

Introduction to: Class Seating Chart A User's Guide



Class Seating Charts

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Class Seating Chart

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Student Demographic Profile



Class Seating Charts

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 - Seating Chart



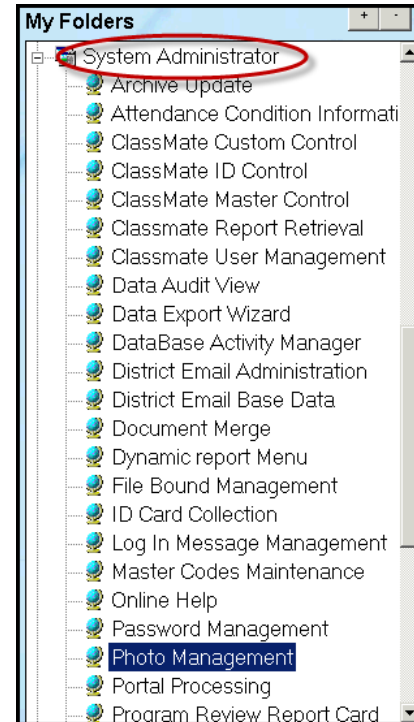
Class Seating Charts

Photo Pre-Requisites

Seating Chart Overview

The ClassMate Seating chart functionality allows teachers to quickly and easily create class seating charts that include the student name and photo in a customized chart format. Prior to teachers using the seating chart functionality, system administrators must have students photos uploaded and stored in a specific file. Please reference the ***Photo Management Documentation*** for additional information on the photo upload process.

<https://www.classmate.net/>



Getting Started

Double Click on **My Modules** >
Double Click **Teacher Options**
> Click **Class Seating Charts**



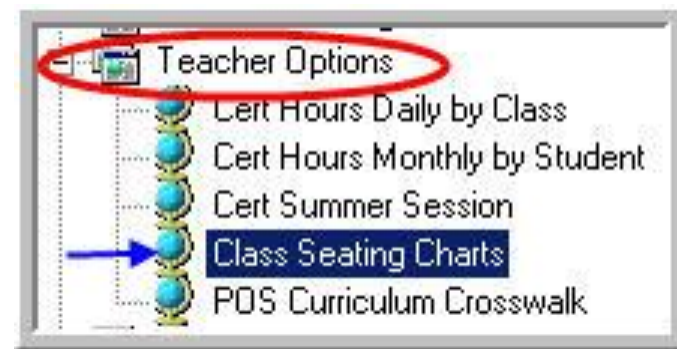
Class Seating Charts

Initial Set Up

Getting Started

Double Click on **My Modules >**
Double Click **Teacher Options >**
Click **Class Seating Charts**

The Class seating charts can be customized to reflect the classroom the class is being held.

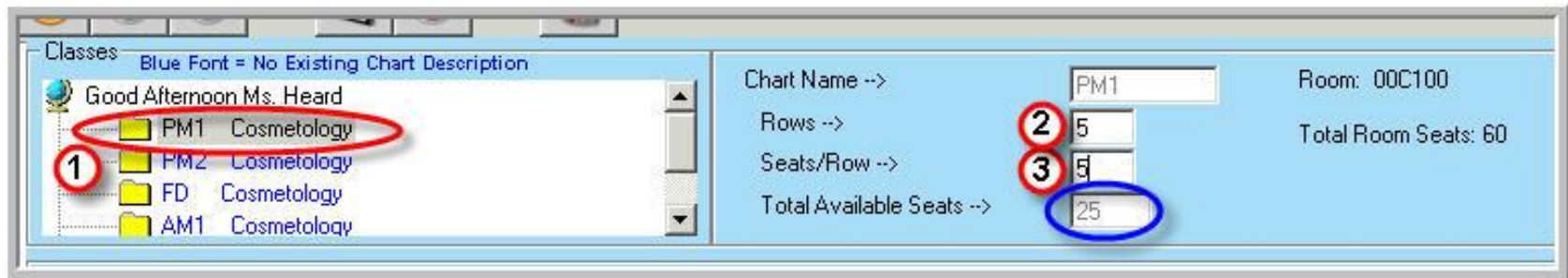


Class Seating Charts

Initial Set Up

Initial Set Up

Establish a basic chart by defining the number of rows and seats in the classroom.
Create a seating chart for each class.



