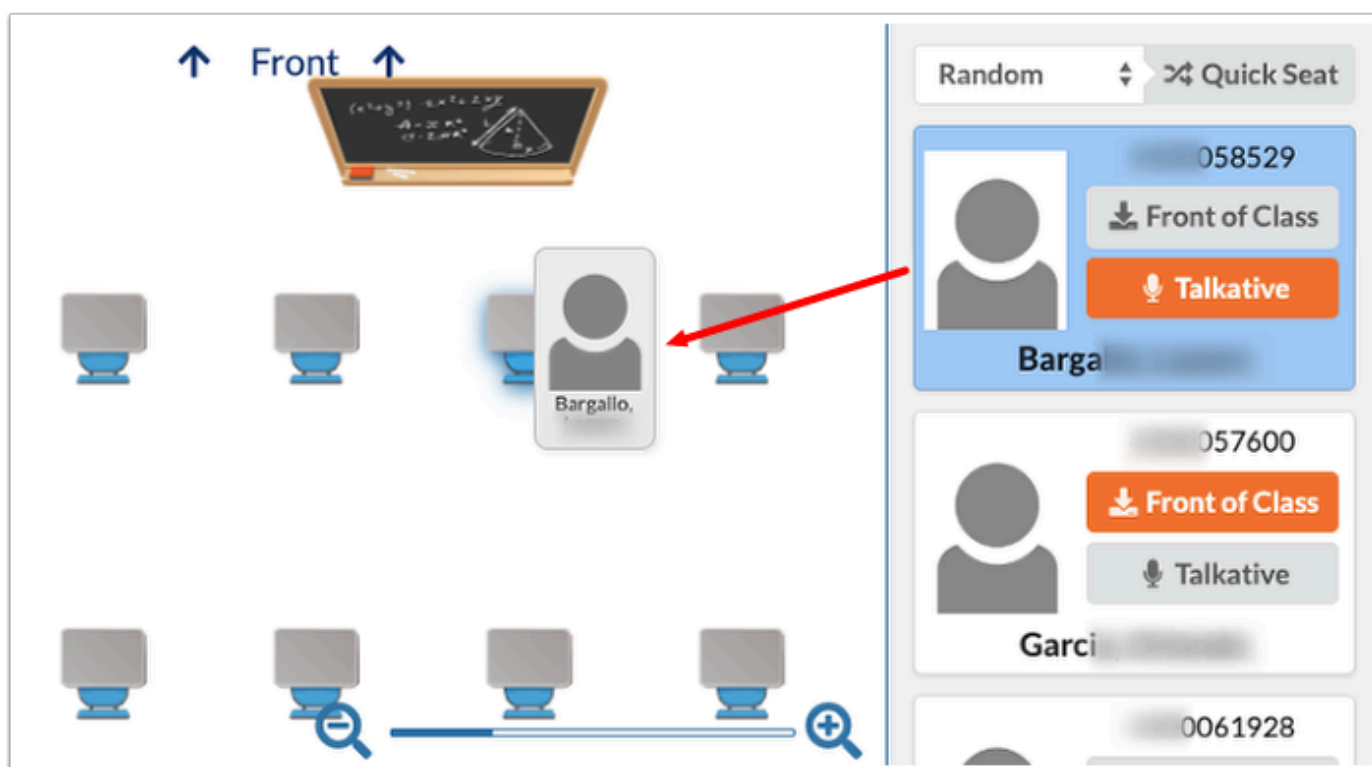
Last Name / First Name seats students by last name or first name in ascending order. This option does not take into account the student flags. If First Name is selected, Archie Lawson will be seated in the front row and Vivian Jackson will be seated in the last row.



Quick Seat Using Random

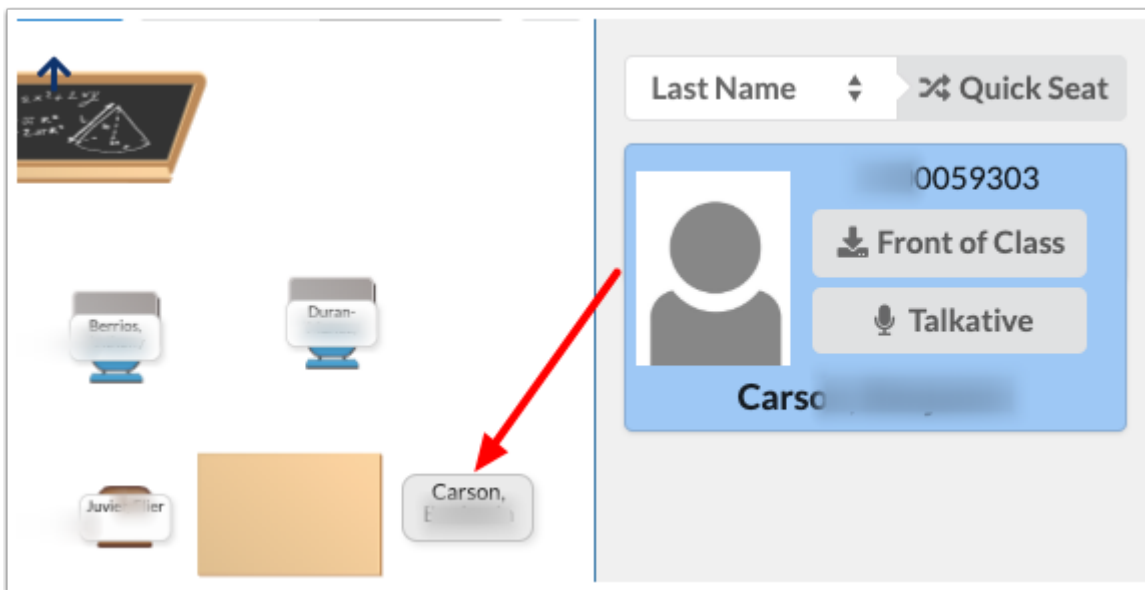
Random seats students randomly. This option does not take into account the student flags.

To assign seats manually, click the student listed in the Students tab, then click the desired desk or chair.

