



# SIS: Seating Charts

Seating Charts can be set up for each class you teach through SIS attendance.

Set up your seating chart only when you know the number of rows and seats in your classroom.

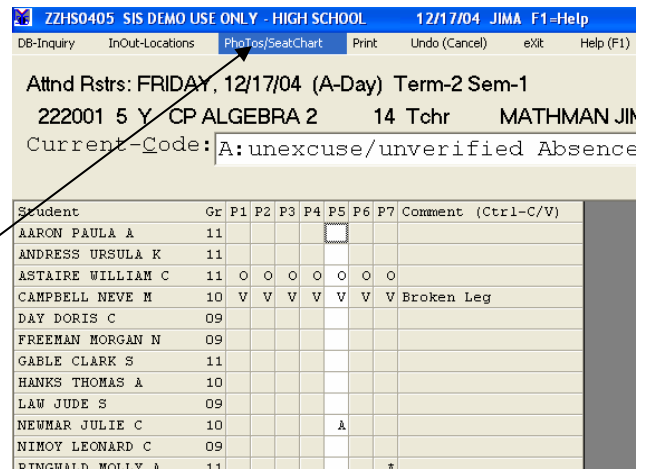
The student's name or photo at the top of the list is highlighted and placed. To place a different student first

If not all seats in your classroom are taken, leave empty spaces in the grid.

To move a student from one seat to another: highlight the student's name in the grid and select Unassign Seat from the **Edit Seating Chart** menu. The student will be placed back on the right side of the screen ready for placement.

## Select a class:

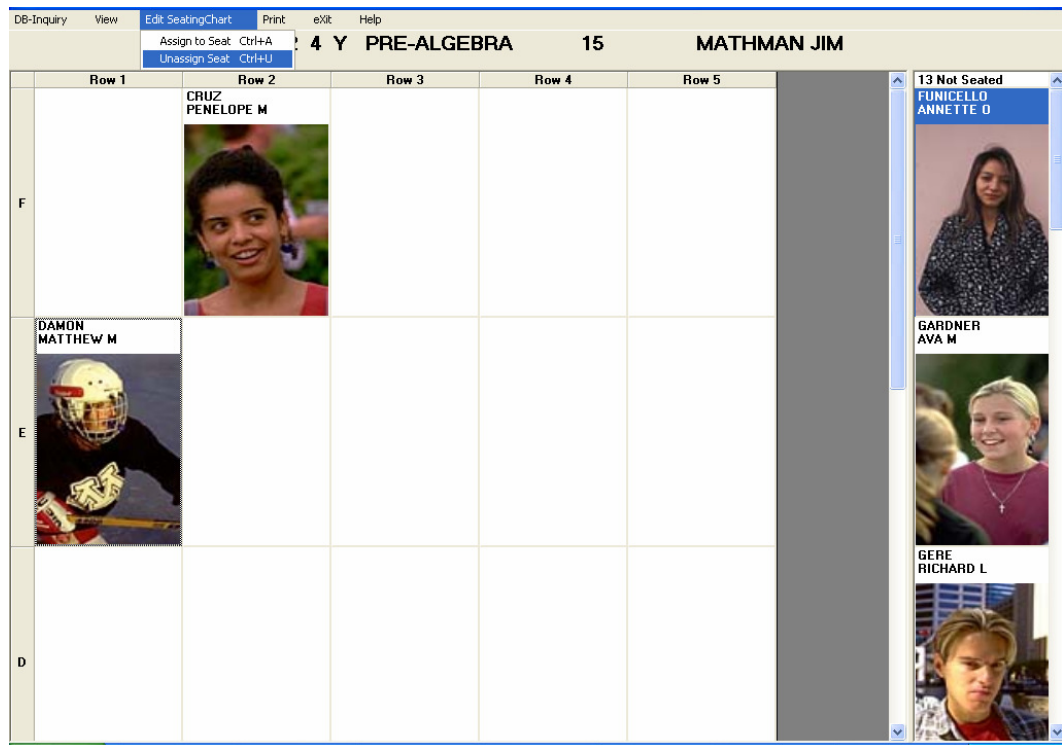
1. Select **Attendance** from the Teacher Menu.
2. Double-click on the class for which you want to create a seating chart.
3. Select **Photos/SeatChart** from the menu bar.



## Set Up the Grid:

4. If this is the first time you have opened a seating chart, answer Yes at the prompt.
5. When prompted, enter the number of Rows of seats in your classroom and the number of Seats per Row.
6. Click "OK" at the prompt instructing you to "Dbl-Click on Cell to receive Student."

SIS will display a grid with the specified rows and seats and a list of student names or photos on the right of the screen. The student name on top will be highlighted.



## Create Seating Chart:

7. Double-click a cell in the grid to place the student.
8. Continue until all students are placed.