

CREATING A SEATING PLAN

<https://www.myeducation.gov.bc.ca/asp/en/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.



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

Grid Dimensions

Grid width	<input type="text" value="6"/>
Grid height	<input type="text" value="4"/>

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

Options Reports Help

Grid Dimensions


Grid width:
Grid height:

Resize Trim

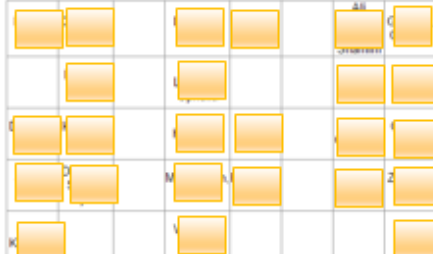
Auto Fill:
Alphabetical Random Reset

Remove Withdrawn Students:
Remove

Unseated Students



Seating Positions



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

Class Input Seating Chart Trends

Options Reports Help Search on Name [Q] [Ctrl]

Period AM

Post