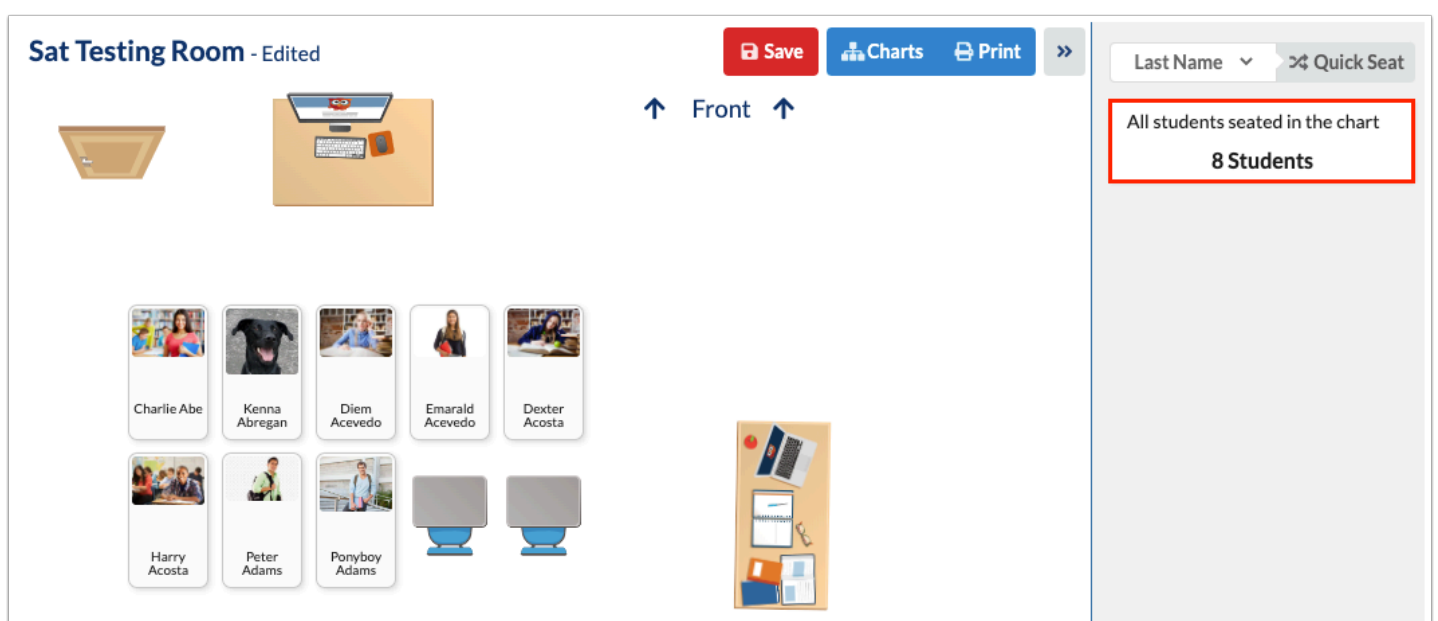


- i** Placing a student in a seat already occupied by another student, will bump the seated student back into the student list if there isn't a desk available for the bumped student. If there is another desk available, the student will move to the empty desk.

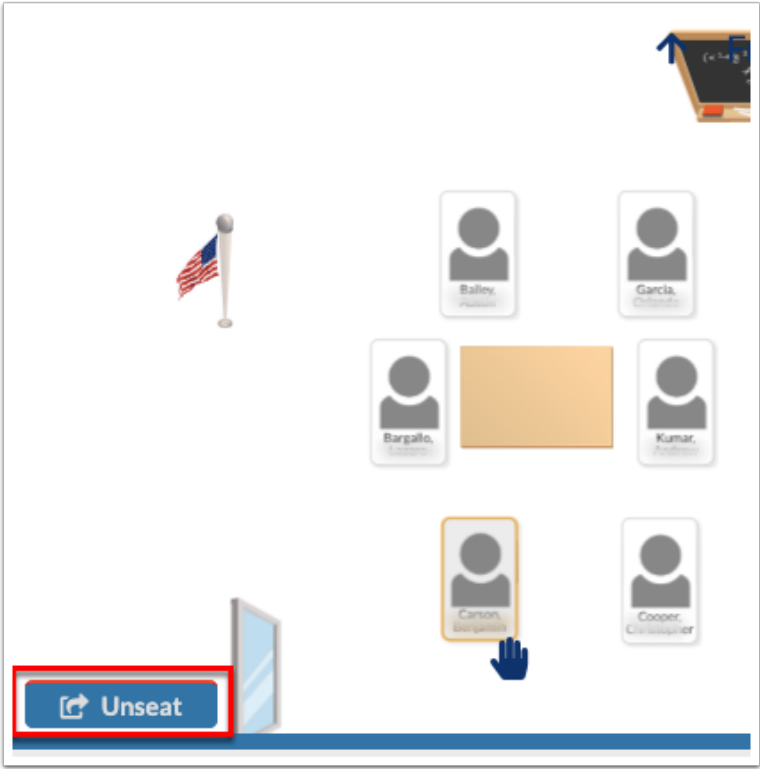
14. All unseated students remain in the Students tab until seated. If all desks and chairs are taken and students still remain in the Students tab, you do not have enough furniture to seat all students. To add desks/chairs, see **Creating a Room Layout**. You also have the option to click the student and place him/her in an area without a desk/chair; when clicked/placed, the desk will be created automatically.



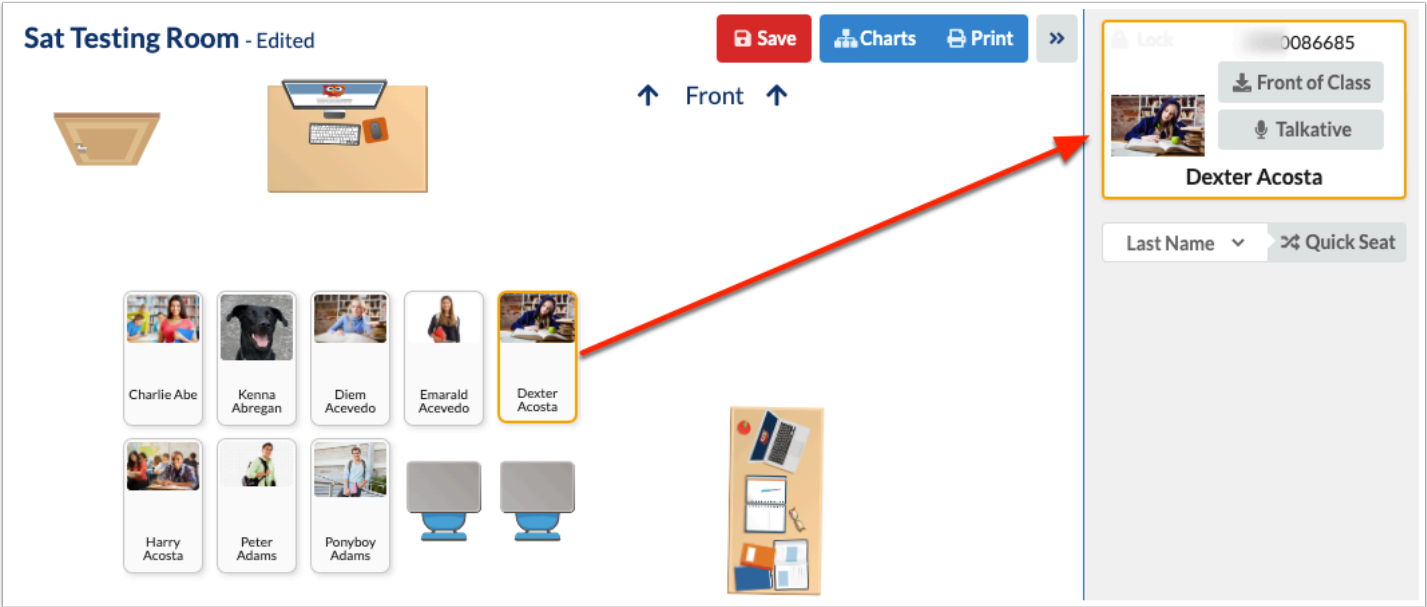
Once all students are seated, the Students tab displays: All students seated in the chart.