- 1 Select a **specific class**
- 2 Enter **Number of Rows**

- 3 Enter **Number of Seats in each Row**
- 4 Click **Save**

Note: Total Seats Available will automatically calculate

Class Seating Charts

Initial Set Up

Initial Set Up

If the seating chart you created has the exact number of **“Total Available Seats”** as the **“Total Room Seats,”** a message will display indicating the **“Chart has been Saved.”**

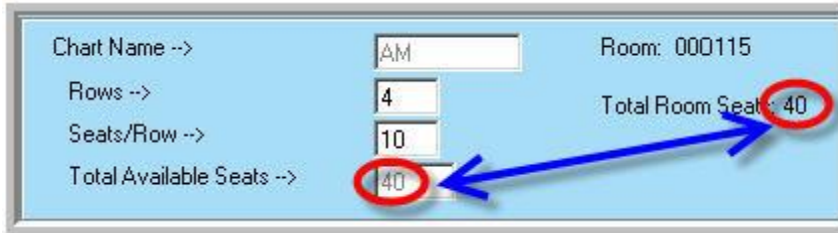
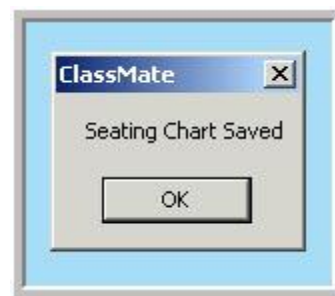


Chart Name -->	AM	Room: 000115
Rows -->	4	Total Room Seats: 40
Seats/Row -->	10	
Total Available Seats -->	40	

A message will display indicating the **“Chart has been Saved”**.
Click **“OK”**



Class Seating Charts

Initial Set Up

Initial Set Up

If the seating chart you created **DOES NOT** have the exact number of “**Total Available Seats**” as the “**Total Room Seats,**”

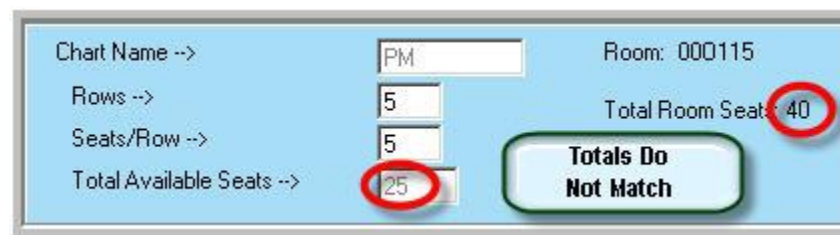
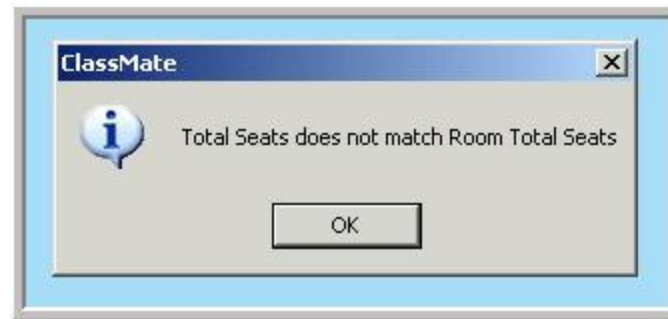


Chart Name --> PM Room: 000115
Rows --> 5 Total Room Seats: 40
Seats/Row --> 5
Total Available Seats --> 25

Totals Do Not Match

You will receive a message stating “**Total Seats does not match Room Total Seats**”



Click “**OK**”

Click “**OK**” when the “**Seating Chart Saved**” message appears.

