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Nova Scotia Student Information System

Nova Scotia Public Education System

# Create a Seating Chart Layout in PowerTeacher

User Guide

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*(Note: Any names appearing in this document are fictitious names)*

## 1 SEATING CHART OVERVIEW

The Seating Chart provides you with a graphical representation of your entire classroom. You can design multiple layouts to help you manage your classroom, and even combine different layouts in order to take attendance for different sections.


Seating chart layouts allow you to create new layouts from existing layouts from current or previous terms, or keep the current layout configuration but change student seat assignments. You can remove and add students individually to layouts, or populate a blank layout solely for the purpose of taking attendance using a seating chart.

You can work with the Seating Chart in two modes:

1. **Seating Chart:** used to take attendance for your class(es). You can change to a different seating chart layout whenever it's needed and the pre-defined attendance codes are available to assign to the students who appear on the chart using the single day attendance mode. For more information on taking attendance, refer to the document entitled *Taking Attendance in PowerTeacher*.

Seating Chart mode also provides you with a random student selector, which highlights an individual student on the chart. Use this feature when you need to call on students for class discussions or activities.

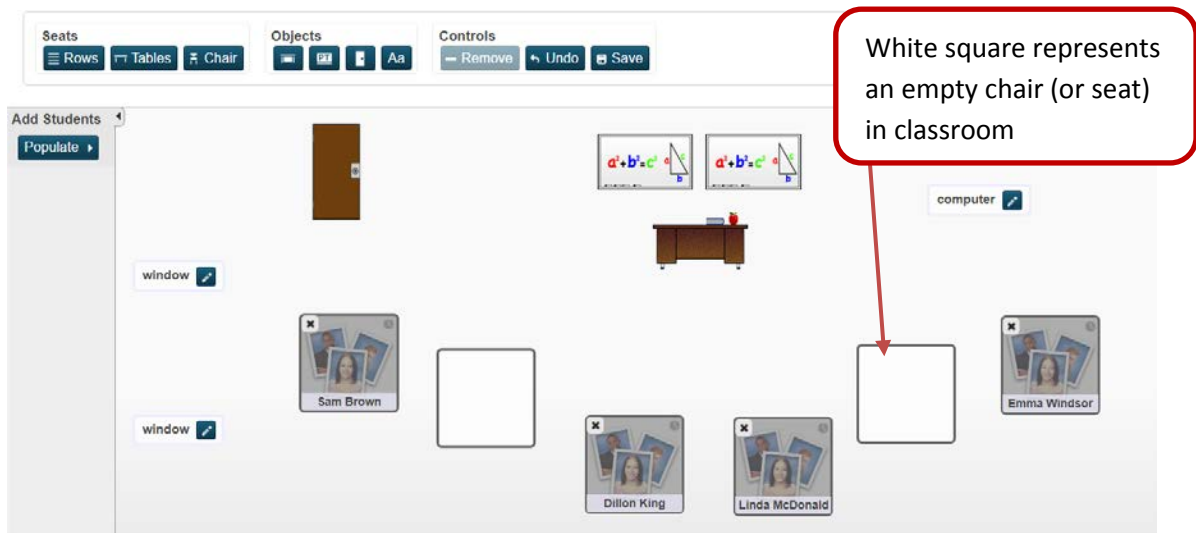
2. **Seating Chart Design:** used to create and modify layouts. Seating Chart Design mode allows you to create a Seating Chart that resembles your own classroom layout, or you can create multiple layouts (per class) that resemble different student groupings you create in your classroom. You can also combine layouts for combined classes that you may teach so that all students can appear under a single layout.

 This guide highlights the main points for creating and customizing seating chart layouts, so that you can get a seating chart up and running for your classes. Not all seating chart design features are discussed in this guide, and there are other ways to use seating charts in PowerTeacher. If interested in learning more about all the seating chart design features, click on the **Help** link in PowerTeacher, click on the A-Z Index tab, and then scroll down the page to the section on Seating Charts.

