

CREATING A SEATING PLAN

<https://www.myeducation.gov.bc.ca/aspen/logon.do>

1. Log into you staff view and select the attendance top tab and seating chart sub side tab. Make sure you are in the design mode at right corner of the seating chart.

Class Attendance :: 2014-2015 - ATT--PM-DIV.09 - PM ATTENDANCE

Grid Dimensions

Grid width: 5
Grid height: 4

Unseated Students

- Aylward, Duncan
- Azaransky, Judy
- Bernard, Dieter
- Blake, Tanja
- Hammerschmidt, Comella
- Hanwood, Julia
- Holland, Barry
- Hoxsey, Clara
- Hoyt, Glaucla
- Jean, Jodi
- Laanstra, Alex
- Lang, Geoffrey
- Leduc, Romanie

Seating Positions

Exit Design Mode

2. Decide on the layout of your classroom for rows/columns. Use blank spaces to accommodate aisles and table groups. Click resize when done mapping

Dimensions

Grid width: 5
Grid height: 4

Reset Resize Trim

Unseated Students

afloor, Abdul Aziz

Reset Resize Trim

3. Click and hold on a student name and drag them into their position.

Class Attendance :: 2014-2015 - ATT--AM-DIV.09 - AM ATTENDANCE

Grid Dimensions

Grid width: 8
Grid height: 4

Unseated Students

- Bernard, Dieter
- Blake, Tanja
- Hoxsey, Clara
- Lang, Geoffrey
- Leduc, Romanie

Seating Positions

	Harwood, Julia	Aylward, Duncan	Hammerschmidt, Comella	Holland, Barry		
	Azaransky, Judy					
	Hoyt, Glaucla	Jean, Jodi	Laanstra, Alex			

4. When finished click on Exit Design Mode in top right corner and your seating chart will appear.

Class Attendance :: 2014-2015 - ATT--AM-DIV.09 - AM ATTENDANCE

Class
Input
Seating Chart
Trends

Period AM

Attendance for: 4/29/2015

Printer Friendly Version | Design Mode >>

Harwood, Julia Present  A L P	Aylward, Duncan Present  A L P	Hammerschmidt, Cornelia Present  A L P	Holland, Barry Present  A L P	Leduc, Romane Present  A L P
Lang, Geoffrey Present  A L P	Azaransky, Judy Present  A L P	Hoxsey, Clara Present  A L P	Bernard, Dieter Present  A L P	
Hoyt, Glauca Present  A L P	Jean, Jodi Present  A L P	Laanstra, Alex Present  A L P	Blake, Tanja Present  A L P	