

Attendance by Seating Charts

Path: My Classes (Classroom Summary) > Attendance Today Status Icon > Seating Chart

Or My Classes > Actions menu > Seating Charts > Attendance

Or Menu > My Classes > Seating Charts > Select Class > Attendance

Overview

The seating chart view provides photos of each student, positioned where the students sit in the classroom. This view is especially handy any time a user is trying to associate student names and faces; during the first days/weeks of school, when classes change at term or semester, and for substitute teachers.

SIS K-12 remembers which view was open the last time the Attendance screen for each class was accessed. If the **List View** was last used or this is the first time the Attendance page is being viewed for this class, click **Seating Chart** in the bottom bar to switch to the seating chart view.

User Permissions

There are no special permissions for this function. This function is available for all staff with a teacher role.

Viewing Seating Charts List

To see which classes have or don't have seating charts, choose **Menu > My Classes > Seating Charts**. Click a class to display or setup a seating chart.

Select Class Show classes for Today (Wed, Dec 04) - A Day

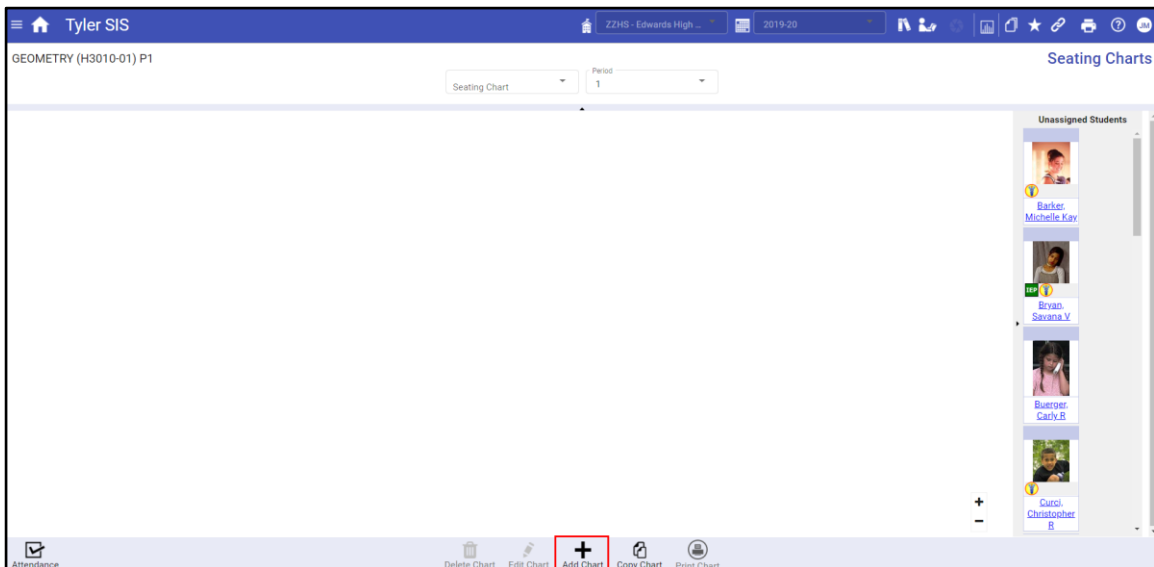
Meets ▼	Term ▼	Course-Section ▼	Course Name ▼	Room ▼	Enrolled ▼	Gradebook Updated
P1	Year	H3010-01	GEOMETRY	219	16	11/26/19
P2	Year	H3010-02	GEOMETRY	219	9	11/25/19
P2	Year	H8301-01	BASIC MATH I/II	317	2	12/02/19
P3	Year	H3000-07	ALGEBRA 1	219	12	12/03/19
P4 Lunch 3	Year	H3010-03	GEOMETRY	219	13	11/26/19
P5	Year	H3000-01	ALGEBRA 1	219	19	11/26/19
P7	Year	H3010-04	GEOMETRY	219	12	11/25/19
P8	Year	H9036-02	SEMINAR 11	219	11	11/07/19

