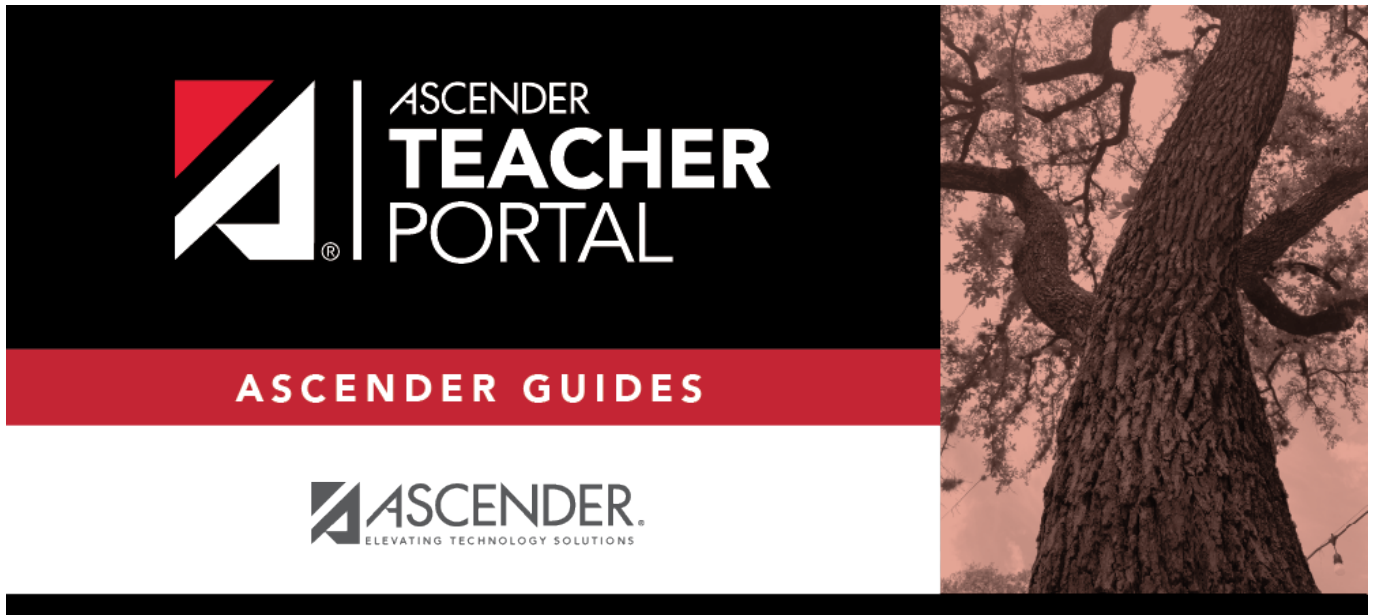




seating_chart_intro

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seating_chart_intro i

This page allows you to create and maintain seating charts for all of your classes. The seating chart lists the student name, gender, and ID. The seats are color coded by gender.

Seating charts in TeacherPortal are tied to the **1st Period Nbr** and **Last Period Nbr** fields on *ASCENDER > Attendance > Maintenance > Campus > Campus Attendance Options*. The system uses these fields to determine which periods are available for seating charts and attendance posting.

Student seats can be rearranged at any time.

You must create a new seating chart for each semester of a course. If the course is more than one semester, you can copy the seating chart to subsequent semesters.

IMPORTANT: It is recommended that you set the **Combine Courses in Attendance** field on your [Update Profile](#) page the way you want it for the semester before creating the seating chart.

[About combining and uncombining courses](#)

If you change the setting of the **Combine Courses in Attendance** field, the data will be preserved as much as possible; however, you must then verify that your seating charts are correct for all periods, make the necessary changes, and then save the seating charts again.

If you change the **Combine Courses in Attendance** field during the semester, the following applies:

- If **Combine Courses in Attendance** was not originally selected and you have only one course per period, you created a seating chart, and then you selected **Combine Courses in Attendance**, the seating chart is not affected; however, you must re-save the seating charts for all periods.
- If **Combine Courses in Attendance** was not originally selected and you have some periods with multiple courses (each with its own seating chart), you created a seating chart, and then you selected **Combine Courses in Attendance**, the following occurs when you retrieve one of the periods on the Seating Chart Setup page:
 - Only the seating chart for the first course in the list is preserved.
 - The remaining students are displayed under Unassigned Students.
 - If the first course in the list has no students enrolled, no seating chart is preserved. You must recreate the chart.
- If **Combine Courses in Attendance** was originally selected and you have only one

course per period, you created a seating chart, and then you cleared **Combine Courses in Attendance**, the seating chart is not affected, you must re-save the seating charts for all periods.

- If **Combine Courses in Attendance** was originally selected and you have some periods with multiple courses, you created a seating chart for students from multiple courses, and then you cleared **Combine Courses in Attendance**, the following occurs when you retrieve a period/course on the Seating Chart Setup page:
 - Only the chart dimensions of the seating chart for the first period/course you attempt to edit is preserved.
 - Only seats for students enrolled in the course are preserved.
 - The remaining students are displayed under **Unassigned Students**.
 - You must recreate the chart for the other courses that were previously combined in the period.

If a student transfers to the class, he is listed under **Unassigned Students**.

If a student drops the course, his seat is blank.

Date:  Semester:  Print

Period: 

Layout Options:  Rows Columns Preview Layout

PIN: Save Seating Chart

Manage Seating Charts

☐ Show Pictures

Back of Classroom

MATA MARIANELA Gender: F 982160	PEREZ GABRIEL Gender: M 992158	RADFORD MEGHAN Gender: F 992528	RANGEL QUINTIN Gender: M 992704
EDWARDS MALVIN Gender: F 992457	ENGLISH ANGEL Gender: F 991798	GAMEZ GUADALUPE Gender: F 993281	MACIAS EMILIANO Gender: M 980063
CORTEZ ZAYLEE Gender: F 994450	DELEON HUNTER Gender: M 981029	DUBOSE RUBY Gender: F 993384	DYE CANDACE Gender: F 993033
BALDERRAMA DANNA Gender: F 994254	BURFORD- ZAWAHREH TRACE Gender: M	CADDELL RILEY Gender: M 981173	CASTILLO JR ALAN Gender: M 993929

Front of Classroom

Unassigned Students

981030 RODRIGUEZ COLT (M)
993478 SULLIVAN MICHAEL (M)
993746 VAQUERA JACOB (M)
992709 VAZQUEZ CHRISTIAN (M)