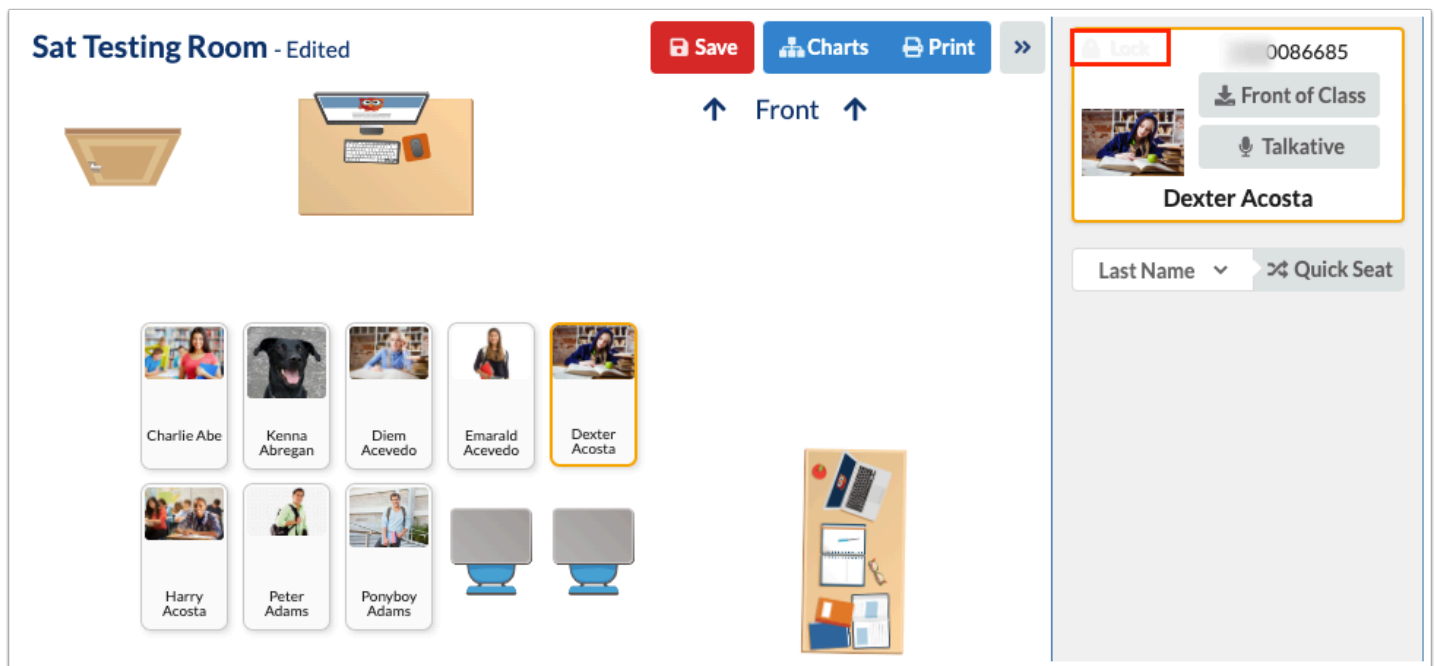
15. To unseat students from a desk or chair, click the student and click **Unseat**.



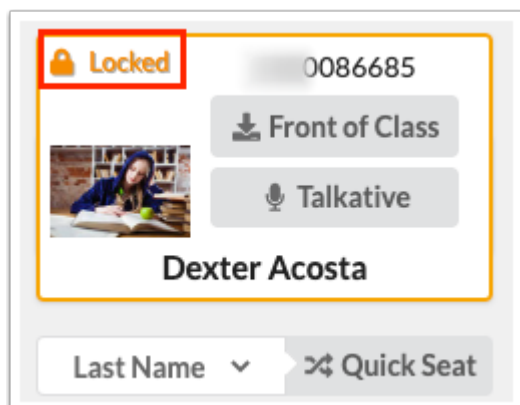
16. To edit student information, click the seated student. Once clicked, the student displays in the Students tab.



Click **Lock** to lock the student into the desk/chair, so they cannot be moved upon using Quick Seat. If editing seating manually, the student can still be moved.

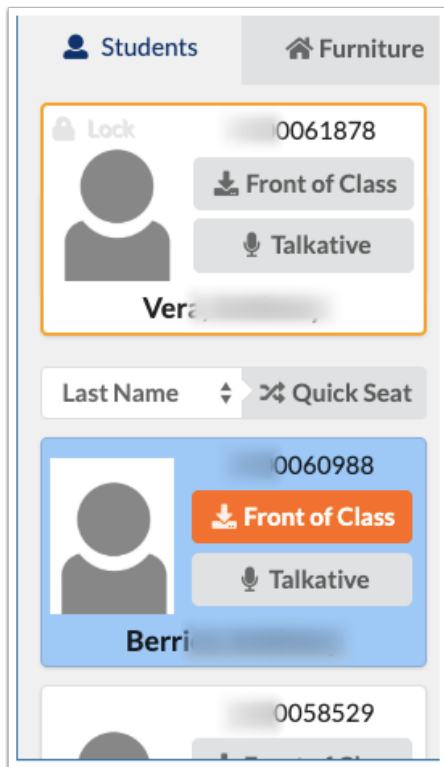


To unlock the student from the chair, click the student again, and click **Locked**.

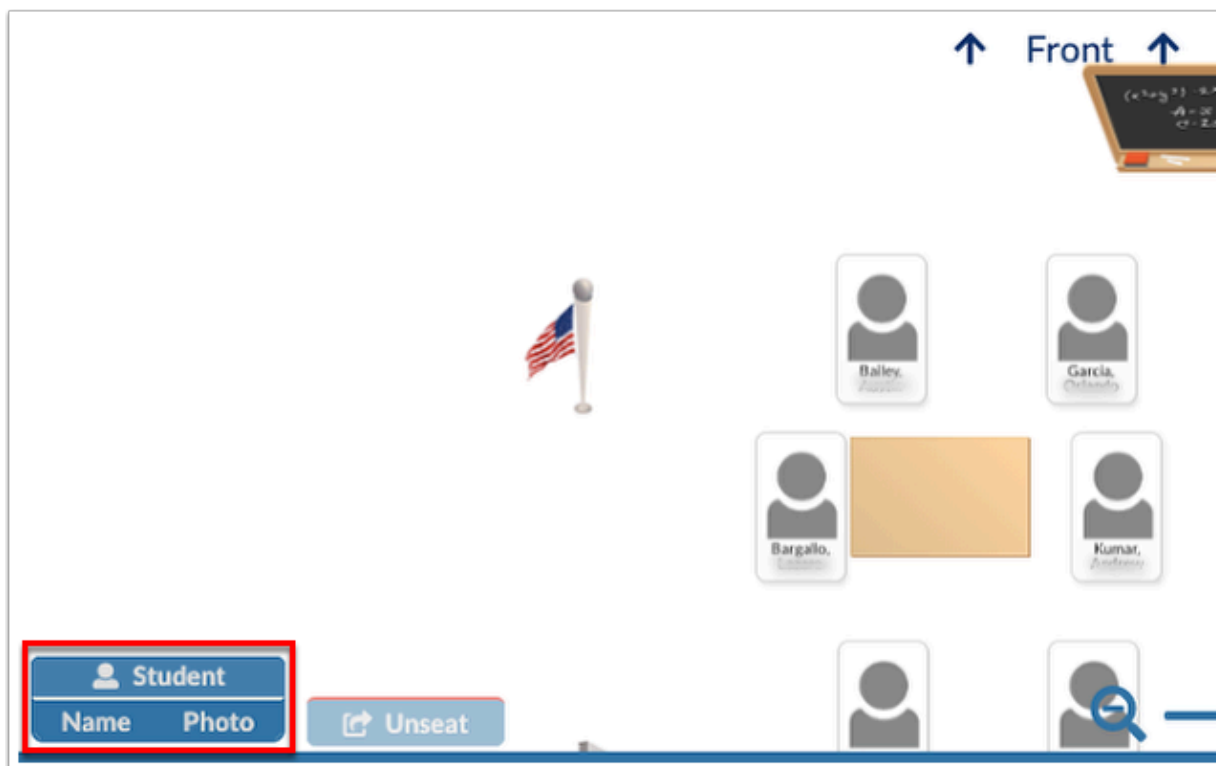


From here, you can mark the student as **Front of Class** or **Talkative**, as well as remove the flags.

