Introduction to:
Class Seating Chart
A User's Guide

Module & Report Assignment

Modules

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        Class Seating Chart

Reports

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Class Seating Charts

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  - Initial Set Up
  - Assigning Seats
  - Editing Seating Charts
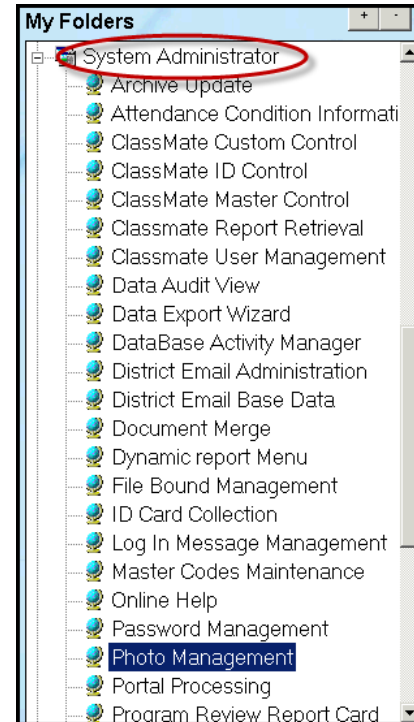 - Reports
    - Seating Chart

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**
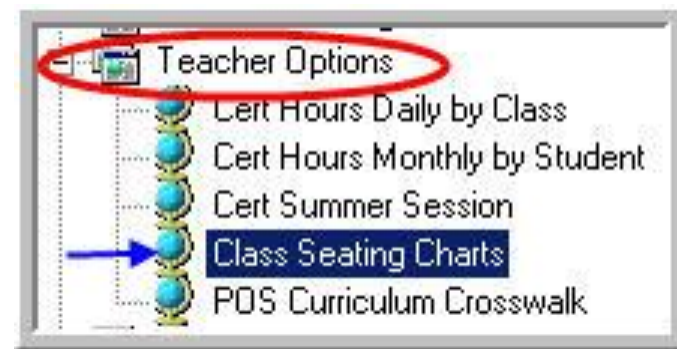
Getting Started

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

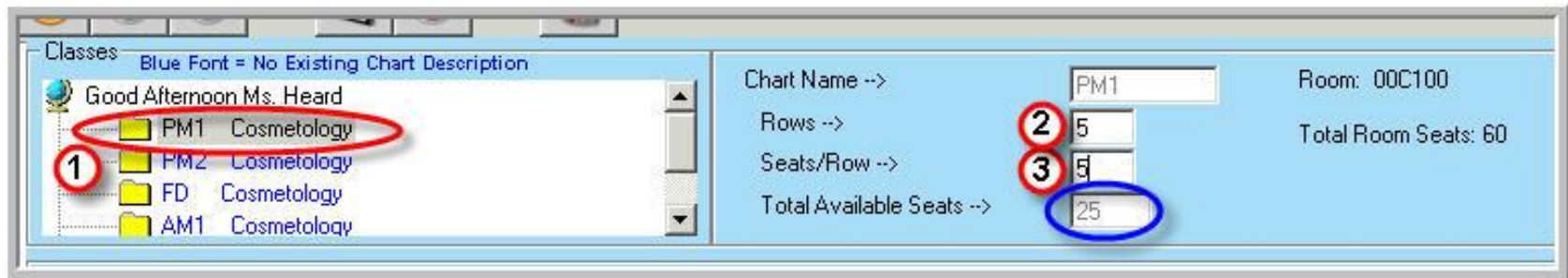The Class seating charts can be customized to reflect the classroom the class is being held.

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

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."**
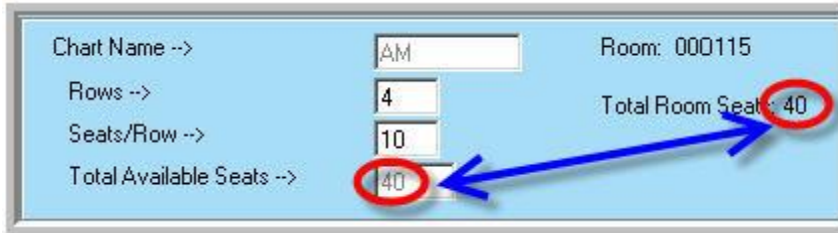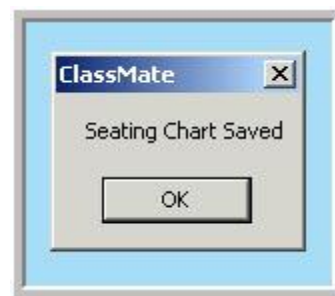