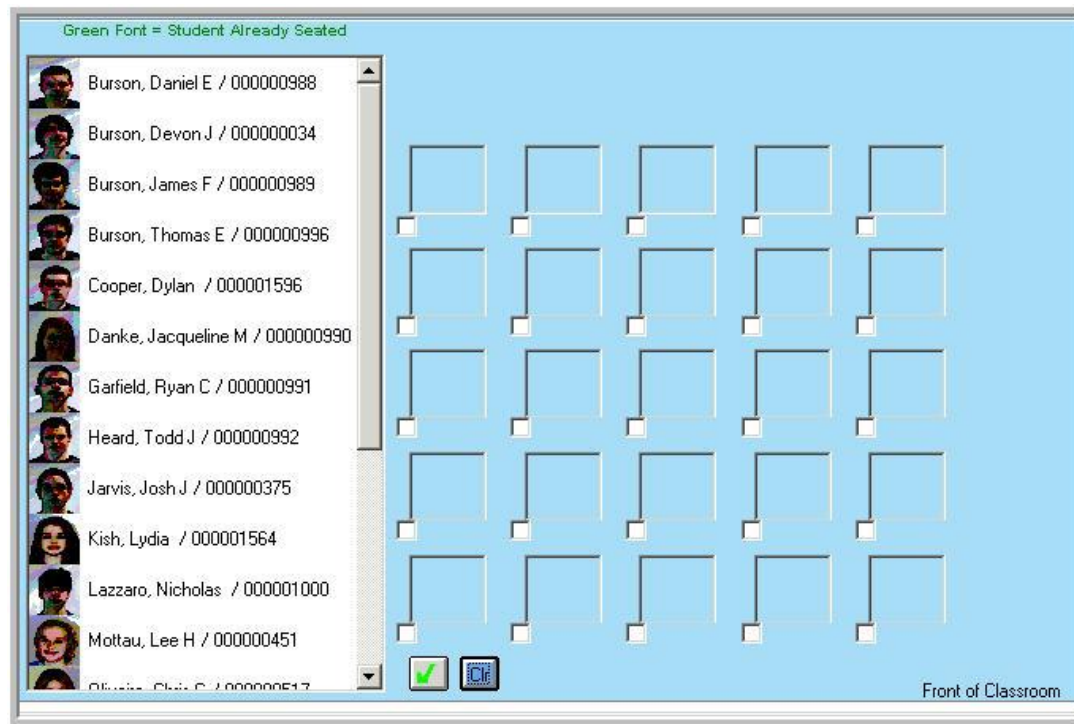


Class Seating Charts

Assigning Seats

Assigning Seats

After you have saved a seating chart, click on the class you want to assign seats to. An empty chart will appear.

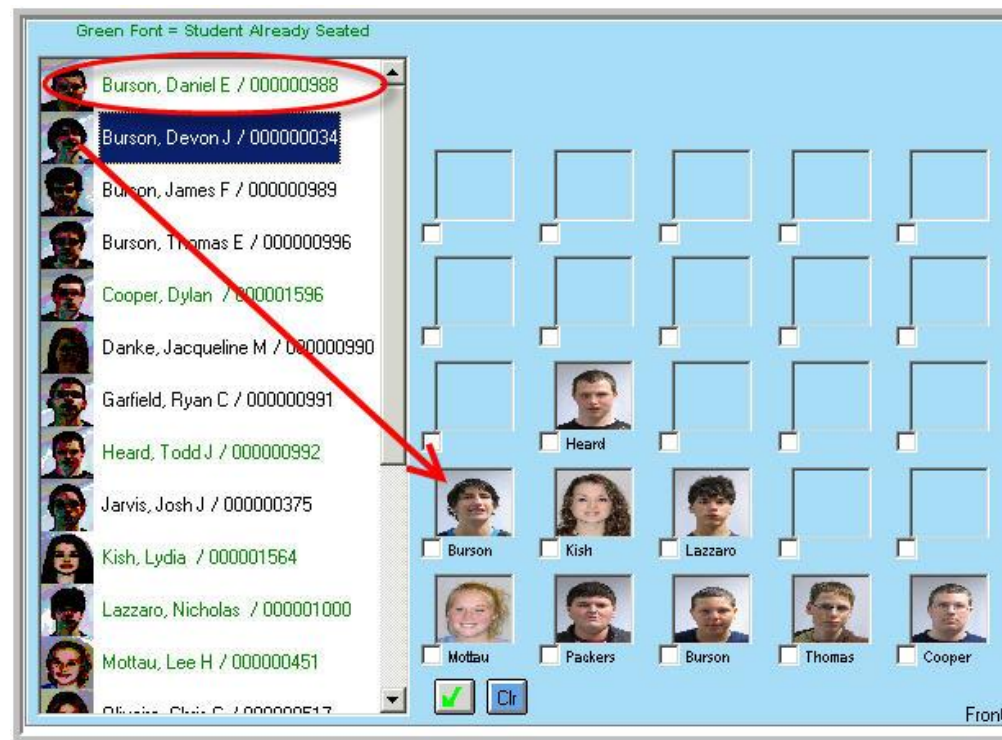


Class Seating Charts

Assigning Seats

Assigning Seats

- Left click & drag the first student's photo to the desired box.
- Release the left click to drop the photo.
- Once you have placed a student in a box the student name will turn green on the left hand side.