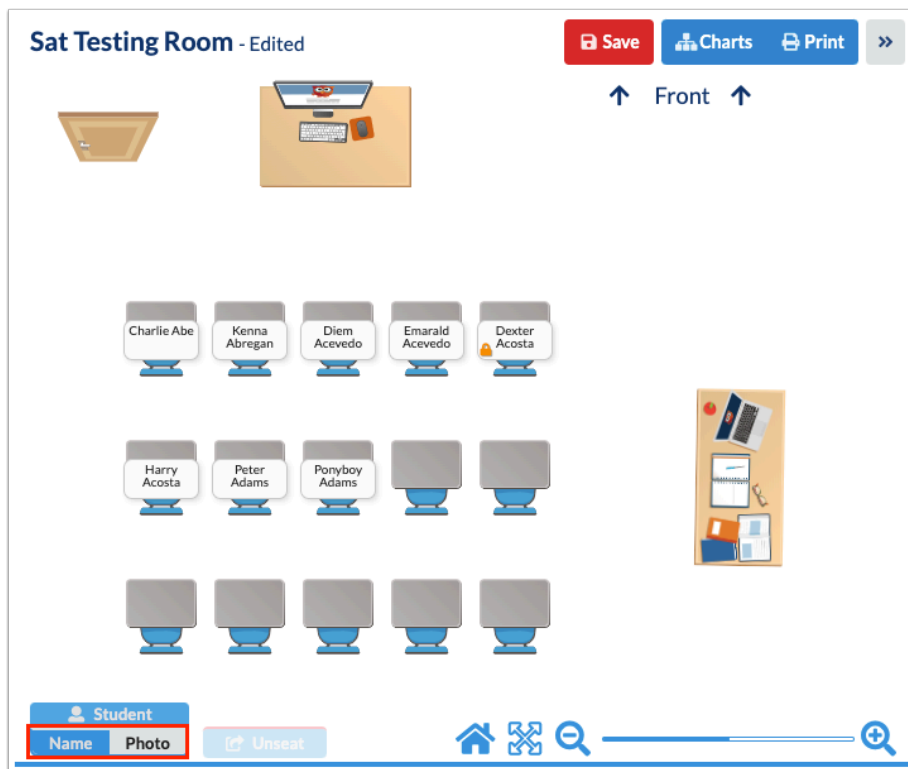
- i** Unseated students display in the Students tab under the Quick Seat generator, while selected seated students display above the generator at the top of the list.



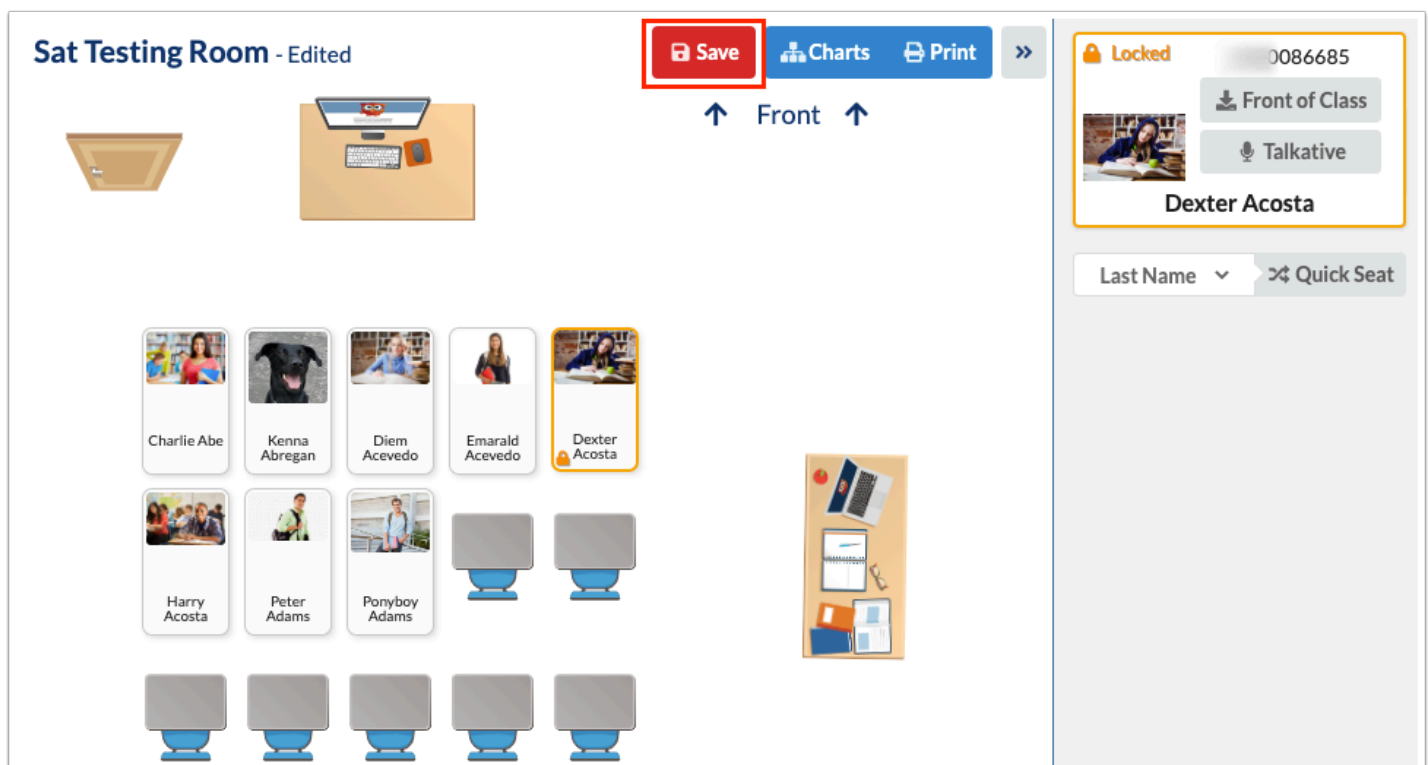
17. To customize how students are displayed in the seating chart, select the information displayed from the Student buttons.



Student Name and Photo are displayed by default. Click **Name** to hide the students' names. Click **Photo** to hide students' photos.



