

# PowerTeacher: Seating Charts Quick Reference Card

## PowerTeacher: Seating Charts

Use PowerTeacher seating charts to help manage your classroom, take attendance, and select students randomly to promote class participation. Create as many seating charts as you need and modify them at any time.

Work with PowerTeacher seating charts in two modes: Seating Chart Design and Seating Chart.

Mode	Description
Seating Chart Design	Use Seating Chart Design mode to create and modify seating chart layouts
Seating Chart	Use Seating Chart mode to take attendance and select students on screen randomly during classroom discussions to promote participation

## Create Seating Chart Layouts

You must create at least one seating chart in PowerTeacher before you can start to use them. Prepopulate a blank layout to create a seating chart quickly or create a custom layout that matches your classroom layout. Save time when creating chart layouts by saving an existing layout as a template, and then creating the new layouts from the template.

## Pre-populate a Blank Layout

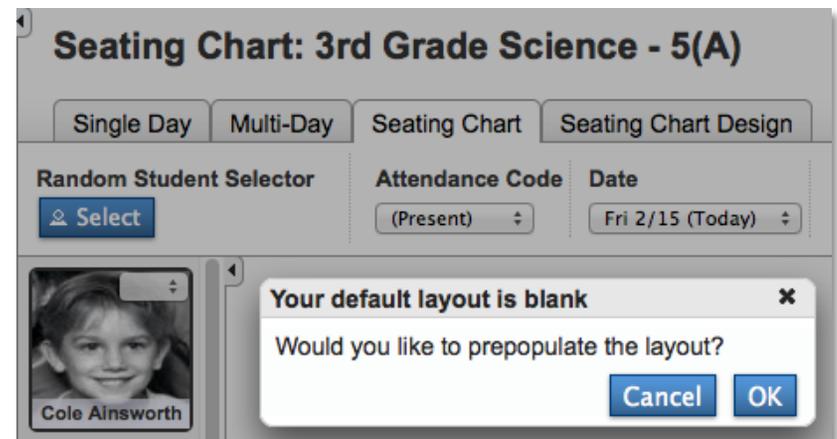
To create a seating chart layout quickly, use the prepopulate feature.

1. To create a seating chart for a class, click the Seating Chart icon next to it on the PowerTeacher Start Page

The first time you work with seating charts in a class, you are notified that the default layout for the class is blank.

2. To prepopulate the seating chart with the students in the selected class, click **OK** in the "Your default layout is blank" window

When you prepopulate the default seating chart layout for the first time, students and their seats are added to the chart in alphabetical order.



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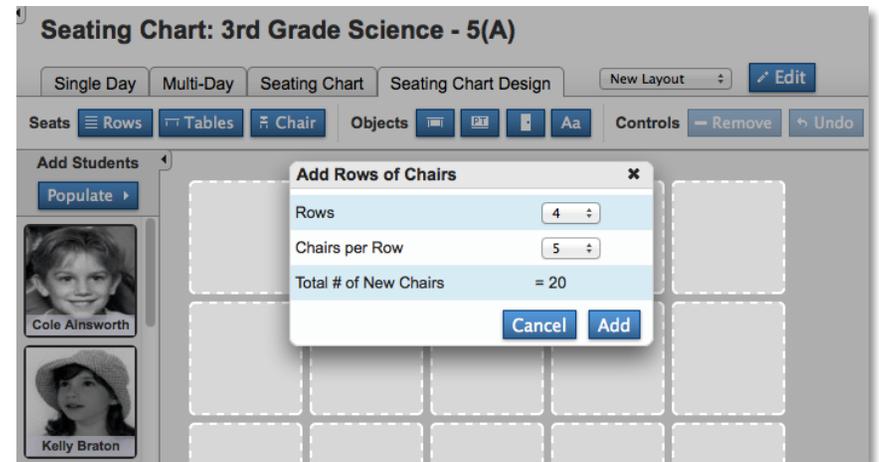
## Create a Custom Layout

Create a custom seating chart for a selected class by customizing the default layout. Or, to use the same layout of seats, tables, and/or chairs in multiple charts, create a template. Then use the template to create additional seating charts in the same class or in different classes.

