Quick Reference: The Seating Chart

Switching Classes
Use this to switch to any class in a gradebook.

Grade Clicks
To show/hide the row of grades, click here.

Furniture
To add a piece of furniture, choose Add Furniture from the Tool menu.

Setting Attendance
To enter attendance data, click on the arrow on a seat and choose the code.

Entering Scores
To enter a score, click here and type or click on a grade button above.

Switching Seats
Use the arrow keys to switch the selection from one seat to the next.

Score Notes
Double-click to type a score note. Right-click (Win) or ctrl-click (Mac) to select a footnote.

Format Options
Double-click on any piece of furniture to set the title, shape, color and rotation.

Seat Options
To open a window where the format and function of all seats can be set, click the Class Options tool.

Copying a Chart
To copy a chart from another class, click the Copy Class Data tool.

Selecting Items
You can select seats and furniture by clicking, by shift-clicking or by dragging a rectangle around a group of items.

Editing Furniture
To edit selected furniture, choose Cut, Copy, Paste or Clear from the Edit menu.

Resizing Furniture
To resize a piece of furniture, drag the small box in the lower-right region.

Swapping Seats
To swap two seats (or a group of seats), drag the first seat to the top-left corner of the second seat.

Setting the Date
Press this menu or click the -/+ buttons to set the desired calendar date for attendance.

Setting the Assignment
Press this menu or click the -/+ buttons to set the desired assignment.

Colors
Background colors indicate absences or other attendance marks on the same day as the assign.

Rotate Seat
Use the Rotate Seat tool to rotate all selected seats or pieces of furniture 90° clockwise.