A message will display indicating the **"Chart has been Saved".**
Click **"OK"**

Initial Set Up

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

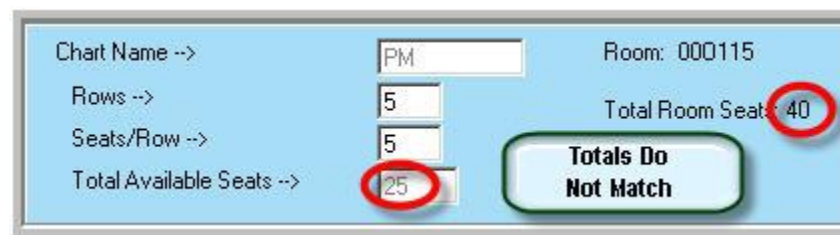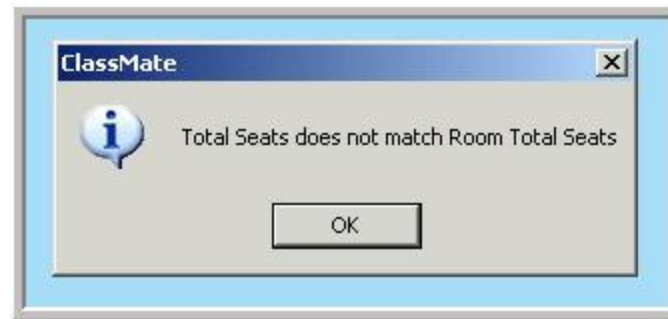You will receive a message stating **"Total Seats does not match Room Total Seats"**

Click **"OK"**
Click **"OK"** when the **"Seating Chart Saved"** message appears.
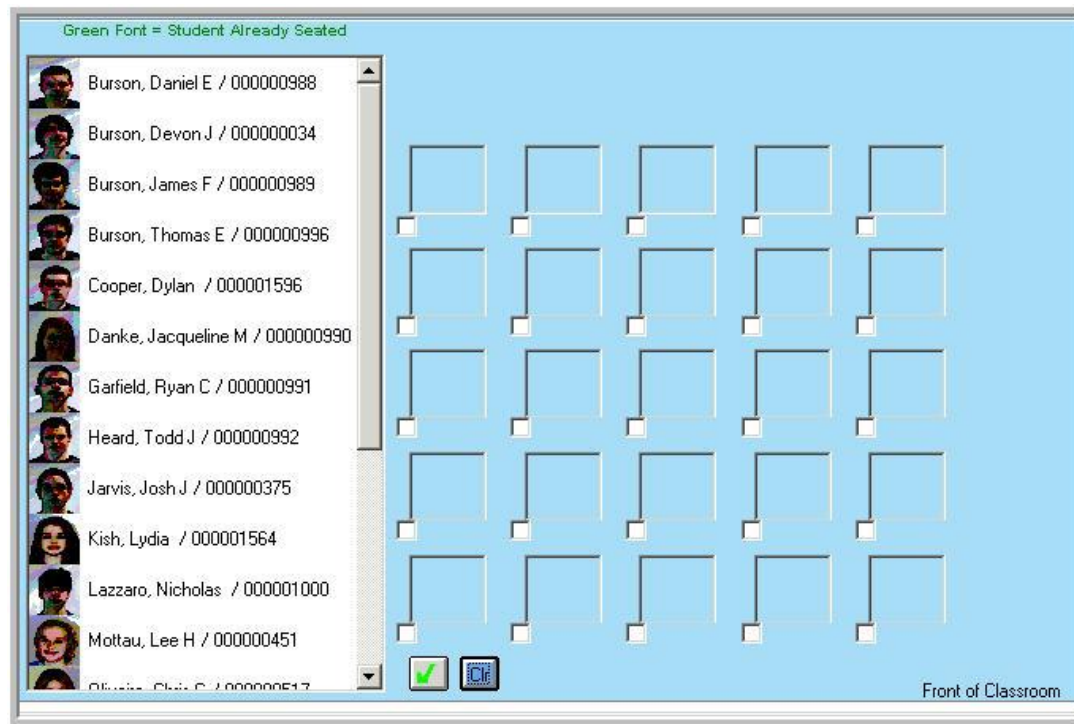
Assigning Seats

