

Create a Seating Chart

Name: ← Name your seating chart.

Print Comment: ← Enter comments to display on the printed seating chart.

Desk Size & Color:

Student Name: ← Show Student Picture

Desk Color: ← Show Daily Attendance

Font Color:

Show Desk Comments

Show Student Picture

Show Daily Attendance

Attendance:

Allow Daily Attendance

Allow Period Attendance

Indicate whether you can take daily and/or period attendance on the chart.

Save to set up your seating chart (see reverse side).

A red outline displays on a desk when the student has been marked absent.

Daily attendance can be taken in the **Daily Attendance** view and period attendance in the **Period Attendance** view.

Seating Chart

Roster: Seating Chart:

Zoom: Edit Show Comments Print All Present Display Daily Attendance

	Alisa Carlton		Lucy Carmichael
	Ron Sanders		Nick Clemson
	Gabe Schubert		Harriet Tyler
			Andrew Baker

Teacher Desk

Select an attendance/absence code from the drop-down list or click **All Present** in the banner.

**see reverse side for more information*



Click to add new seating chart for the current class.

Click to update seating chart preferences.

Click to toggle between **Display** mode and **Edit** mode. Updates to design can be made during **Edit** mode.

Add Desk

Student
Samuel Carrington

Enter Comment
Needs to be at the front of the room

Color
Desk: [Color Picker]
Font: [Color Picker]

Use Default
 Desk Size
 Desk Color
 Font Color

Save Cancel

Add Label

Text
Teacher Desk

Font
Size: 16
Color: [Color Picker]

Save Cancel

Desk Arrangement

Layout
 By column: Enter the number of desks across: 3
 By row: Enter the number of desks down:

Order
Choose the order for assigning desks: A-Z Horizontal Fill

Add Students
 15 student(s) found to add to this seating chart.

Arrange Desks Cancel