

# Seating Charts via PowerTeacher

Login to PowerTeacher using your credentials

Click on the chair with grid icon that is in line with the section that you wish to design a seating chart for.

## Current Classes



First, you will need to create the layout of your room, so click on the Seating Chart Design tab.

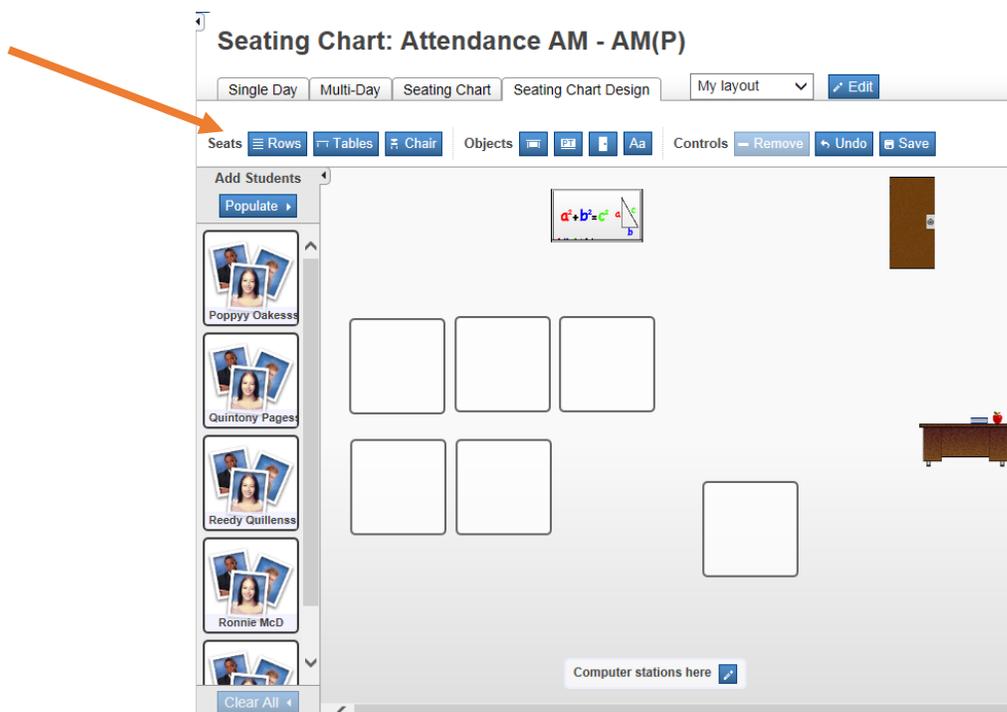
Then use the items to create your room as it is.

The seats can either be made from rows, tables, or chairs. Select which of these 3 your room contains, then label the pop up box correctly with the numbers in your room.

The objects you can include are: desk, chalk/white board, door, or text to label any object you wish.

Once the items have been specified, you can click on them and drag them to the appropriate location of your room.

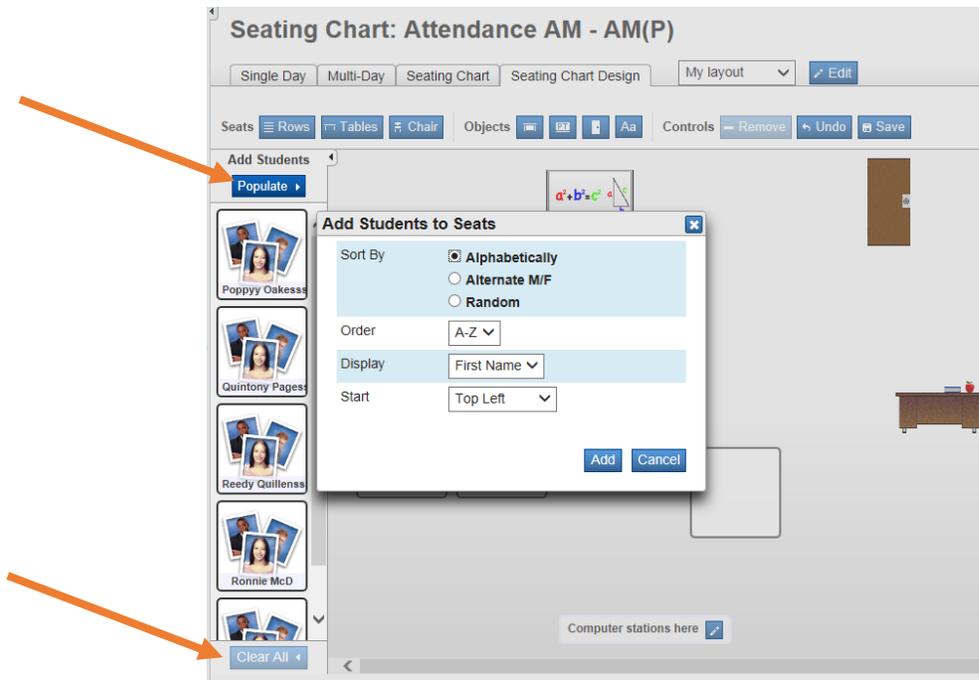
Once your layout is complete, you will want to save this layout. This layout will then be available to use in your other sections, since your room layout typically doesn't change (provided you are in the same room).



Next you are ready to add your students:

The students are displayed in the left column. Click on Populate to add them to the seating chart, you can choose to add them alphabetically, alternating M/F, or random. OR you can opt not to populate, but to click and drag each student to a particular spot where you want them.

If you wish to clear what is there and redo, or change at any time, just click on the Clear All button at the bottom of the left column. That will move the students back to the side bar and you can either populate, or hand move them to his/her correct seat.



Be sure to click on SAVE once it is complete, in order to retain your updated seating chart.

### **To print your seating chart:**

Click on the printer icon in the top blue bar of your screen. Select the correct printer name in the popup window, then click on print.