*Note: **Green** font in this screen means the student is already seated.*

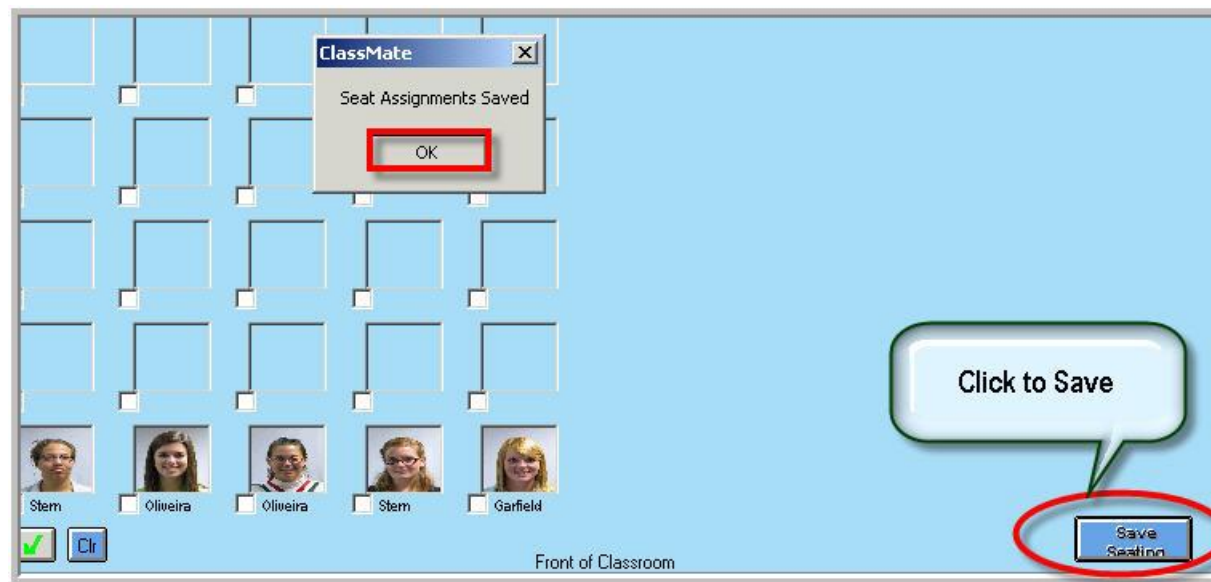


Class Seating Charts

Assigning Seats

Assigning Seats

- After placing all students in the class into boxes
- Click the **“Save Seating button”**(located in the lower right hand corner of the screen).
- A message will display **“Seat Assignment Saved”**
- Click the **“OK”** button.



Class Seating Charts

Editing the Seating Chart

Editing the Seating Chart

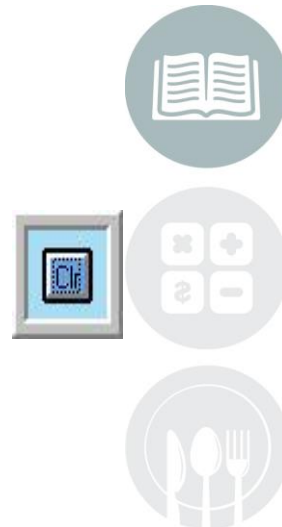
After you have created a seating chart, you have the ability to edit the chart at any time

- Click the white box next to the student's photo
- Click the **Blue "Clr"** button to delete the student photo from the seating chart
- Simply "Drag & Drop" the new photo into the box
- Click **"Save"**



To completely Delete a seating chart & remove all student photos

- Click on the Green Check mark button
- Click the **"Blue CLR"**
- All student photos will be removed from the Chart



Class Seating Charts

Seating Chart Helpful Hints

Seating Chart Helpful Hints

- You notice that on some seating charts a RED box will border a student photo. This RED border indicates the students enrollment in the class has changed and is now withdrawn. Students that are no longer actively enrolled in the class should be removed from the seating charts.
- Place a copy of the seating chart in the substitute teacher folder.