18. Click **Save** to apply assigned seating.



19. Click **Charts** to return to the main Seating Charts screen.

Sat Testing Room - Edited

Save Charts Print >>

↑ Front ↑

Charlie Abe Kenna Abregan Diem Acevedo Emerald Acevedo Dexter Acosta

Harry Acosta Peter Adams Ponyboy Adams

Locked 0086685

Front of Class Talkative

Dexter Acosta

Last Name Quick Seat

Shared Charts

If other users have shared their seating charts with your profile, the seating charts are displayed in the Shared Charts section where you can view them and print them for use.

i If the user who created the seating chart has had their profile end dated or deleted, any shared seating charts remain shared with the other profiles. However, no users could edit the shared charts.

1. In the **Students** menu, click **Seating Charts**.
2. In the Shared Charts section, click **View**.

Share charts with profiles to add it to the list of viewable charts for other users.

i Once created, a room layout may be used for several seating charts.

Students will appear on the Contact Tracing report for one week after a chart's end date (charts without end dates do not expire).

Save

Room Layouts +

2 Layouts Filter: OFF

Title	Front	
SAT Study Room	↑ ↓	Edit
SAT Testing Room	↑ ↓	Edit

Seating Charts +

2 Charts Filter: OFF

Applicable Students	Start Date	End Date	Shared to Profiles
Charlie Abe... Search	07/22/2021	09/29/2021	Edit
Charlie Abe... Search			Edit

