CREATING A SEATING PLAN
https://www.myeducation.gov.bc.ca/aspen/logon.do

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

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