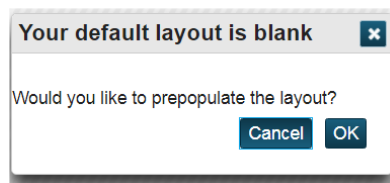
- Schedule
- Schoolnet
- Seating Chart
- Seating Chart, Design Mode
- Seating Chart, Layout
- Seating Chart Layout, Combine
- Seating Chart Layout, Create
- Seating Chart Layout, Remove Objects
- Seating Chart Layout, Remove Students
- Seating Chart Layout, Template
- Seating Chart Layout, Switch Seats
- Seating Chart Layout, View

## 2 HOW TO CREATE A SEATING CHART LAYOUT

Design a Seating Chart by placing chairs and objects on the layout, then populate it with students. Note that when you add chairs and objects to the layout, they are automatically highlighted so that you can easily move the object to any location on the layout. Below is an example of a seating chart.



1. On the Start Page, click the **Seating Chart** (grid and chair) icon next to the class for which you want to create a seating chart. If the prepopulate pop-up dialog appears, click **OK** to populate the student photos in a standard grid layout.

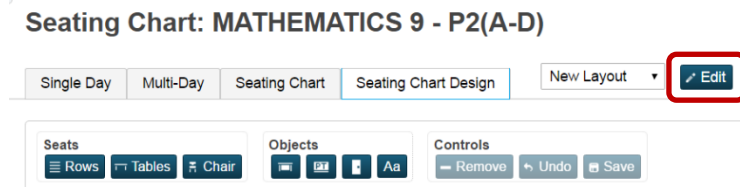


If the above pop-up doesn't appear, then it likely means that you have at least one seating chart already created for that class.

To create another seating chart for this class, go to section 3 entitled **How to Create Additional Layouts for a Single Class** on page 5.

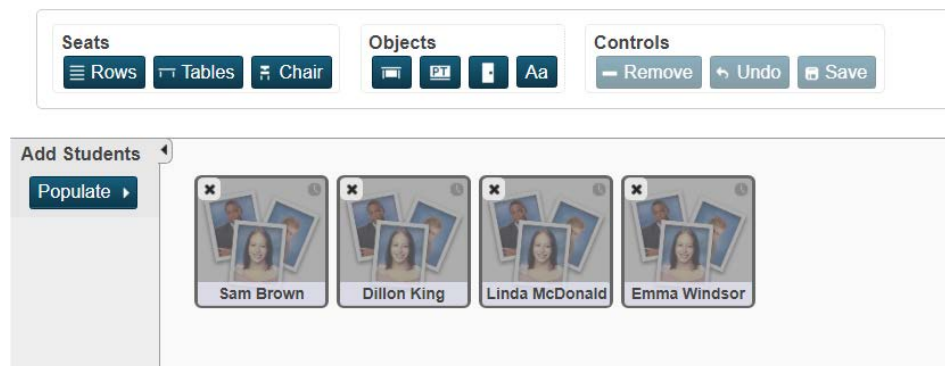
To edit one of your current seating charts, go to section 4 entitled **How to Edit your Seating Chart** on page 7.

- The layout you just created for your class will be called 'New Layout'. Click the Edit button to rename the layout and add a description.



- Click **OK** to save the new layout name and description.

You just created your first layout and you are now ready to edit it. Your students will appear on the layout in rows as shown below.

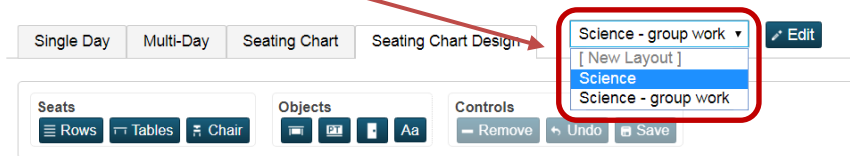


For details on how to edit your layout, go to section 4 entitled **How to Edit your Seating Chart** on page 7.

