

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.

Rotate Seat

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

The screenshot shows the 'Easy Grade Pro 4.0 - v4 Demo Gradebook.egg' window. The menu bar includes File, Edit, Tool, View, Chart, Class, and Help. The toolbar contains icons for various functions. The main area is a grid with columns numbered 1-16 and rows numbered 1-20. Furniture items are placed on the grid: a yellow 'Supply Table' in row 2, column 1-4; a yellow 'Overhead' in row 3, column 7-10; a blue 'Teach' box in row 3, column 14-16; and a blue 'Book' box in row 16, column 14-16. Student names and scores are displayed in the grid cells. For example, in row 6, column 2, the name 'Gustavson Peter' and score '39.2' are shown. In row 19, column 10, the name 'Brown Jonathan' and score '40.7' are shown. At the bottom of the window, there is a date field showing 'Friday, December 22, 2006' and an assignment field showing '4. Play (50)'. Arrows from the text blocks point to specific features in the screenshot.

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.