





Creating Seating Charts




Use these procedures to create seating charts using the Seating Chart page. If you arrange your class in grid blocks, you can configure the number of rows and columns. You can also choose a free-form option to place seats in any arrangement you would like.


To create a grid layout seating chart:

1. From  **Class Management**, select **Seating Chart** to display the Seating Chart page.
2. If you need to update the class, click **Change** to display the Class List pop-up, and make your selections.
3. Click  to display the Seating Chart Options pop-up.
 - Click **Grid Blocks** from the Layout field.
 - Enter the number of rows for your class.
 - Enter the number of columns for your class.
Refer to the number of unplaced student as show on the drawer to determine the number of rows and columns necessary to accommodate all students you wish to place in the seating chart.
 - Click **Close** on the Seating Chart Options pop-up.
4. Add students to the seating chart:
 - If the Unplaced Students drawer is not displayed, click .
 - To move all students from the Unplaced Students drawer, click **Add All Students** in the Unplaced Students drawer to move all students from the drawer to the seating chart. Note that this will only move as many students as there are available seats in the seating chart.
 - To move individual students, drag and drop students from the Unplaced Students drawer to the seating chart. You may chose to leave some students in the Unplaced Students drawer.
5. Click .

To rearrange students on a grid layout seating chart, refer to Managing Grid Layout Seating Charts.

To create a free-form seating chart:

1. From  **Class Management**, select **Seating Chart** to display the Seating Chart page.
2. If you need to update the class, click **Change** to display the Class List pop-up, and make your selections.
3. Click  to display the Seating Chart Options pop-up.
4. Click **Free Movement** from the Layout field.
5. Click **Close** on the Seating Chart Options pop-up.
6. Add students to the seating chart:
 - If the Unplaced Students drawer is not displayed, click .
 - You can drag the right and lower boundaries of the seating chart to make it larger or smaller.
 - Click **Add All Students** to move students from the Students section to the seating chart. You can also drag and drop students to the seating chart. You may chose to leave some students in the Unplaced Students drawer.

7. Drag and drop students to arrange the seating chart.
 - Student images cannot overlap in the seating chart.
8. To remove a student from the seating chart, drag and drop the student into the Unplaced Students drawer.
 - Students in the Unplaced Students drawer are members of the class but not placed in the seating arrangement.
9. Click .

Related Topics

For more information, refer to the following content in the Teacher Access Center Online Help system:

Managing Grid Layout Seating Charts

Seating Chart / Attendance By Photo Page

Seating Chart Options Pop-Up