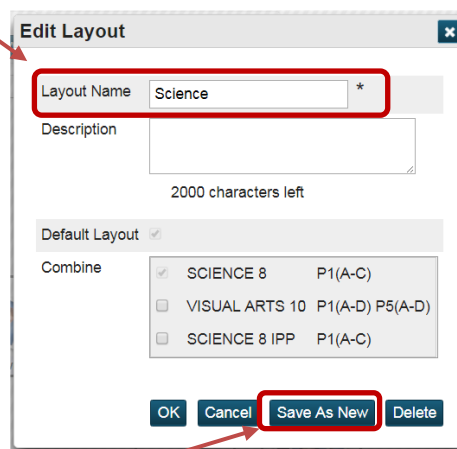
## 3 HOW TO CREATE ADDITIONAL LAYOUTS FOR A SINGLE CLASS

You may need to create multiple seating charts for one or more of your classes. There are different ways to create new layouts for a single class (such as select **[New Layout]** from the Layout Selection pop-up menu), but the provided method which follows is preferred and will explain how to take an existing layout and save it as a new layout. When you save an existing layout as a new layout, all previous options and objects will be duplicated on the new layout. This allows you easily move students around on the new layout (based on changes to your seating plan or classroom configuration), and any objects that you had added to the existing layout will already be in their proper place on the new layout.

1. Click the Seating Chart (grid and chair) icon next to the class for which you want to access an existing chart layout.
2. Click the **Seating Chart Design** tab, and then select the applicable seating chart layout from the **Layout Selection** pop-up menu. The saved seating chart layout for the selected class appears.



3. Click **Edit**. The Edit Layout pop-up appears.
4. Enter a new name and description for the new layout.



5. Click **Save As New**. A confirmation message indicating that this will create a new layout with the previous options and current objects.
6. Click **Continue**. The new layout appears.
7. You are now ready to edit your newly created layout. Any changes made to the new layout will not affect the design of the original layout in any way. For details on how to edit your layout, go to the next section entitled **How to Edit your Seating Chart**.

## 4 HOW TO EDIT YOUR SEATING CHART

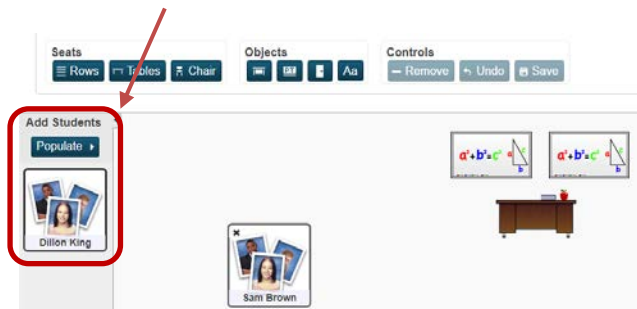
This section will explain how to:

1. add,
2. move, and
3. remove

students and objects from your seating chart layouts.

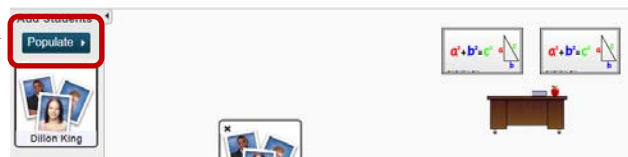
### 4.1 HOW TO ADD/POPULATE STUDENTS TO A SEATING CHART

If there are students on the **Add Students** bar, you can add them to your layout in two ways:



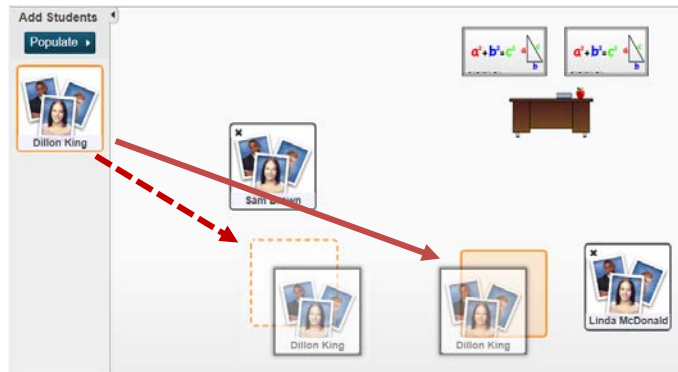
#### I. To add all students at the same time:

Click the Seating Chart Design tab and select the applicable layout, then click **Populate** on the Add Students bar. A pop-up window appears providing you with some options when adding the students to the layout. After selecting your preferences, click the **Add** button. All students appearing on the Add Students bar will be added to your layout. If there are empty chairs (white squares) on your layout, students will first fill these empty chairs before being placed on other areas of your layout.