1. To customize the default layout for a selected class, first click the Seating Chart Design tab
2. Edit the name of the seating chart layout by clicking **Edit**
3. In the Edit Layout window, delete the current layout name, "New Layout," and replace it with a new name, such as **Class Template**
4. Add a description, such as **Use as template for other charts**
5. To save the new name and description, click **OK**
6. To set up the layout to match your current classroom arrangement, clear all of the students and their seats from the chart by highlighting all of the students and clicking **Remove**

To highlight all of the students, place your cursor in the upper left corner of the chart, just outside of the first student's picture. Then click and drag the orange outline to the lower right corner, encompassing all of the students on the chart.

7. Create the new layout by clicking **Rows** to add rows of seats
8. In the Add Row of Chairs window, open the Rows menu and select the number of rows, such as **4**
9. Open the Chairs per Row menu and select the number of chairs in each row, such as **5**
10. Click **Add** to add the rows of chairs to the layout



11. Arrange the desks on the chart to match the way they are arranged in your classroom by highlighting individual or blocks of chairs and dragging and dropping them into place
12. To save the completed layout template, click **Save**

## Save an Existing Layout as a New Template

To add a new layout in the same class you used to create your template, save an existing layout as a new one.

1. On the PowerTeacher Start Page, click the Seating Chart icon next to the class in which you created your template
2. Click the Seating Chart Design tab
3. Select the template from the layout selection menu
4. Click **Edit**
5. In the Edit Layout window, delete the existing template's name and replace it with a new name, such as **Attendance**
6. Add a new description, such as **Use to take roll**
7. Click **Save As New**

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8. To create the new layout using the previous options and current objects, click **Continue**

The new layout is saved, and now appears in the layout selection menu.

## Create a Layout from a Template

To add a new layout in a different class, select a pre-existing layout from a different class to use as a template for a new layout.

1. On the PowerTeacher Start Page, click the Seating Chart icon next to the class in which you want to create a new seating chart layout, such as your English section
2. To avoid prepopulating the default layout for the selected class, click **Cancel** when prompted
3. Click the Seating Chart Design tab to begin adding a new layout
4. From the layout selection menu, choose **[New Layout]**
5. In the Create a New Layout window, delete the current name and replace it with a new name, such as **Reading Groups**
6. Add a new description, such as **Use to track reading groups**
7. To create the new layout from the template you created, choose **Start from a pre-existing layout**
8. Click **Next**
9. In the Select a Layout Template window, choose the template layout you created in your other class
10. To place students in different seats in the new chart, clear the "If a student appears on both layouts, keep the same seat" check box
11. To save the new layout, click **Finish**

Classes	Term	Layout Name
<input type="radio"/> 1(A) Homeroom	12-13	Attendance
<input checked="" type="radio"/> 1(A) Homeroom	12-13	Class Template
<input type="radio"/> 2(A) 3rd Grade English	12-13	Reading Groups
<input type="radio"/> 3(A) 3rd Grade Math	12-13	New Layout
<input type="radio"/> 4(A) 3rd Grade Social Studies	12-13	New Layout

If a student appears on both layouts, keep the same seat

Back View Cancel Finish

## Populate Seating Charts

Add students to a chart one student at a time, or use the Populate feature to add them all at once. The additional objects you can add to a seating chart include a teacher's desk, a whiteboard, a door, and a text label.

## Add Students and Objects to a Chart

To add students to a chart one at a time:

1. On the PowerTeacher Start Page, click the Seating Chart icon next to the class in which you want to populate the seating chart
2. Click the Seating Chart Design tab
3. From the layout selection menu, choose the seating chart you want to populate
4. Drag each student's picture from the Add Students area and drop them, one by one, on the seats in the chart
5. Click **Save** to save the seating chart

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To add all students to a chart at once:

1. On the PowerTeacher Start Page, click the Seating Chart icon next to the class in which you want to populate the seating chart
2. Click the Seating Chart Design tab
3. From the layout selection menu, choose the seating chart you want to populate
4. Under Add Students, click **Populate**
5. In the "Add Students to Seats" window, define whether to sort the students alphabetically, in an alternating male/female pattern, or randomly
6. Use the Start menu to define the starting point for where students will be added to the chart

For example, to start populating students from the top left corner, use the default setting **Top Left**.