Shared Charts

1 Charts Filter: OFF

Title	Start Date	End Date	
Bus 101 Roster			View

3. Click **Print** to print the seating chart or download the seating chart to your computer as a PDF.

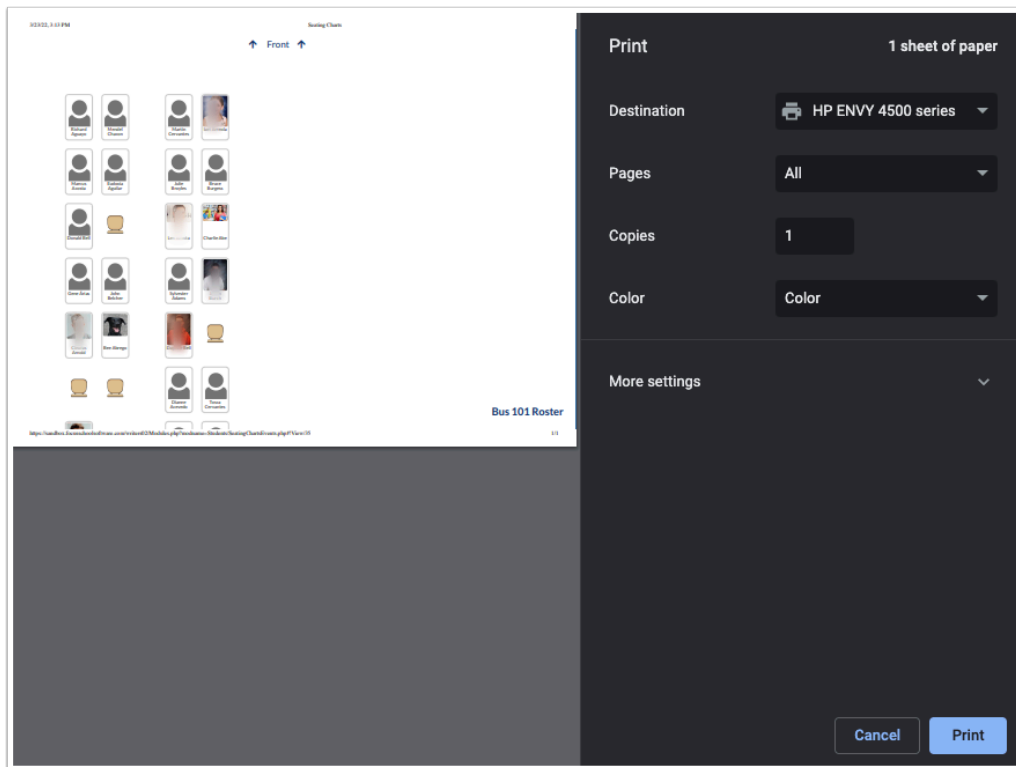
Bus 101 Roster - Edited

Charts
Print

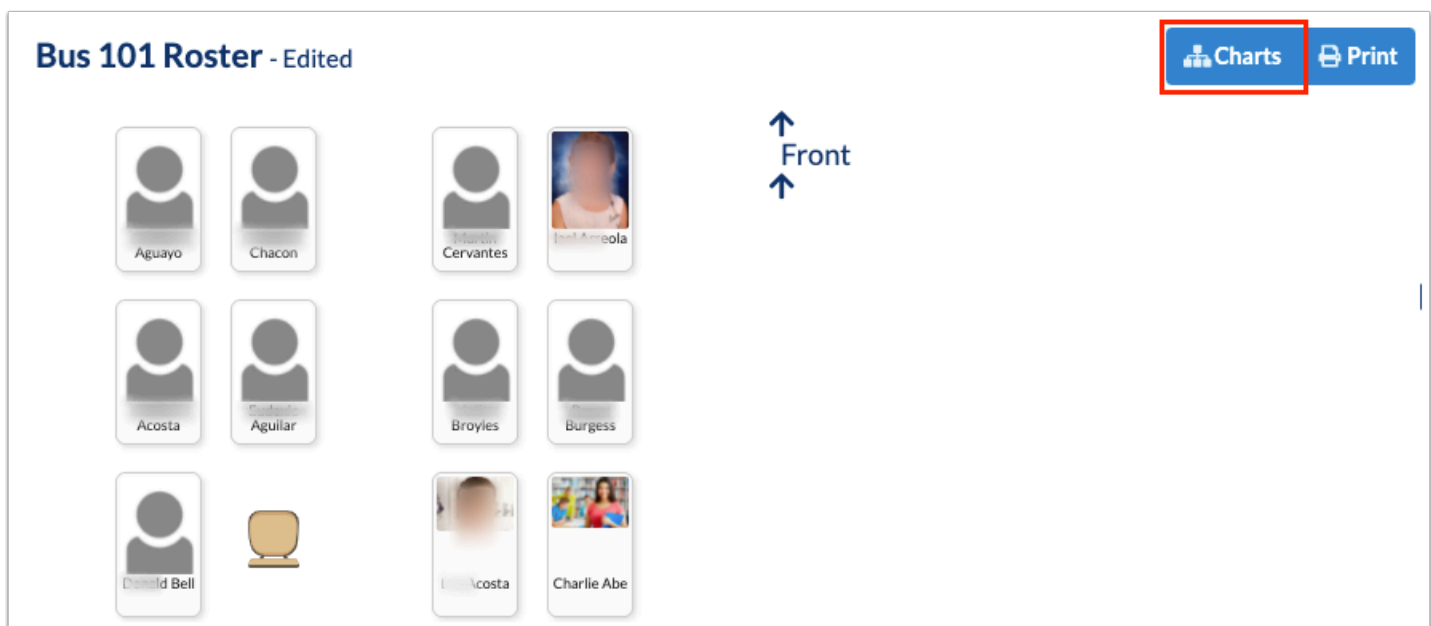
↑
Front
↑

Student

Name Photo



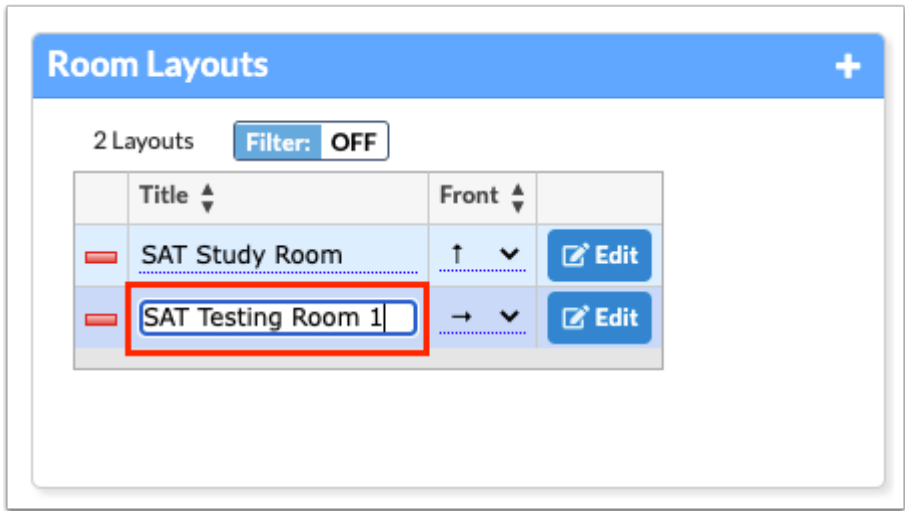
4. Click **Charts** to return to the main Seating Charts screen.



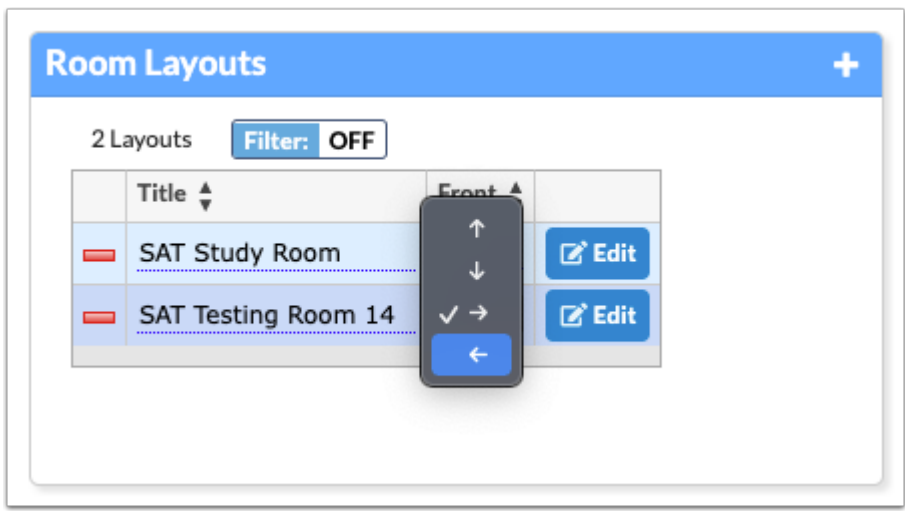
Viewing and Editing Room Layouts

Admin users can edit created room layouts if changes need to be made to the layout of the room.

- 1. In the **Students** menu, click **Seating Charts**.
- 2. In the Room Layouts section, click the **Title** text box to edit the title.

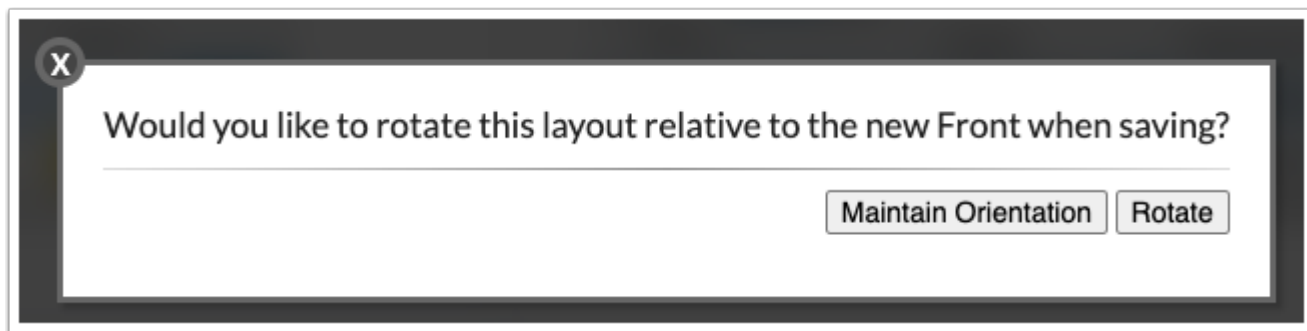


- 3. To edit the direction of the classroom, click the **Front** pull-down and select the applicable arrow to indicate where you'd like the front of the class to be.



- a. In the pop-up window, click **Maintain Orientation** if you want to change the Front of the layout but do not want to move any other items in the room layout.

In the pop-up window, click **Rotate** if you want to rotate the entire layout along with the front of the room including all furniture existing the layout.



4. Changes display in yellow. Click **Save** to apply changes.

Share charts with profiles to add it to the list of viewable charts for other users.

i Once created, a room layout may be used for several seating charts.

Students will appear on the Contact Tracing report for one week after a chart's end date (charts without end dates do not expire).

Save

Room Layouts +

2 Layouts **Filter: OFF**

Title	Front	
SAT Study Room	↑	Edit
SAT Testing Room 14	→	Edit

Seating Charts +

2 Charts **Filter: OFF**

Title	Layout	Applicable Students	Start Date
SAT Testing Chart	SAT Testing ...	Ayrton Ahr... Search	03/30/202...
SAT Study Group	SAT Study R...	Austin Alva... Search	

5. Click **Edit** for the applicable layout to view and/or edit the [Room Layout](#).

Room Layouts +

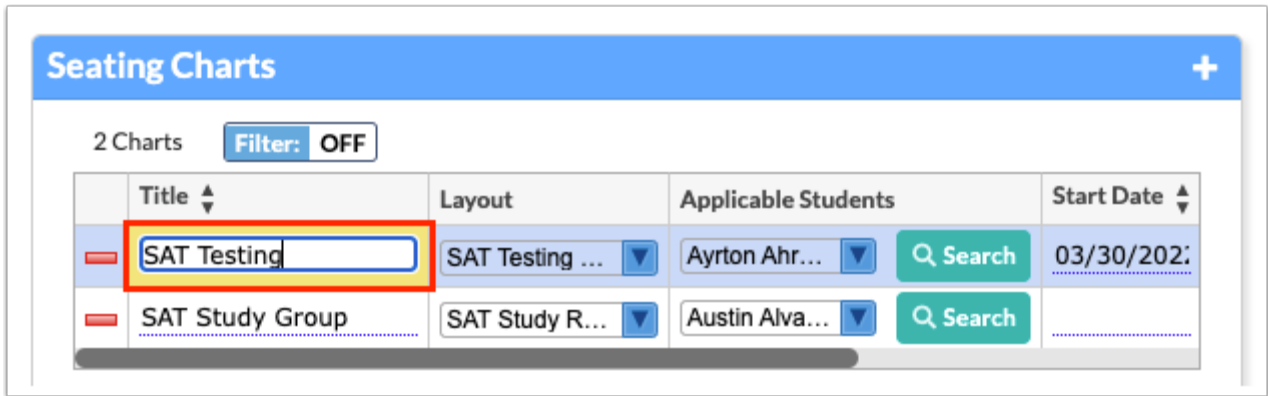
2 Layouts **Filter: OFF**

Title	Front	
SAT Study Room	↑	Edit
SAT Testing Room 14	→	Edit

Viewing and Editing Seating Charts

Admin users can edit created seating charts if changes need to be made.