#### II. To add a single student (or several students) to the layout one at a time:

Click the Seating Chart Design tab and select the applicable layout, then on the Add Students bar, click on a student and drag the square to your layout. Once the student is dropped onto your layout, a chair is automatically created. Repeat the process to add another student to the layout.






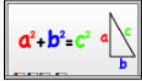




If dragging the student onto an empty chair that already appears on your layout (as shown in the above image with the solid arrow), the chair will turn orange in color.

If dragging the student onto a blank area of your layout, a dashed-outlined square will appear indicating that a chair will be created once you drop the student on your layout (as shown in the above image with the dashed arrow).

## 4.2 HOW TO ADD OBJECTS TO A SEATING CHART

To add additional objects to your layout, such as a teacher desk, whiteboards, doors, text:

1. Click the Seating Chart Design tab and select the applicable layout, then
2. Click the appropriate object button and the object will appear on the seating chart.

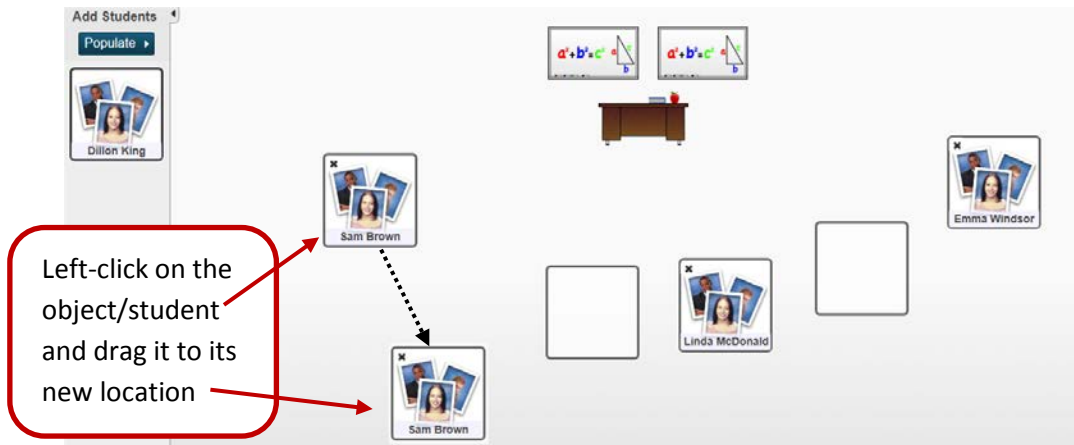
Object Button	How Object Appears on Layout
	
	
	
	

**Note:** The Text object can be used to represent anything that you want to place on the seating chart such as windows, computers, or a phone.