✕
Cancel

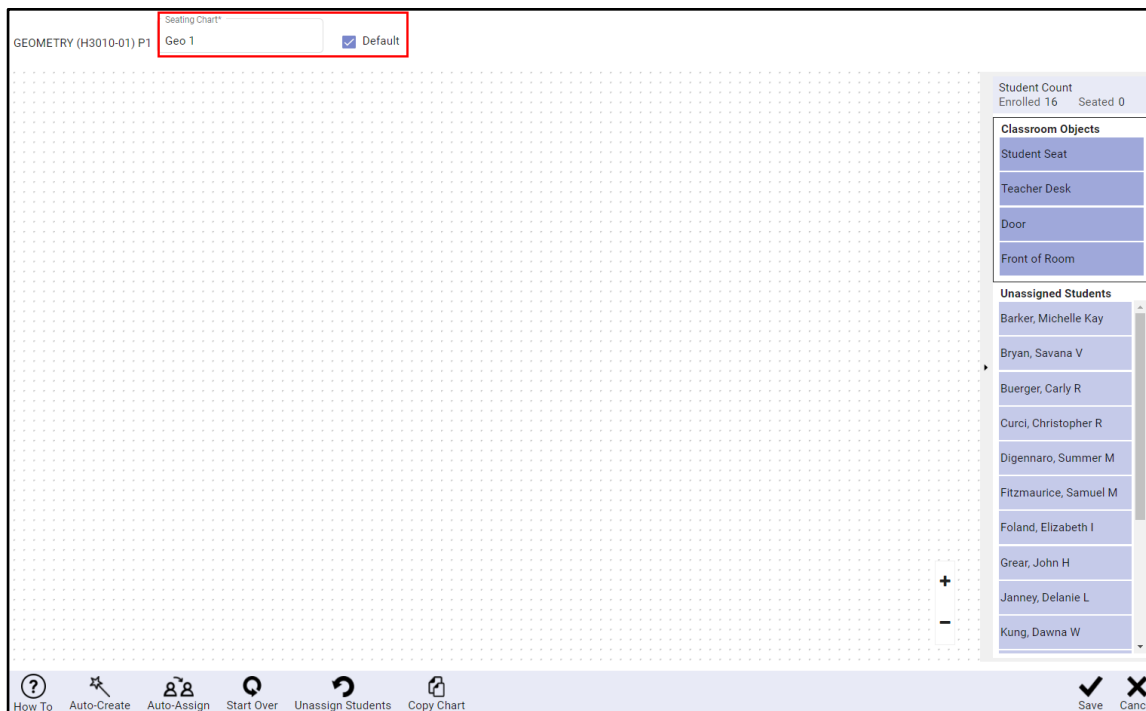
Adding a Seating Chart

If a seating chart does not already exist for this class, the setup area is blank and the students in the roster appear in the Unassigned Students area.

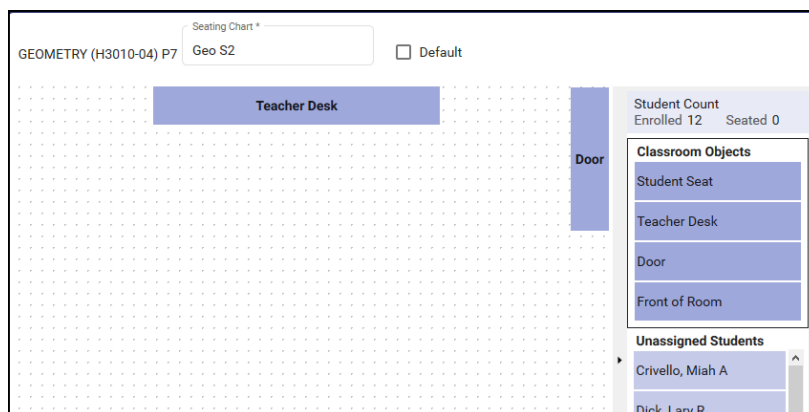
1. Click **Add Chart** to create a new seating chart.



2. **Name the Chart** – In the Seating Chart field at the top of the grid, give the chart a name and indicate if this should be the default seating chart for the class. (Multiple seating charts can be created for a class, for example, if students or seats are arranged differently on different days, for different subjects, or grading periods.)



3. **Classroom Objects** – On the right side of the screen, the top box lists the available types of objects that can be placed on the grid. The bottom box lists the names of the students who have not yet been assigned to seats. You may wish to add objects to help orient the seating chart before adding seats. Click and drag Teacher Desk, Door, or Front of Room to place them.



NOTE: Once placed on the grid, an object can be rotated by double-clicking it. Each double-click rotates the object 45 degrees.

To remove an object, drag it back to the Classroom Objects list.

4. **Add Seats** – Before a student can be placed in a seat, a seat must be added to the grid. This can either be done manually or by using the auto-create function.
- **Manually Add Seats** – From the list of Classroom Objects on the right, select and drag a Student Seat to the working area. Seats can be placed wherever needed on the grid to represent the layout of the room. Repeat this process until all the seats in the room have been added.

- **Auto-Create Student Seats** – Click **Auto Create** in the bottom bar, then enter the number of rows and columns to be created. When **Create** is clicked, the seats default to being arranged in a block of rows and columns but can be rearranged as desired.

NOTE: Seats can be rearranged whether students have been assigned to them or not.

To move a seat, click or touch the **Drag Seat** area on a seat and move it to a new location.

To remove a seat entirely, drag it back to the Classroom Objects list. If a student was assigned to the seat, the student is returned to the Unassigned Students list.