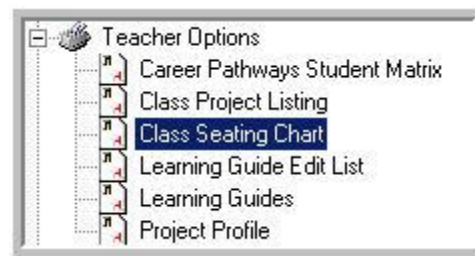


Class Seating Charts

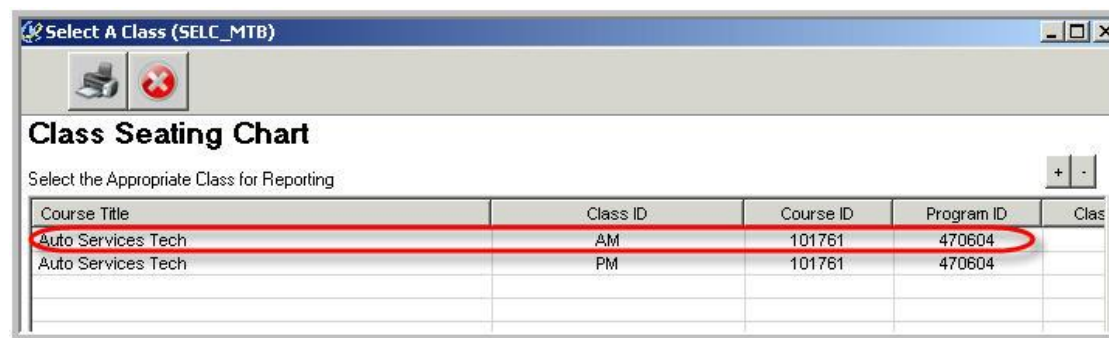
Reports

Reports and Printing Seating Charts

Double Click on **Reports** > Double Click **Teacher Options** > Click **Class Seating Charts**



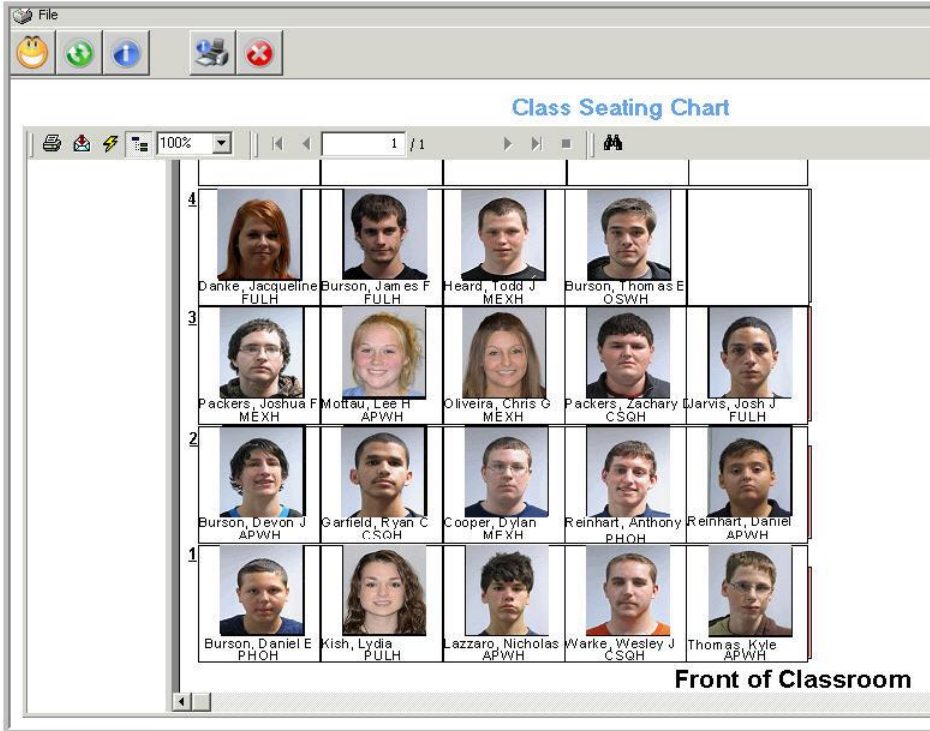
- Select the class to print the seating chart



Class Seating Charts Reports

Reports and Printing Seating Charts

- Seating Chart will display on the screen
- Click **'Print'** icon to print a copy of the seating chart



The screenshot shows a software window titled "Class Seating Chart". The window has a standard menu bar with "File" and a toolbar with icons for print, save, and close. Below the toolbar is a navigation bar with a 100% zoom level and page navigation controls. The main area displays a grid of student photos and names, organized into rows and columns. The rows are numbered 1, 2, 3, and 4 from bottom to top. The columns are numbered 1 to 5 from left to right. The text "Front of Classroom" is located at the bottom right of the grid.

Row	Column 1	Column 2	Column 3	Column 4	Column 5
4	Danke, Jacqueline FULH	Burson, James F FULH	Heard, Todd J MEXH	Burson, Thomas E OSWH	
3	Packers, Joshua F MEXH	Mottau, Lee H APWH	Oliveira, Chris G MEXH	Packers, Zachary CSQH	Warvis, Josh J FULH
2	Burson, Devon J APWH	Garfield, Ryan C CSQH	Cooper, Dylan MEXH	Reinhart, Anthony PHQH	Reinhart, Daniel APWH
1	Burson, Daniel E PHQH	Kish, Lydia PULH	Lazzaro, Nicholas APWH	Warke, Wesley J CSQH	Thomas, Kyle APWH

Front of Classroom



ClassMate

1660 Valley Central Parkway

Suite 500

Bethlehem, PA 18017

Questions? Contact us!

ClassMate HelpDesk

855-984-1228

support.classmate.net