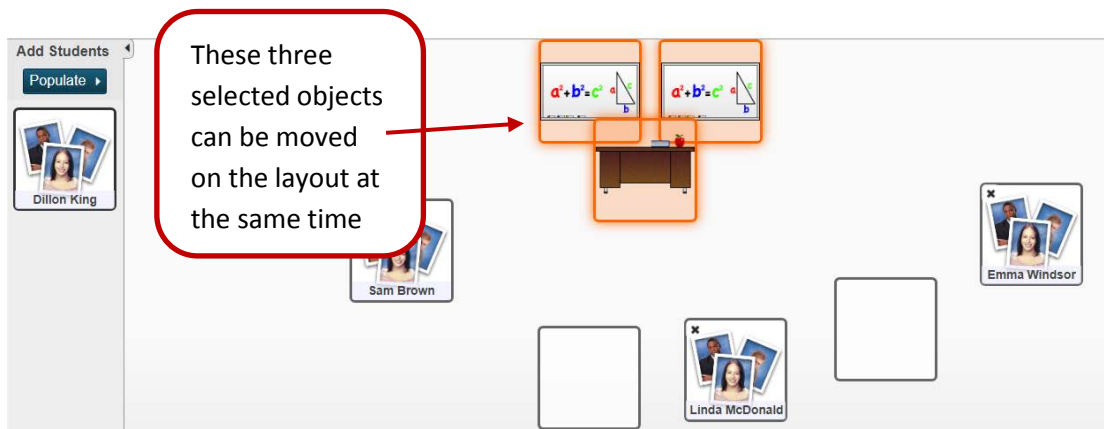


## 4.3 HOW TO MOVE STUDENTS AND OBJECTS ON A SEATING CHART

Click the Seating Chart Design tab and select the applicable layout. All objects on the layout, including students, are automatically highlighted – so if you need to move anything on the layout, simply left-click on the object/student and drag it to its new location on the layout.



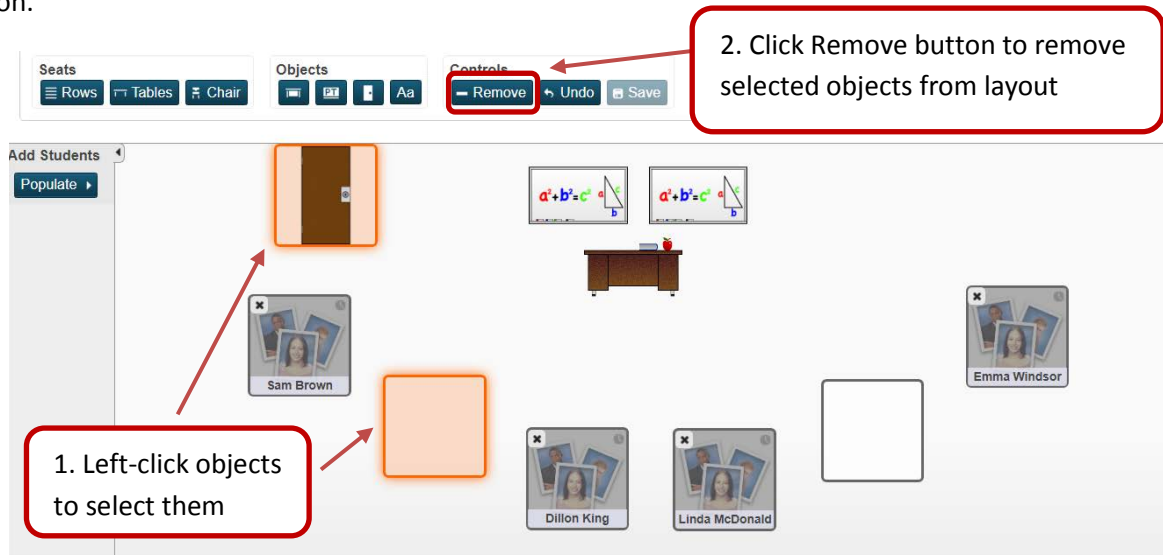
You can also select multiple objects in order to move them all at the same time to different locations on the layout. Click **Undo** to cancel the previous action. Selected objects will turn orange in color. Click on an object again to deselect it, or click on the white space on the layout to deselect all objects at the same time.



## 4.4 HOW TO REMOVE AN OBJECT FROM A SEATING CHART

1. Click the Seating Chart Design tab and select the applicable layout,
2. left-click on the object so that it turns orange in color (left-click the object again to deselect it),
3. then click the **Remove** button.

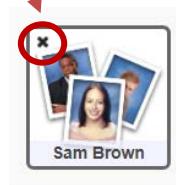
You can also left-click on multiple objects to remove all of them at the same time before hitting the **Remove** button.