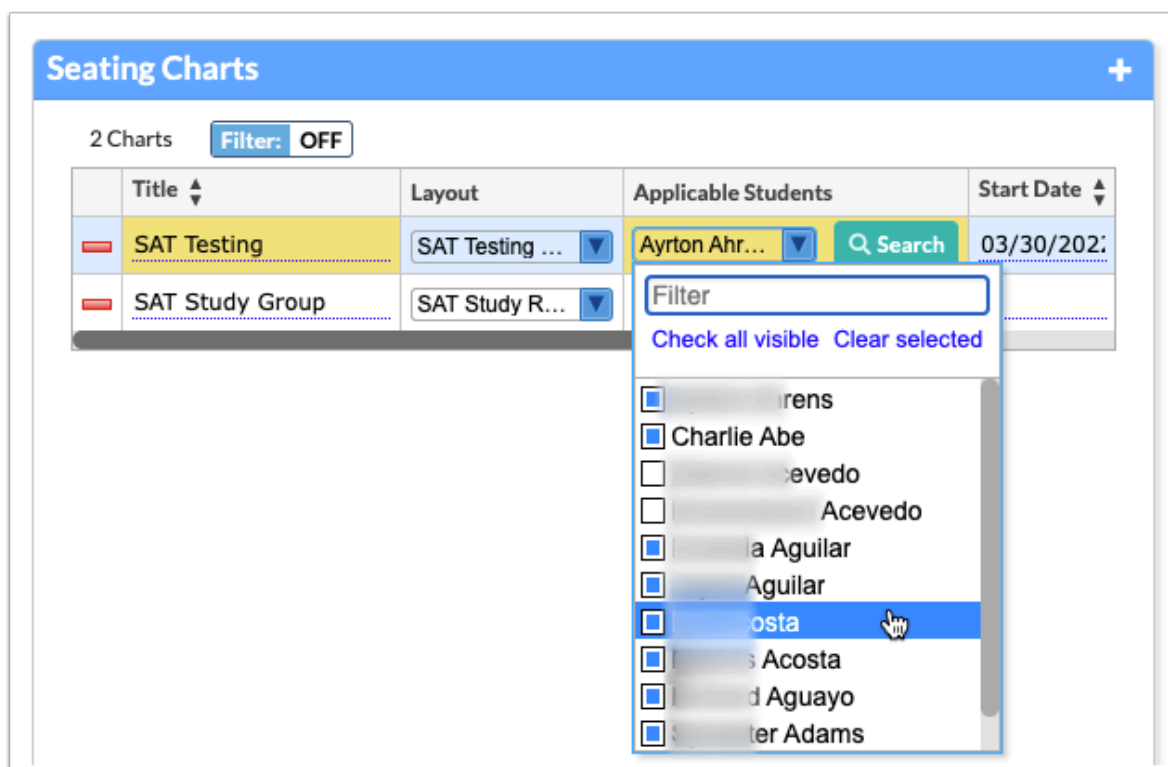
- 1. In the **Students** menu, click **Seating Charts**.
- 2. In the Seating Charts section, click the **Title** text box to edit the title.



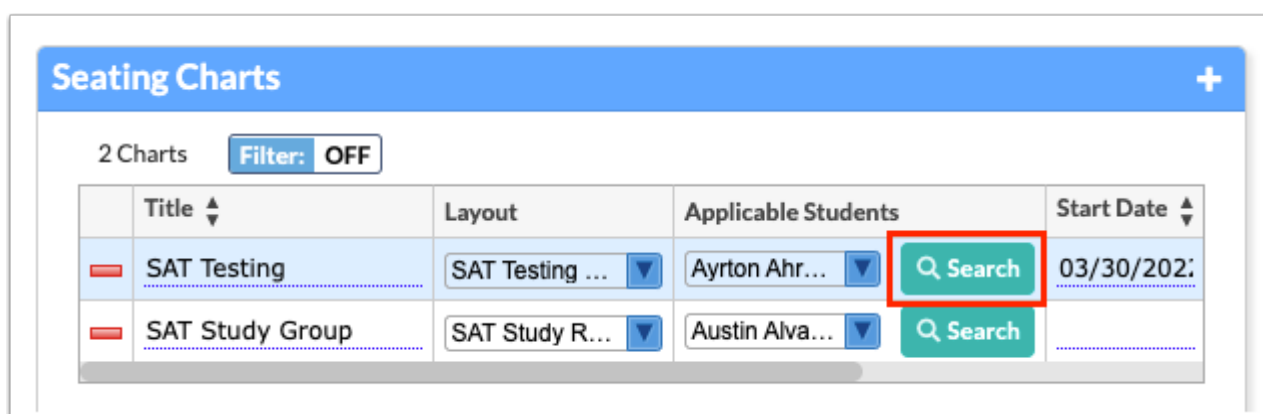
- 3. To edit the **Layout** assigned to the seating chart, click the pull-down and change the selection.

To edit the students assigned to the seating chart, you have two options.

- 4a. To pick and choose from the selected students currently assigned, click the **Applicable Students** pull-down to clear selected students or make new selections. Note: The pull-down populates based on the student search and selection conducted upon creating the seating chart. See [Creating a Seating Chart](#) for more information.



4b. To conduct a new student search and selection, click **Search**.



a. Conduct a student search to determine the students who should be included in the seating chart. See [Searching for Students](#) for more information on conducting a student search.

Student Search

Student

Student Group

☐ Search All Schools
 ☐ Include Inactive Students

More Search Options

b. From the listed students, select the check boxes next to the student who should be included in the seating chart.

Search Screen

Simple List








Customized List

Save

Test Not Taken: Scholastic Assessment Test - SAT

736 Students

10 Selected

<input type="checkbox"/>	Photo	Student	Student ID	Grade
<input checked="" type="checkbox"/>		Abe, Charlie Noel	0055879	10
<input type="checkbox"/>		Abreg	0061843	10
<input checked="" type="checkbox"/>		Acevedo	0023057	09
<input checked="" type="checkbox"/>		Acevedo	0056443	12
<input checked="" type="checkbox"/>		Acosta	0086685	10
<input checked="" type="checkbox"/>		Acosta	0058780	12
<input checked="" type="checkbox"/>		Adam	0086404	09

Select the check box in the header to select all students listed.

c. Click **Save**.

Search Screen

Simple List






Customized List

Save

Test Not Taken: Scholastic Assessment Test - SAT

736 Students

11 Selected

<input type="checkbox"/>	Photo	Student	Student ID	Grade
<input checked="" type="checkbox"/>		Abe, Charlie Noel	0055879	10
<input type="checkbox"/>		Abreg	0061843	10
<input checked="" type="checkbox"/>		Acevedo	0023057	09
<input checked="" type="checkbox"/>		Acevedo	0056443	12
<input checked="" type="checkbox"/>		Acosta	0086685	10

5. Edit the **Start Date** and **End Date** by clicking the provided text boxes to establish the time frame in which the seating chart should be active for use. If either text box is left blank, the chart will be active indefinitely.

