

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.

The screenshot shows the MyEducation BC interface for 'Louette Elementary SD42 2014-2015'. The top navigation bar includes 'Change View', 'Select School', 'Select Teacher', 'Set Preferences', and 'Log Off'. The main menu has 'Attendance' selected, with sub-tabs for 'Input', 'Seating Chart', and 'Trends'. The 'Seating Chart' sub-tab is active, showing a 'Class Attendance' header for '2014-2015 - ATT--PM-DIV.09 - PM ATTENDANCE'. On the left, the 'Class' sidebar has 'Seating Chart' selected. The 'Grid Dimensions' section shows 'Grid width' set to 5 and 'Grid height' set to 4. Below this is a list of 'Unseated Students' including Aylward, Duncan; Azaransky, Judy; Bernard, Dieter; Blake, Tanja; Hammerschmidt, Comella; Hanwood, Julia; Holland, Barry; Hoxsey, Clara; Hoyt, Glaucla; Jean, Jodi; Laanstra, Alex; Lang, Geoffrey; and Leduc, Romanie. The 'Seating Positions' area contains a 5x4 grid. At the top right of the grid area, there are navigation arrows and a button labeled '<< Exit Design Mode'. A red arrow points to the 'Seating Chart' sub-tab, and another red arrow points to the 'Exit Design Mode' button.

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

This close-up shows the 'Grid Dimensions' section. The 'Grid width' input field contains the number '5' and the 'Grid height' input field contains the number '4'. Below the input fields are three buttons: 'Reset', 'Resize', and 'Trim'. A blue circle highlights the 'Grid width' input field.

This close-up shows the 'Resize' button in the 'Grid Dimensions' section. The 'Grid width' input field contains the number '8'. The 'Reset', 'Resize', and 'Trim' buttons are visible. A blue circle highlights the 'Resize' button.

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

The screenshot shows the MyEducation BC interface for 'Class Attendance :: 2014-2015 - ATT--AM-DIV.09 - AM ATTENDANCE'. The 'Seating Positions' area now shows a 5x4 grid with several students placed in specific cells. The 'Unseated Students' list on the left is updated to include Bernard, Dieter; Blake, Tanja; Hoxsey, Clara; Lang, Geoffrey; and Leduc, Romanie. The grid contains the following students:

	Hanwood, 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	