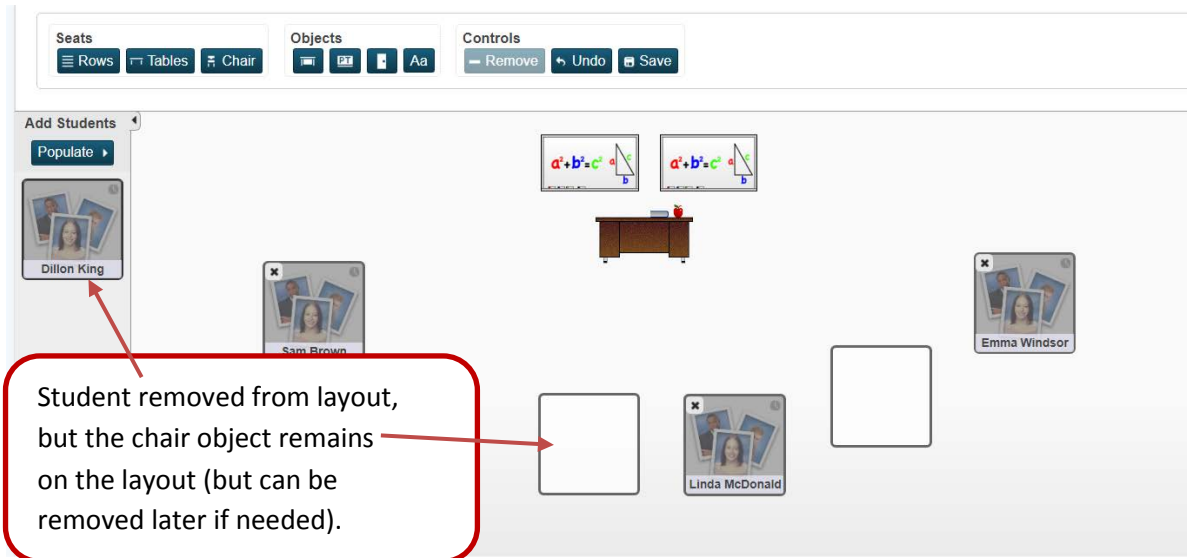


## 4.5 HOW TO REMOVE STUDENTS FROM A SEATING CHART

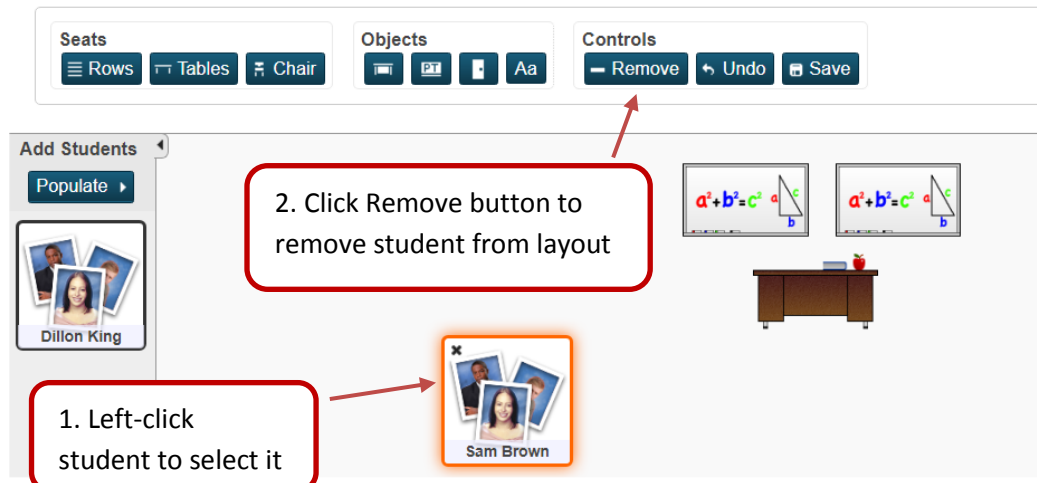
To remove students from your layout, there are four options to choose from after having clicked the Seating Chart Design tab and selecting the applicable layout, then:

1. Left-click on the < X > in the top left corner of the student's square to move a single student from the layout to the **Add Students** bar. Using this method will leave the chair (white square) on the layout.