Seating Charts

2 Charts

Filter: OFF

		Applicable Students	Start Date	End Date	Shared to Profiles	
ting ...	Ayrton Ahr...	Search	03/30/202:	04/20/2021		Edit
dy R...	Austin Alva...	Search				

April 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

i Students will appear on the **Seating Chart Contact Tracing** report for one week after a chart's specified End Date.

6. To share the seating chart with other users, select or edit the profiles selected from the **Shared to Profiles** pull-down.

7. Changes display in yellow. Click **Save** to apply changes.

for other users.

arts.

k after a chart's end date (charts without end dates do not expire).

Save

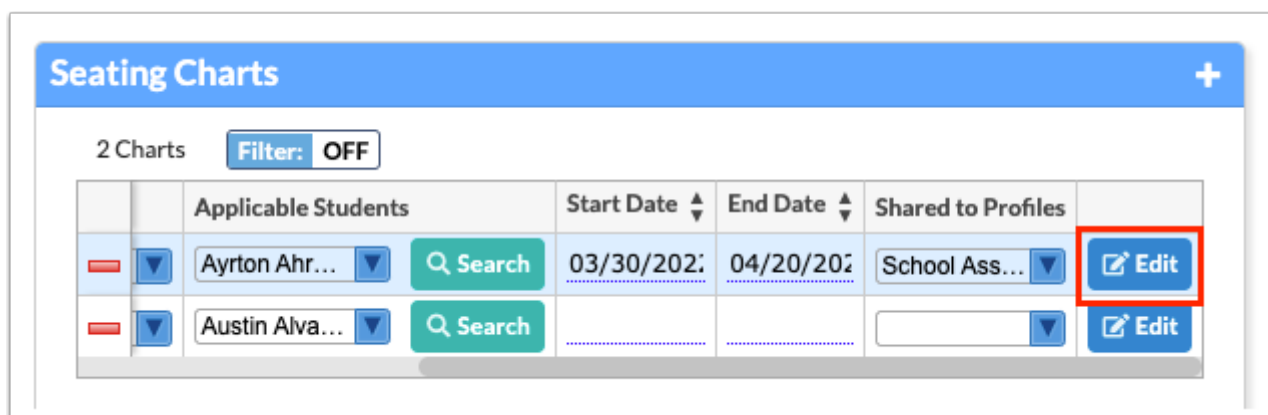
Seating Charts

2 Charts

Filter: OFF

	Title	Layout	Applicable Students	Start Date
	SAT Testing	SAT Testing ...	Ayrton Ahr... Search	03/30/202:
	SAT Study Group	SAT Study R...	Austin Alva... Search	

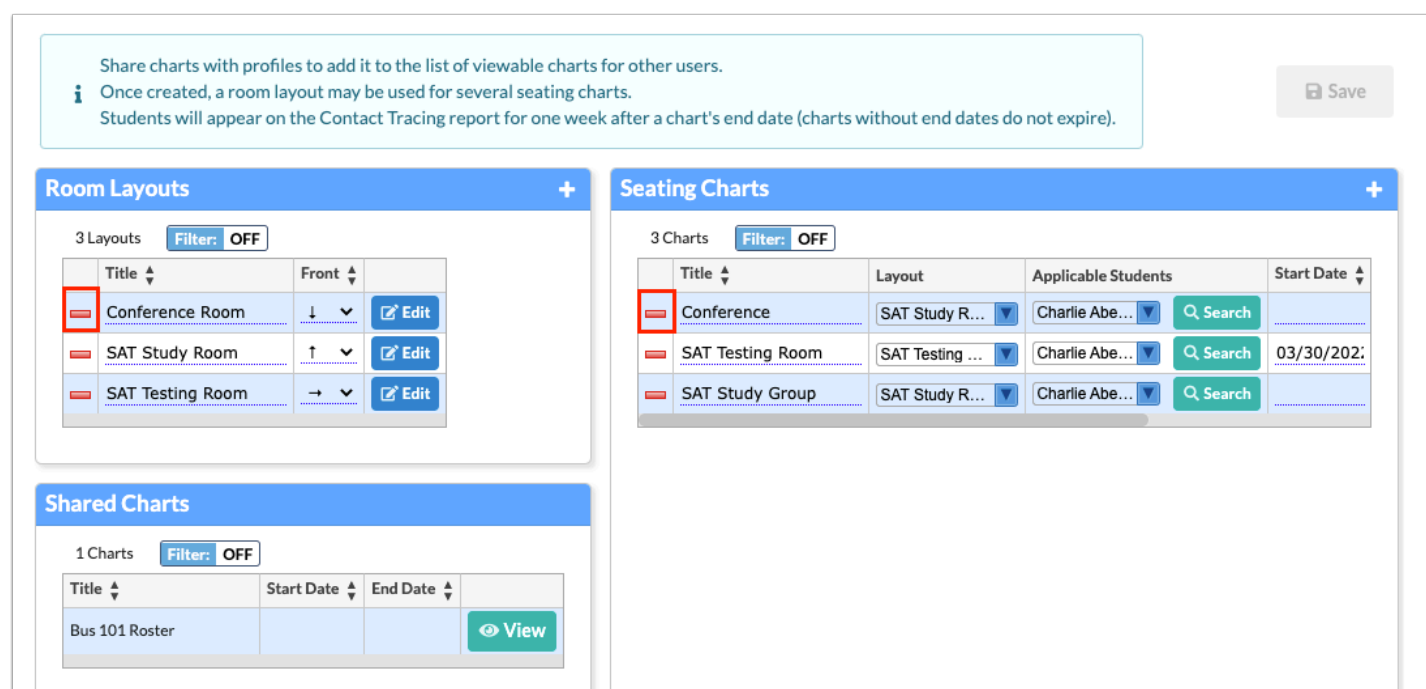
8. To view and/or edit the Seating Chart and determine how students are seated, click **Edit**.



Deleting Room Layouts and Seating Charts

Admin users can delete created room layouts and/or seating charts if needed.

1. In the **Students** menu, click **Seating Charts**.
2. Locate the Room Layout or the Seating Chart in the corresponding section, then click the delete button (red minus sign).



3. In the confirmation pop-up window, click **OK**.
4. The deleted record displays grayed out. To complete the deletion, click **Save**.

Share charts with profiles to add it to the list of viewable charts for other users.
i Once created, a room layout may be used for several seating charts.
Students will appear on the Contact Tracing report for one week after a chart's end date (charts without end dates do not expire).

Save

Room Layouts

3 Layouts Filter: OFF

Title	Front	
Conference Room	↓	Edit
SAT Study Room	↑	Edit
SAT Testing Room	→	Edit

Seating Charts

3 Charts Filter: OFF

Title	Layout	Applicable Students	Start Date
SAT Testing Room	SAT Testing ...	Charlie Abe... Search	03/30/202:
Conference	SAT Study R...	Charlie Abe... Search	
SAT Study Group	SAT Study R...	Charlie Abe... Search	