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

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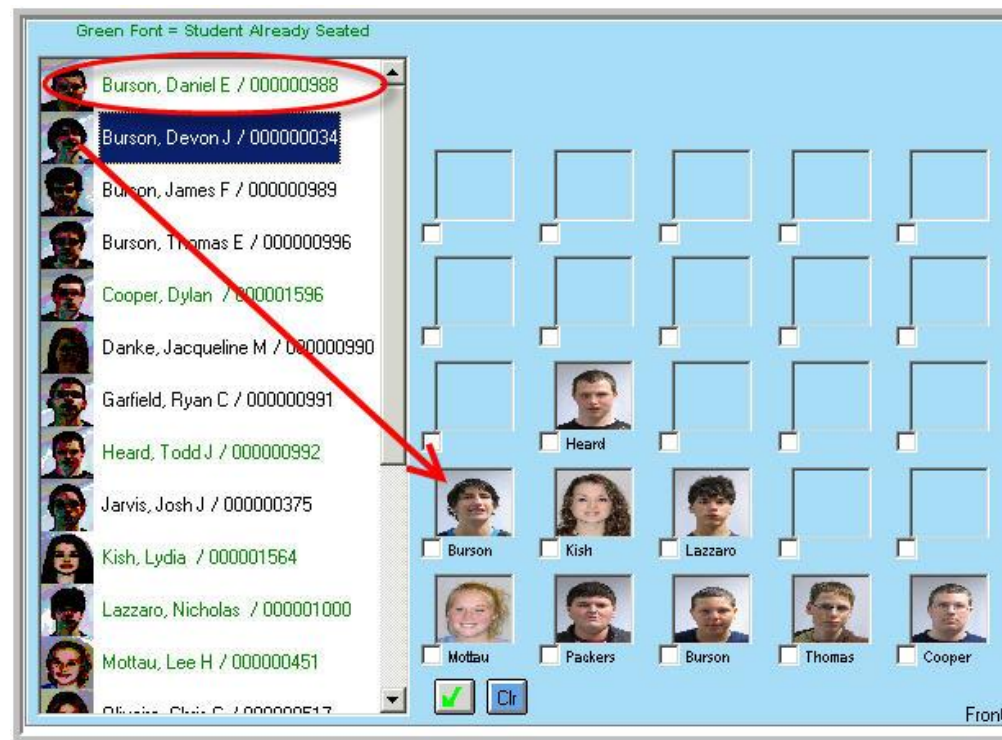
- Left click & drag the first student's photo to the desired box.
- Release the left click to drop the photo.
- Once you have placed a student in a box the student name will turn green on the left hand side.

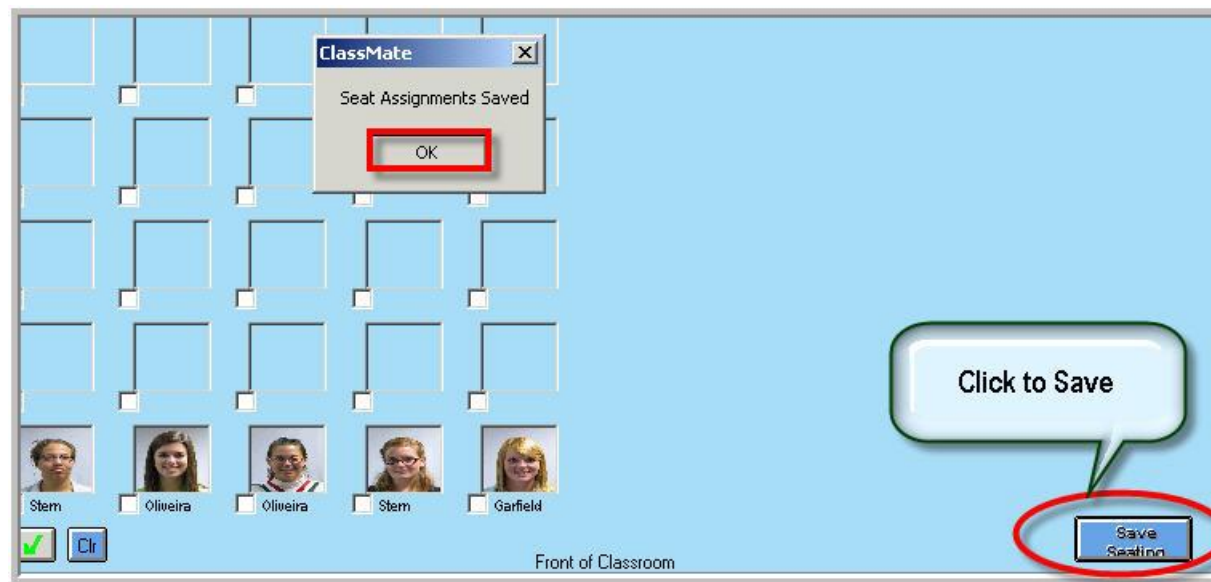*Note: **Green** font in this screen means the student is already seated.*

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"**
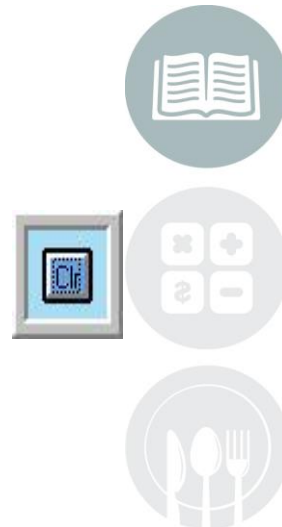- Click the **"OK"** button.