5. **Assign Students to Seats** – As with adding seats, this can be done manually or automatically.
 - **Manually Assign Students to Seats** – From the Unassigned Students list, drag a student name to the **Drag Student Here** area of a seat. The student photo and name are displayed. Repeat until all student have been assigned to seats.
 - **Auto-Assign Student Seats** – Click **Auto-Assign** in the bottom bar. Choose the order in which the seats should be filled by clicking a radio button for the Horizontal arrangement and the Vertical arrangement. Indicate whether the student should be assigned to seats in Alphabetical or Random order. Click **Assign** and the students are assigned to the seats.







NOTE: To remove a student from a seat, click/touch the student name and drag it either to another seat or back to the Unassigned Students list.

6. **Lock Seats** – To prevent a seat from being accidentally moved, it can be locked into place. This is done by clicking/touching and holding the student name area (which either shows the assigned student's name or the label **Student Name**.) When locked, the **Drag Seat** label at the top of the seat changes to **Locked**. When a seat is locked, the student cannot be changed. This means any assigned student cannot be removed from an occupied locked seat and a student cannot be assigned to an empty locked seat. To unlock the seat so the assigned student can be changed, click/touch and hold in the student name area again.

NOTE: Seats can only be locked when a seating chart is being edited.

- Click **Save** in the bottom bar to complete and save the seating chart.

Tools in the Toolbar

-  **How To** – Click to display reminders for performing several common tasks:
 - Placing Objects
 - Assigning Students to Seats
 - Moving Students
 - Rotating Objects
 - Removing Objects
 - Locking Seats
-  **Auto-Crete** – Click to automatically add seats to the chart.
-  **Auto-Assign** – Click to automatically add students to the seats on the chart.
-  **Start Over** – Click to remove all students, seats, and other objects from the grid and begin from scratch, click in the bottom bar.
-  **Unassign Students** – Click to keep the seats and other objects but remove all the students and place them back onto the Unassigned Students list.
- +/-** – Use the plus or minus signs in the lower right corner of the grid can be used to zoom in or out on the grid. For some classes, it may be necessary to zoom out to see all the seats or zoom in to see details.
-  **Copy Chart** – If the desk arrangement needed already exists in another of your classes, or you want to create a new chart that is similar to an existing chart for this class, rather than starting from scratch, the Copy Chart option can be used to duplicate the existing layout. This imports in the seats and other objects into this chart, but not the students

Copy Seating Chart

Create a new seating chart with the seats arranged as they are in the chart being copied.

Copy From

Class

Seating Chart *

Name for New Chart

Copy Cancel

Taking Attendance

To change the attendance code for a student, click/touch the heading above the photo. Each click/touch cycles to the next available code.




The current attendance code for each student is displayed in the header above their photo.

 Oyer, Mckenzie K	 Shiner, Rainie !	 Jordan, Cole L	 Reith, Brent E
	A		
 Noack, Hannah N	 Barker, Michelle Kay	 Leon, Caitlin !	 Miguez, Austin S

NOTE: Any students who have not been assigned to seats show in the Unassigned Students panel on the right side of the page. Attendance codes can be assigned to these students even though they are not assigned to a seat.

Student Menu Options

Selecting a student name displays the student menu.

 Sparacino, Brittany J	 Rustin, Katie I	 Foreman, Scott O
<ul style="list-style-type: none"> Student Information <hr/> Attendance Today Add Behavior Referral Add Communication Log Entry Seating Chart Notes Comment 		

- As on other screens, the **Student Information** option opens a panel on the right side of the screen which provides access to information about the selected student.
- The **Attendance Today** displays the student's Current Day Attendance in a new window.
- The **Behavior Referral** option opens the add referral page in a window, allowing a behavior referral for the student to be added without having to leave the attendance screen.

- The **Communication Log Entry** option opens the add entry page in a window, allowing a communication log for the student to be added without having to leave the attendance screen.
- A **Seating Chart Note** can be used as reminder regarding things like who should not be placed next to who or special needs of a student (e.g. “Needs to sit in front row because is easily distracted by other students if sitting further back.”)
- A **Comment** is specific to the day and class for which attendance is being taken. This is the same as a comment added from the List view of Attendance.

NOTE: The Comment option only shows if you have permission to enter comments in Attendance.

Other Options on This Screen

- Switch between periods of a multi-period class by using the **Period** drop-down.
- Use **Gradebook** in the bottom bar to switch to the gradebook for this class.
- Switch back to the non-seating chart view by clicking **List** in the bottom bar.
- Click **Lunch Count** to enter/view today’s counts.
- Click **How To** to see reminders for performing attendance tasks.
- Click **Legend** to view attendance codes.
- Remove the currently-viewed seating chart by clicking **Delete Chart**.
- Click **Edit Chart** to make alterations to the currently-viewed seating chart.
- Click **Print Chart** to print a copy of the currently-viewed seating chart.
- Mark all students present by clicking **Perfect Attendance** in the bottom bar.

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