



# seating\_chart\_body




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Specify the period:

<b>Date</b>	Type a date in the MMDDYYYY format, or click  to <a href="#">select a date from the calendar</a> . The date is used to verify current enrollment in the class. <b>NOTE:</b> If you are setting up a seating chart before the first day of school, enter the date of the first class.
<b>Semester</b>	The current semester is displayed by default. You can select another semester.
<b>Period</b>	Select the period-course to create a seating chart for.  By default, the field displays the first period for which you have not posted attendance. <b>NOTE:</b> If <b>Combine Courses in Attendance</b> is selected on your <a href="#">Settings &gt; Update Profile</a> page, the courses are combined by period.

If a seating chart already exists for the period, the seating chart is displayed.

<b>Layout Options</b>	<p>Select a layout for the seating chart:</p> <p><i>Alphabetical by row</i> - Students are placed in alphabetical order by last name starting at the front-left corner of the room (from the teacher's perspective) and continuing horizontally, filling each seat until all students are placed. Empty seats are at the back of the room.</p> <p><i>Alphabetical by column</i> - Students are placed in alphabetical order by last name starting at the front-left corner of the room (from the teacher's perspective) and continuing vertically toward the back of the room, filling each seat until all students are placed. Empty seats are on the right side of the room.</p> <p><i>Numerical by row</i> - Students are placed in numerical order by student ID starting at the front-left corner of the room (from the teacher's perspective) and continuing horizontally, filling each seat until all students are placed. Empty seats are at the back of the room.</p> <p><i>Numerical by column</i> - Students are placed in numerical order by student ID starting at the front-left corner of the room (from the teacher's perspective) and continuing vertically toward the back of the room, filling each seat until all students are placed. Empty seats are on the right side of the room.</p> <p><i>Random</i> - Students are placed in random order. If there are more seats than students, the empty seats are at the back of the room. Every time you click <b>Preview Layout</b>, the random order changes; you can try multiple random layouts until you find one that works best.</p> <p><i>Blank</i> - A blank seating chart is displayed, and all students are listed either beside or below the chart (depending on the size of the chart). You can drag students from the <b>Unassigned Students</b> list to the seating chart. If you previously saved a seating chart and return to this page, the student seats are arranged according to your last saved layout; however, the <b>Layout Options</b> field is always set to <i>Random</i> by default. Even if you selected an alphabetical or numerical arrangement, you may have manually moved students; therefore, the program assumes the students may have been moved.</p>
<b>Rows Columns</b>	Type the number of rows (horizontal) and columns (vertical) for the seating chart. You can have up to 11 rows and 11 columns.

Click **Preview Layout**. The seating chart is displayed according to the criteria entered.

When you click **Preview Layout**, the changes are not saved. You must type your PIN and click **Save Seating Chart** to save the changes.

<b>Unassigned Students</b>	If there are more students enrolled in the class than seats available, the extra students are listed either beside or below the seating chart (depending on the size of the chart).
<b>Show Pictures</b>	Select to display student photos in the seating chart. Photos are only available if they have been added by the district.

- Each seat lists the student's name, gender, and ID.
- You can click the student ID to view the [student's profile](#).
- The seats are color-coded by gender. Seats for females are shaded pink, and seats for males are shaded blue.

You can manually arrange students as needed by dragging a student to a new location.

- If a student is dragged to a new location that is currently occupied, the two students switch seats.
- If the student is dragged to an unoccupied location, his original location becomes unoccupied.
- You can drag students to and from the **Unassigned Students** list. If a student is dragged to a new location that is currently occupied, the two students switch places. The student from the list now has a seat, and the student who had a seat is now in the list.
- To re-sort the students using one of the layout options, select an option from the **Layout Options** field, and then click **Preview Layout**. The students are sorted according to the new layout.

### Save changes:

**PIN** Type your four-digit personal identification number (PIN).

Click **Save Seating Chart**.

If your changes were saved successfully, the page reloads, and a message is displayed indicating that the seating chart data was posted.

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## Print the seating chart:

Click **Print**.

The [Seating Charts Report Selection](#) page opens allowing you to make selections for running the report.