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

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.
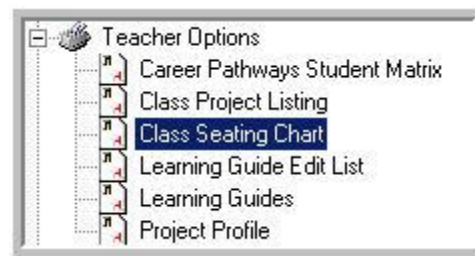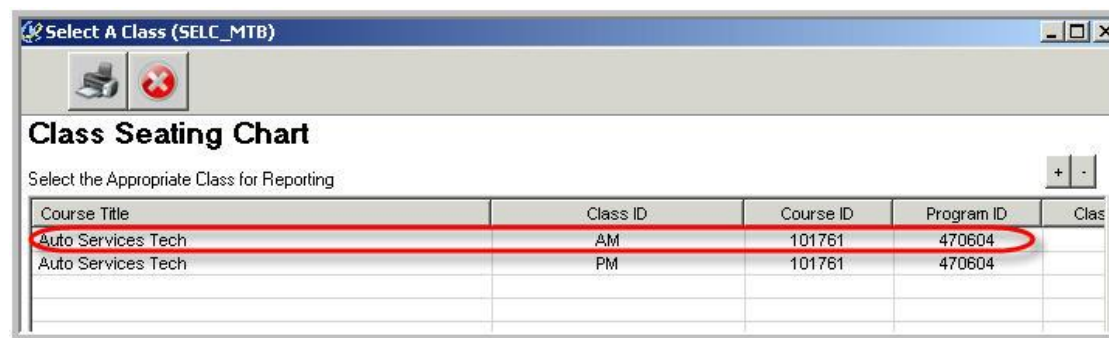
Reports and Printing Seating Charts

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

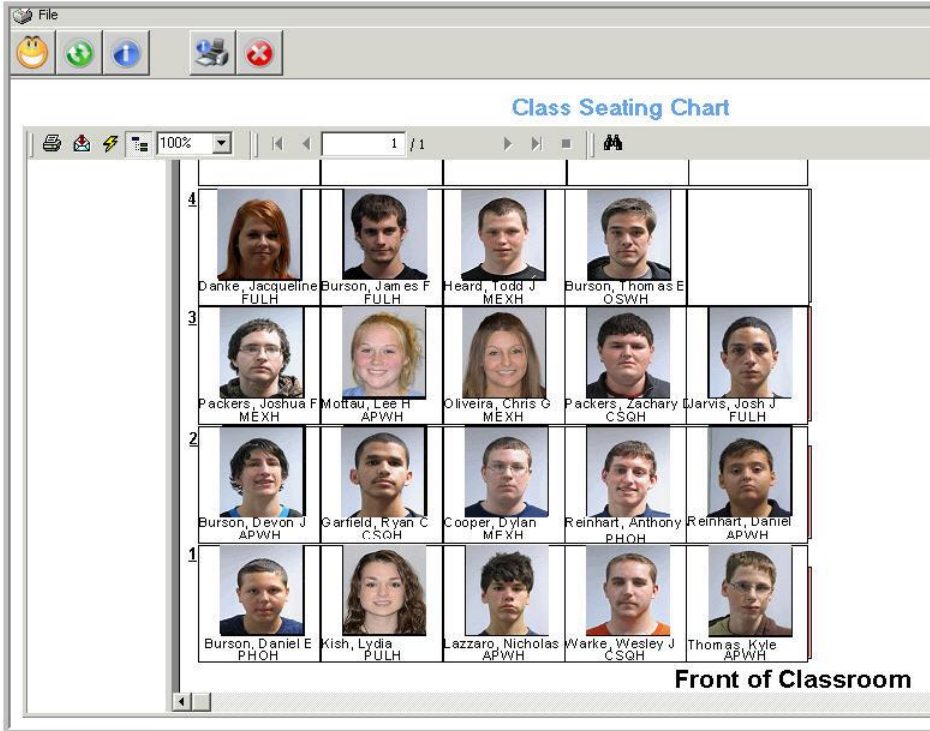- Select the class to print the seating chart

Reports and Printing Seating Charts

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

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Questions? Contact us!

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