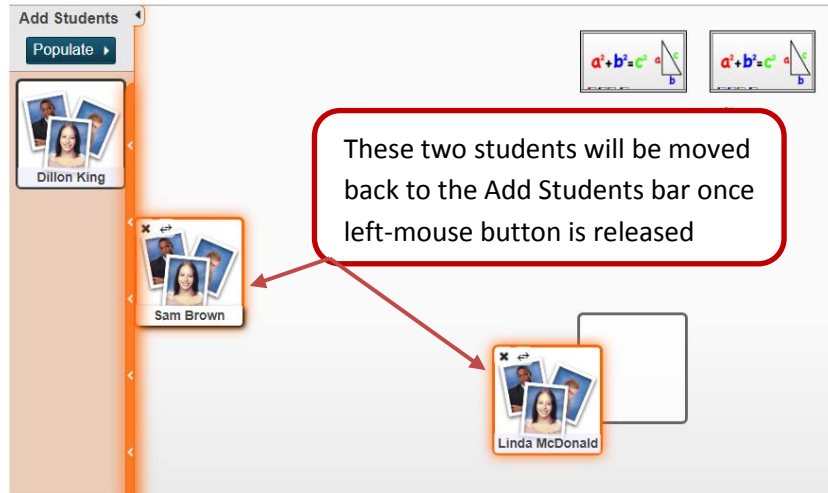




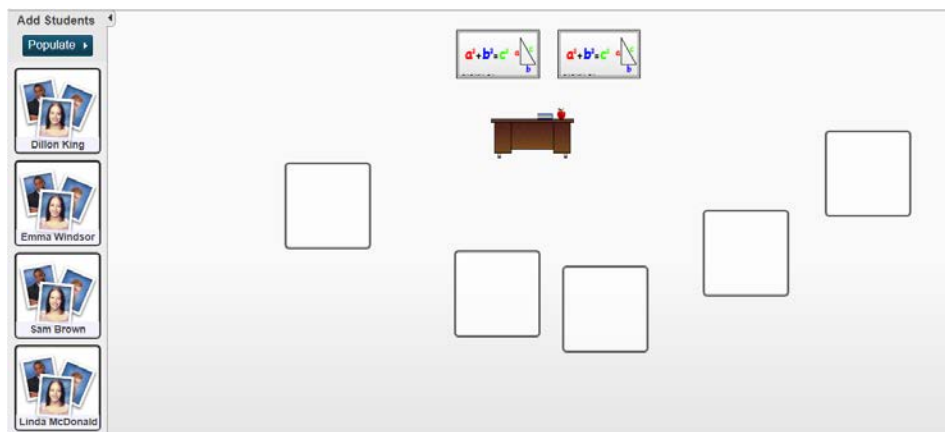
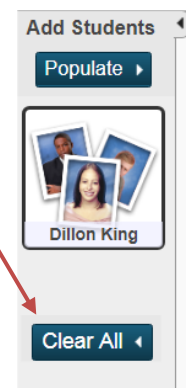
2. To remove both the student and the chair object at the same time from the layout, left-click anywhere on the student's square to select it, and then hit the **Remove** button.



- Another way to remove both the student and the chair object at the same time from the layout is to left-click the student square(s) and drag the square(s) to the **Add Students** bar.



- To remove all students from the layout, click the **Clear All** button on the bottom of the Add Students bar. Using this method will leave all chairs on the layout (as shown below).



## 5 HOW TO SWITCH STUDENT SEATS ON A LAYOUT

If you need to make slight changes to your seating plan, there is an easy way to switch student seats on your layout.

1. On the Current Classes page, click the **Seating Chart** (grid and chair) icon next to the class for which you want to access an existing seating chart layout.
2. Click the **Seating Chart Design** tab, and select the applicable layout from the Layout Selection pop-up menu.
3. Click the two students you want to switch seats. A double-arrow icon appears on both student photos.



4. Click the double-arrow icon on either student's photo. The student seats switch.
5. Repeat to switch additional student seats.
6. Click **Save**.

## 6 HOW TO DELETE A SEATING CHART LAYOUT

To delete a seating chart layout:

1. On the Current Classes page, click the **Seating Chart** (grid and chair) icon next to the class for which you want to access an existing seating chart layout.
2. Click the **Seating Chart Design** tab, and select the applicable layout from the Layout Selection pop-up menu.
3. Click the **Edit** button.
4. Click the **Delete** button.
5. A confirmation message will pop-up asking if you are sure you want to delete the chosen layout. Click **OK** to delete the layout.