

# Photo Seating Chart

**Path: My Classes screen > Attendance icon**


or Student Gradebook Roster

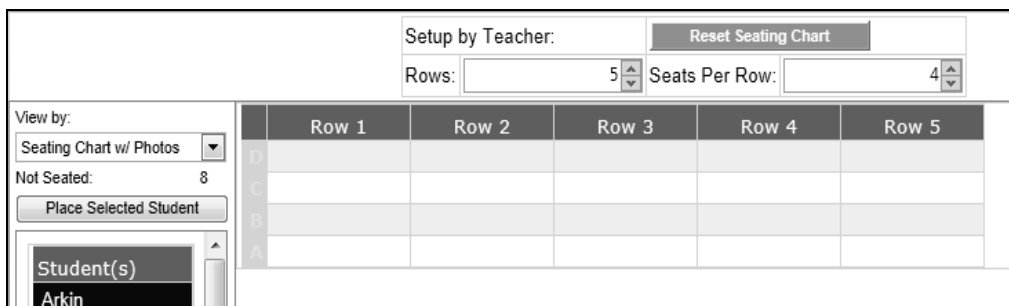
## Overview

Teachers can generate a seating chart which may include student photos. It is a grid that shows the students' seating arrangement in a classroom. The photo option is especially handy during the first days/weeks of school, any time classes change at term or semester, and for substitute teachers. Other users may view and print this seating chart with or without photos. Any student without a photo is displayed with the Tyler SIS default photo.



## Generate a Seating Chart

1. From the class Attendance Roster or the Grade Book, click the photos/seating chart icon . The **Student Seating Chart** screen displays Setup by Teacher, view drop-down list, number of students not yet seated, and a list of students.
2. Use the Setup by Teacher area to enter the number of rows in the classroom (left to right) and the number of seats per row (front to back), then click **Reset Seating Chart**. The screen refreshes, displaying a grid in which to place the students.



	Row 1	Row 2	Row 3	Row 4	Row 5
1					
2					
3					
4					
5					

3. In the **View by** drop-down list, select whether or not to view the seating chart fields and photos.



4. To place a student into the seating chart:

- a. Highlight the student you wish to place
- b. Click the cell you wish to place the student into
- c. Click **Place Selected Student**. The screen refreshes with the student placed.

**NOTE:** Use the F11 key on your keyboard to expand your screen. This hides the internet toolbar, reducing your need for scrolling. Use F11 again to show the toolbar again.






















5. Repeat step four until all students are placed.

**NOTE:** Imagine the area under the seating chart as the location of the teacher's desk.

6. To remove a student from the seating chart, highlight the student and click **Actions > Unseat 1 Current Student**.
7. To remove all students and start over, click **Actions > Clear Seating Chart**.
8. Click **Done** to save and exit.

## Print Seating Chart

1. To print the seating chart, click **Actions > Print Seating Chart**. The **SIS Reporting System** screen displays.
2. Verify the **Date Printed on Report** and **Report Title** and change if necessary.
3. Click **Start Report**. The **Display Reports** screen displays. From here, you may save or print the report.

4/17/2009		Edwards High School			ZZHS0607	
14:32:06		Student Seating chart			Page: 1	
	Row1	Row2	Row3	Row4	Row5	
E		Herman Elaine A 			Beatty Bradley J 	
D	Chambers Nancy L 	Vallicheck Sam J 	Freckling Hannah J 	Stiles John T 	Silverstone Catherine B 	
C	Hicks Jerome A 	Barker Michelle Kay 	Masters James T 	Lumbett Drucilla P 	Griffith Allan L 	
B	Hawke Nathan P 	Jennings Roscoe M 	Calvin Hannah P 	Bathe Cary 	Rogers Marilyn Y 	
A	Beatty Lisa M 	Gellar Emma 	Louiss Frank P 	Redford Steven R 	Driver Donna M 