7. To add the students to the chart, click **Add**
8. Click **Save** to save the seating chart

To add objects to a seating chart:

1. On the PowerTeacher Start Page, click the Seating Chart icon next to the class you want to select
2. Click the Seating Chart Design tab
3. From the layout selection menu, choose the seating chart to which you want to add objects
4. Next to Objects, click the desk icon to add a teacher's desk to the chart
5. Click the whiteboard icon next to Objects to add a whiteboard to the chart
6. To add the classroom door, click the door icon
7. Click the text label icon to add text or a sign to the chart

8. In the text box, type the text, such as **Exit**
9. To save the text label, click the check mark
10. Drag and drop the objects into place on the chart
11. Click **Save** to save the seating chart

## Modify Seating Charts

Use the switch students feature to swap two students' seats on a seating chart. Remove students and objects from seating charts to modify them at any time.

## Switch Students

To swap two students' seats on a seating chart:

1. Begin in Seating Chart Design mode with the chart you want to modify selected
2. Click the first student's picture on the chart to highlight it
3. Click the second student's picture on the chart to highlight it

When you select two student pictures on a seating chart, the double-arrow icon appears at the top of each picture.

4. To swap the students' seats, click the double-arrow icon on one of their pictures
5. To save the modifications, click **Save**



## Remove Students

To remove an individual student from a seating chart:

1. Begin in Seating Chart Design mode with the chart you want to modify selected
2. Click the "X" in the top left corner of the student's picture

To remove all students from a seating chart at once:

1. Begin in Seating Chart Design mode with the chart you want to modify selected
2. At the bottom of the Add Students pane, click **Clear All**

## Remove Objects

To remove an object from a seating chart:

3. Begin in Seating Chart Design mode with the chart you want to modify selected
4. Click the object you want to remove to highlight it

Highlight multiple objects to remove more than one from the chart.

5. Click **Remove**
6. To save the modifications, click **Save**



## Use Seating Charts

In Seating Chart mode, use the seating charts in any of your classes to take attendance. When you record attendance using a seating chart, it's the same as if you had clicked the Chair icon on the Start Page to enter single day attendance. Use the random student selector on any seating chart to help promote classroom participation.

## Use a Seating Chart to Take Attendance

To enter attendance using a seating chart:

1. On the PowerTeacher Start Page, click the Seating Chart icon next to the class in which you take attendance
2. On the Seating Chart tab, select the chart you use to take attendance from the layout selection menu, such as a chart titled "Attendance"
3. To record a student's absence, open the menu in the top right corner of his or her picture on the seating chart and select the attendance code **A**
4. To record a student's tardy, open the menu in the top right corner of his or her picture on the seating chart and select the attendance code **T**
5. To record a comment about why a student is absent or tardy, click the Comment icon in the top left of his or her picture
6. In the Edit Comments window, type a reason, such as **Absent due to illness** and click **OK**

The Comment icon in the student's picture will turn blue, indicating that you included a comment about his or her attendance.

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7. To submit the attendance to PowerSchool so it's available to your school's office staff, click **Submit**

**Seating Chart: Homeroom - 1(A)**

Single Day Multi-Day Seating Chart Seating Chart Design Attendance

Random Student Selector **Attendance Code** **Date**

Select (Present) Fri 2/15 (Today) Submit

Cole Ainsworth Kelly Braton Lance Hansen Jessica Burgess

## Use the Random Student Selector

To select students on screen randomly:

1. Begin in Seating Chart mode with the chart you want to use selected, such as a chart titled "Reading Groups"
2. Under Random Student Selector, click **Select**

The first randomly selected student is shown in the Selected Student window.

3. To call on another student, click **Select** again

Continue selecting students randomly throughout your classroom discussion to promote participation.

4. To exit the random student selector, click the "X" in the upper right corner of the selected student's picture

## How Substitute Teachers Use Seating Charts

When your substitute teacher signs in to PowerTeacher for Substitutes, he or she will be able to access your seating charts to take attendance and use the random student selector by following the same steps outlined above.

The substitute won't be able to make any changes to your seating charts because he or she will only have access to take attendance, submit lunch counts, and view the daily bulletin in PowerTeacher.

Welcome, Substitute for Jackie Dempsey

PowerTeacher

School: Washington Elementary Term:

Navigation  
Start Page  
View Daily Bulletin

**Seating Chart: Homeroom - 1(A)**

Single Day Seating Chart Attendance

Random Student Selector **Attendance Code** **Date**

Select (Present) Tue 1/15 (Today) Submit

Cole Ainsworth Kelly Braton Lance Hansen Jessica Burgess

Jeremy Thornley Tracy Heimsnes Justin Longoria Chelsea Pelterso