![PowerTeacher]

Seating Chart Information & Instructions

There is a new customization that we've put in PowerTeacher that enables teachers to make a seating chart and use the seating chart for attendance. This is not a function that was made available to us through PowerSchool, but a customization that we are utilizing. Since PowerSchool doesn't currently offer a seating chart, you can either choose to use it, or simply do attendance the way you have always done it using the chair icon.

This seating chart works with Internet Explorer 7.0 or above, Safari 3.0 or above and Firefox 2.0 (**NOT compatible with Firefox 3.0 or above**).

This seating chart **will not work** in sections where you have 2 courses (ie, English 11 and Teacher Aide, or French I & French II) that are being taught in the same section.

You may also notice a new alert icon. Clicking this icon will show you alerts applied to students in that class.

Well, if it sounds like you would want to use this tool, there are some things you need to do to set it up:

- ❒ Open PowerTeacher and click on the new desk icon

- ❒ Click on the **Layout** tab:
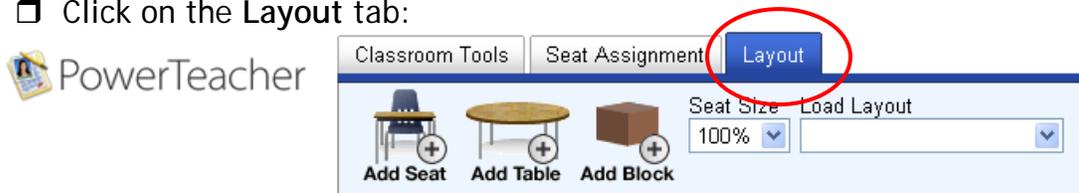
- ❒ Add a 'Seat' for each student in the class you've selected (if you have 30 students in your class, you can single click 30 times and the 'Seats' will stack on top of each other – then you can drag the 'Seats' into the 'Classroom' one by one however you want them laid out). You can also add Tables and Blocks – it's up to you.

- ❒ After your 'Seats' are set, click on the **Seat Assignment** tab:
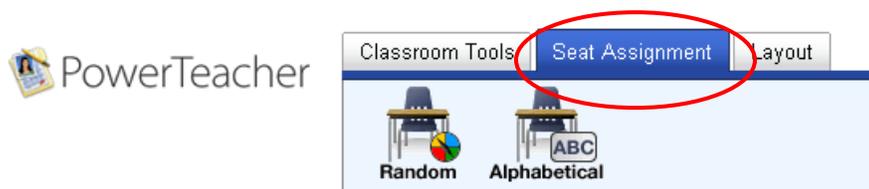
- ❒ The 'Seat Assignment' function allows you to randomly assign students to the seats, or assign them alphabetically. Click either 'Random' or 'Alphabetical'. Once the students are in their seats, you can drag them wherever you want in the 'Classroom'. A window will pop up to verify this is what you want to do. Click 'OK'. ** **Keep in mind that the system will NOT tell you if all of your students aren't 'Seated'.**

You're not done yet!!

❐ Go to the **Classroom Tools** tab:
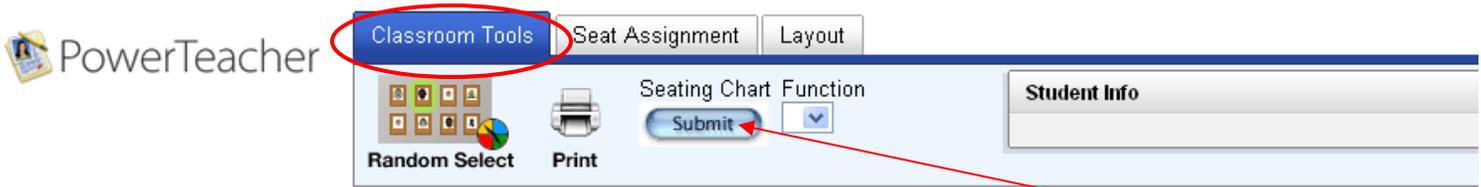
❐ **This is where you SAVE YOUR SEATING CHART**. Click the 'Submit' button under 'Seating Chart'.

<u>Helpful hints:</u> If you want to add a seat or re-arrange your seats, go to the Layout tab. That is where you can change things. But REMEMBER to go to the **Classroom Tools** tab to 'Submit' and save your work**!!!**

<u>Now that you've got your seating chart set up, this is how you take attendance:</u>

❐ Open PowerTeacher and click on the desk icon
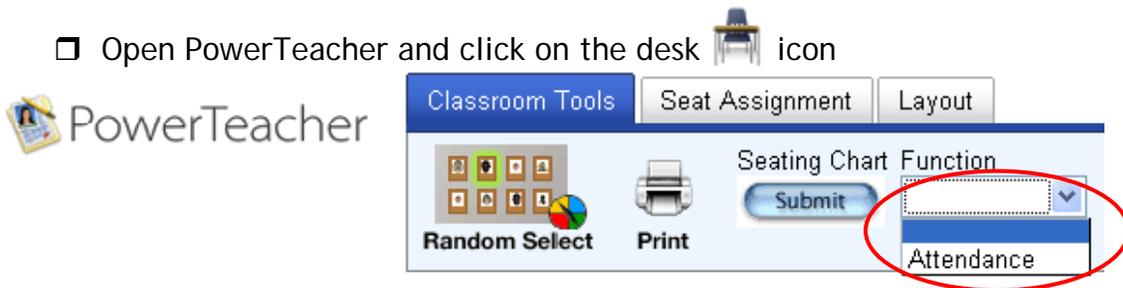
❐ The default value for all students is Present. By clicking on a students icon, you can change the attendance to UNV, TDY, etc…

❐ To Submit your attendance, click on the 'Submit Attendance' button:
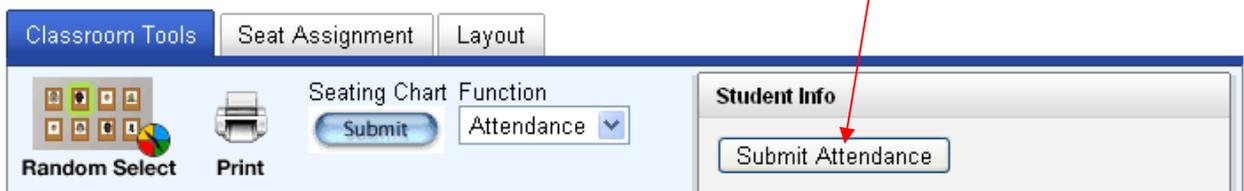
❐ Just as when taking attendance using the 'Chair' icon, you know your attendance has been submitted by seeing the green button on your Start page: