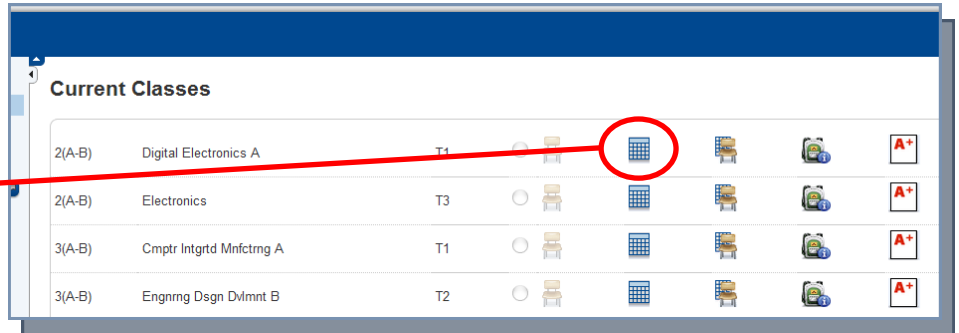


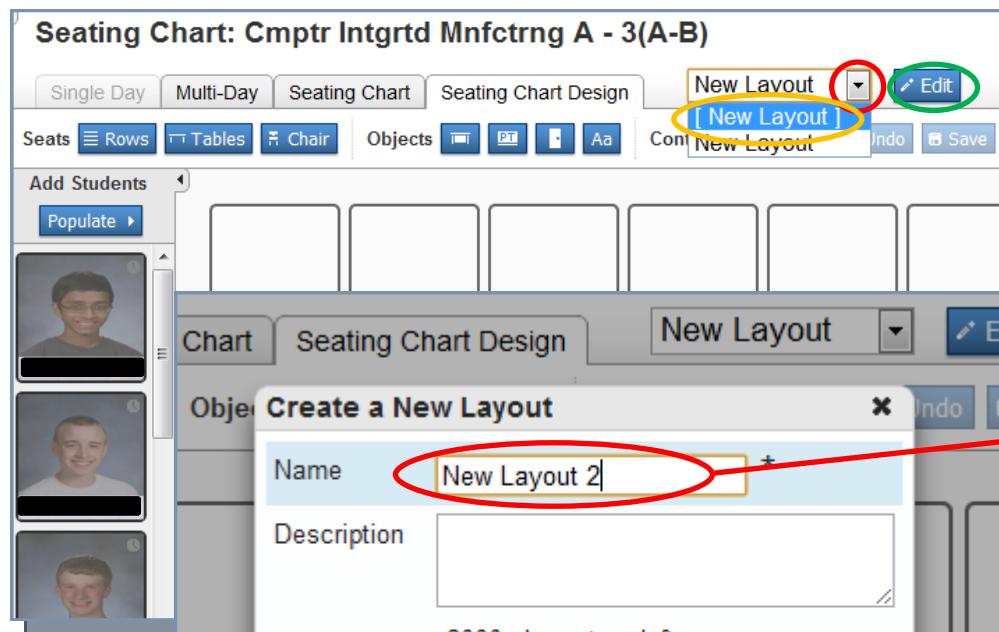
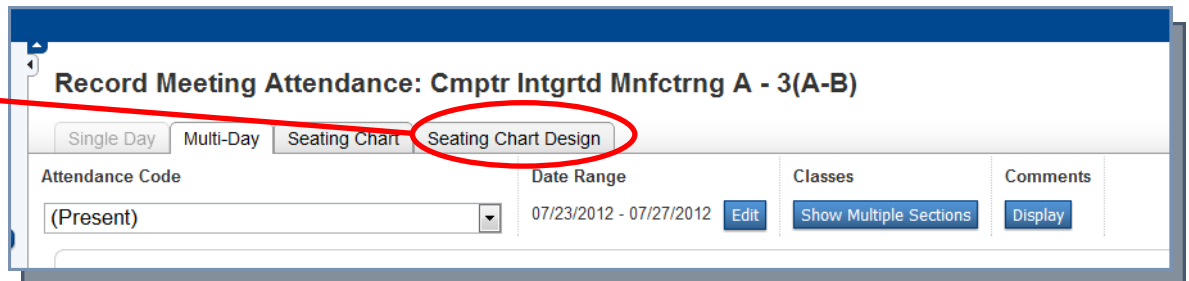
# Creating Seating Charts in PowerSchool Teacher

## Lewis Central Community Schools

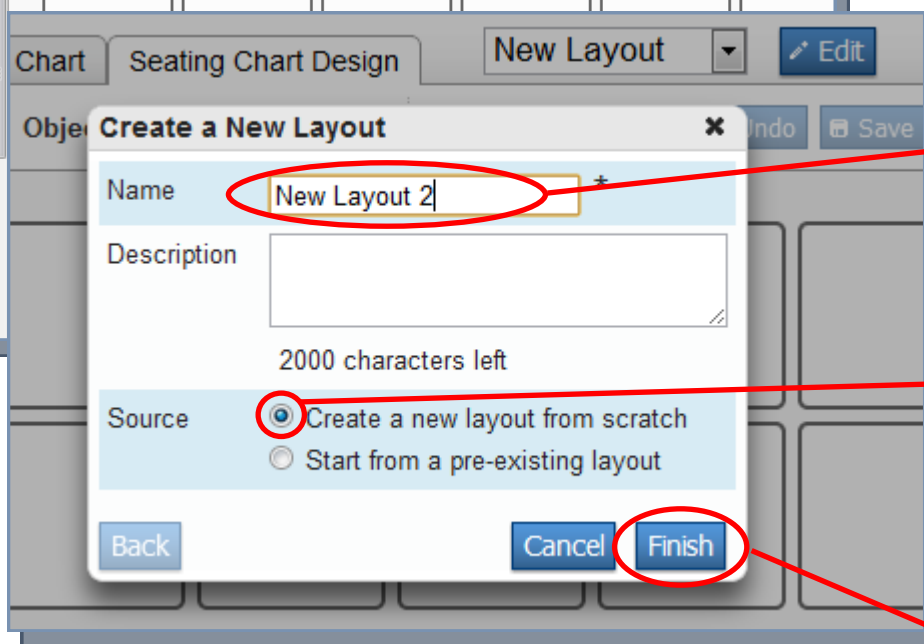
On your home screen in PowerSchool Teacher you will see two new icons. Select the Seating Chart icon to create or edit seating charts.



Select "Seating Chart Design"



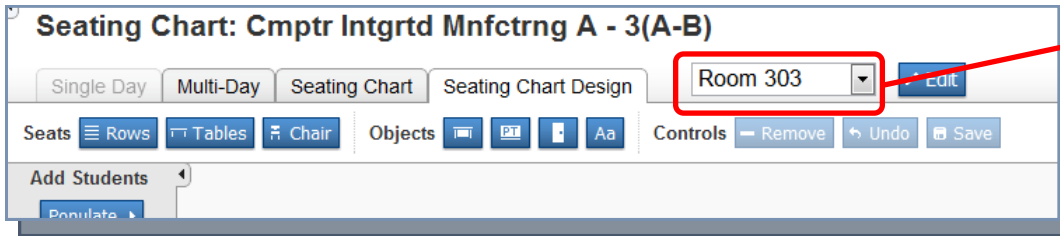
Click on down arrow  
Select "[New Layout]"  
Click "Edit"



Name your layout.  
Example "Room 303"

When creating the layout for the first time select "Create a new layout from scratch".

Select "Finish"



Make sure you have your newly added layout selected.

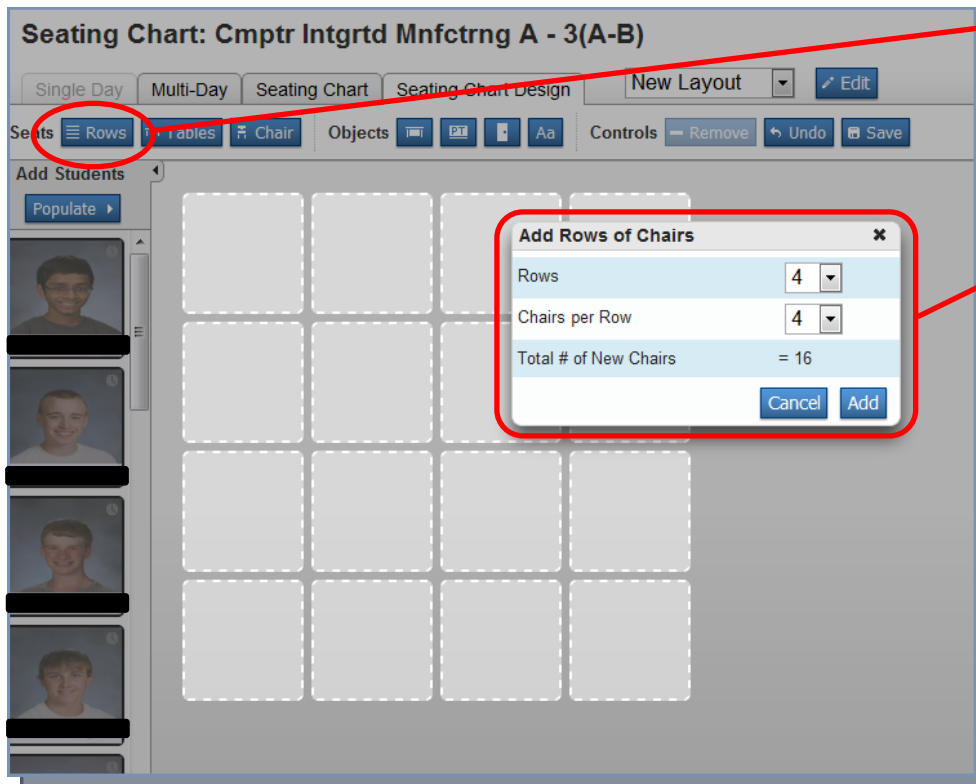
You have multiple options for setting up your classroom layout. The seats are drag and drop so setting them up is very easy.



**Rows**—allows you to create rows and columns of desks. This is the quickest.

**Tables and Chair**—allows you to set up layouts with patterns or a single chair.

**Add objects** such as teacher test, whiteboard, doors, and custom text.



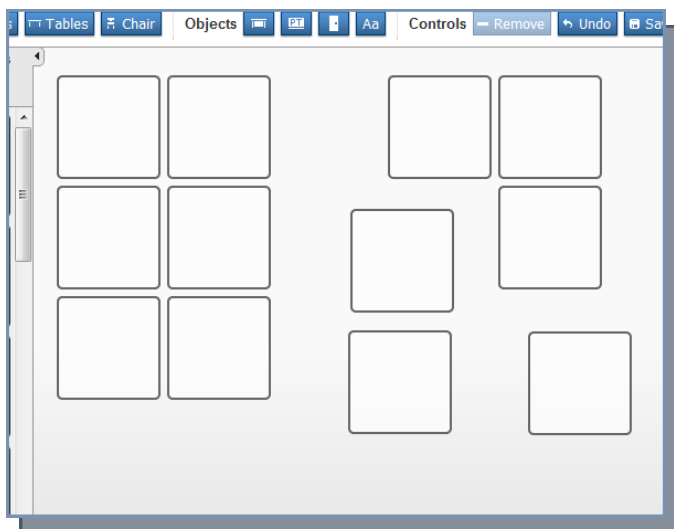
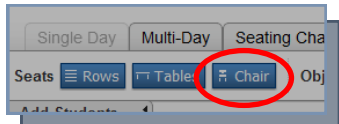
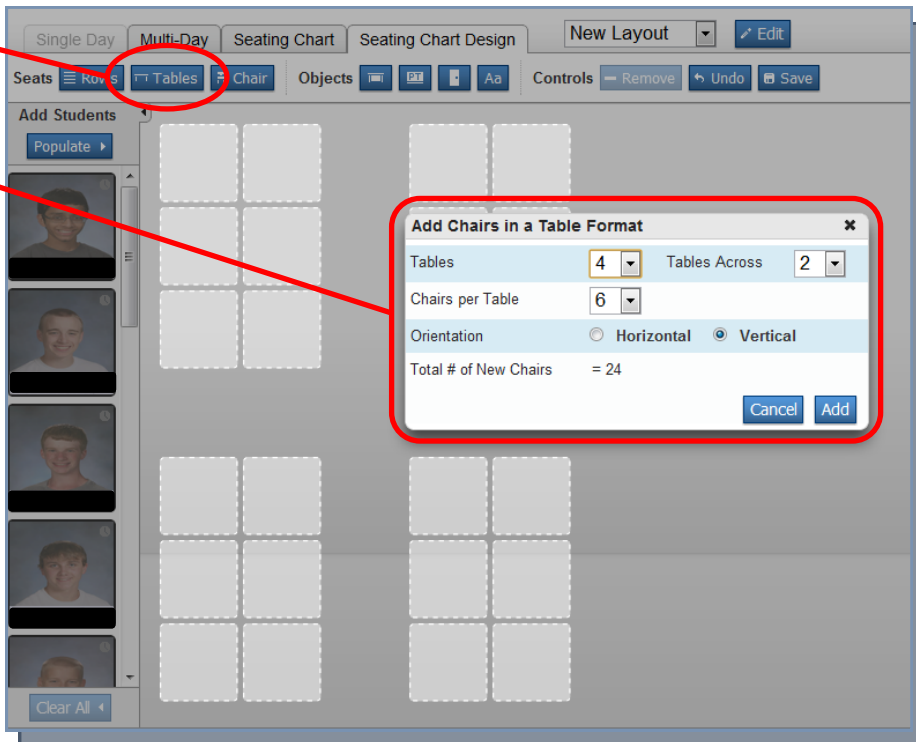
Select "Rows" to add seats

Select the number of Rows and Chairs per Row that you would like to add. Select "Add".

Select "Tables" to add patterns of seats.

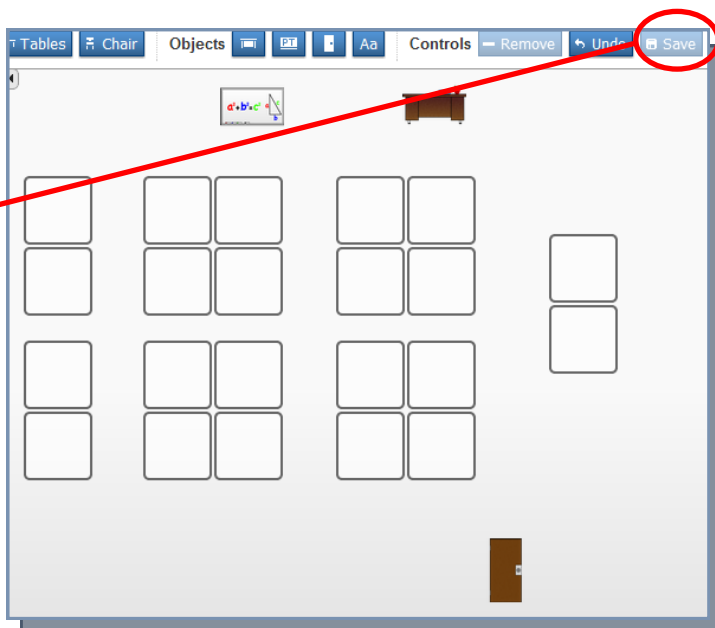
Select the number of Tables, Chairs per Table, and number of Tables Across. You must then select the orientation of the tables. Select "Add".

Select "Chair" to add a single seat.



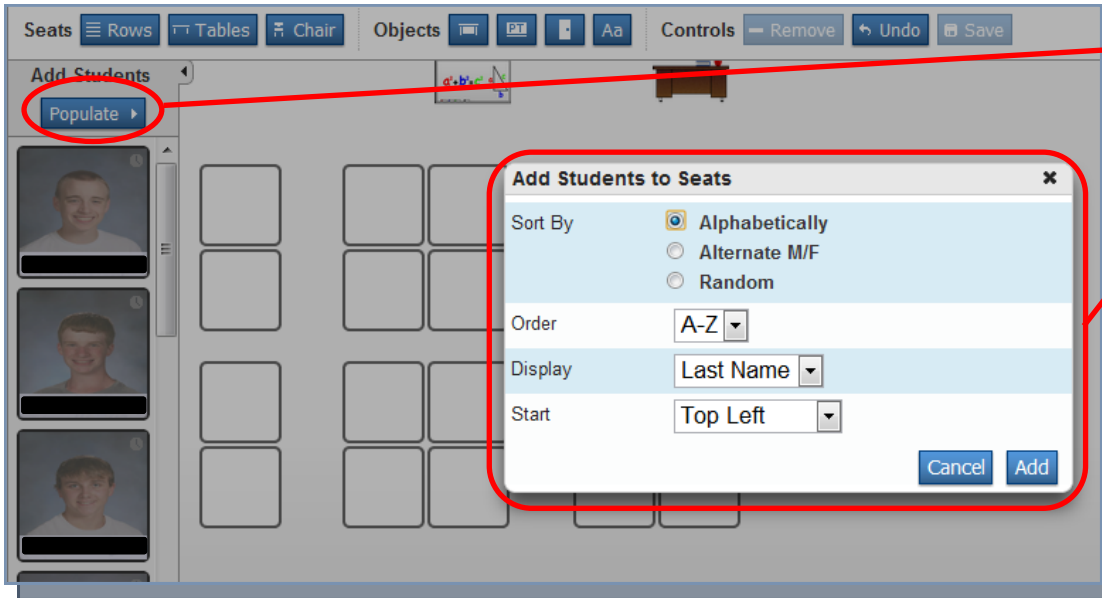
You have the capability to move the seats around. To move a seat, simply click and drag the seat around.

Once you have the layout how you want it, select "Save".



# Adding Students to your Seating Chart.

To mass add students.

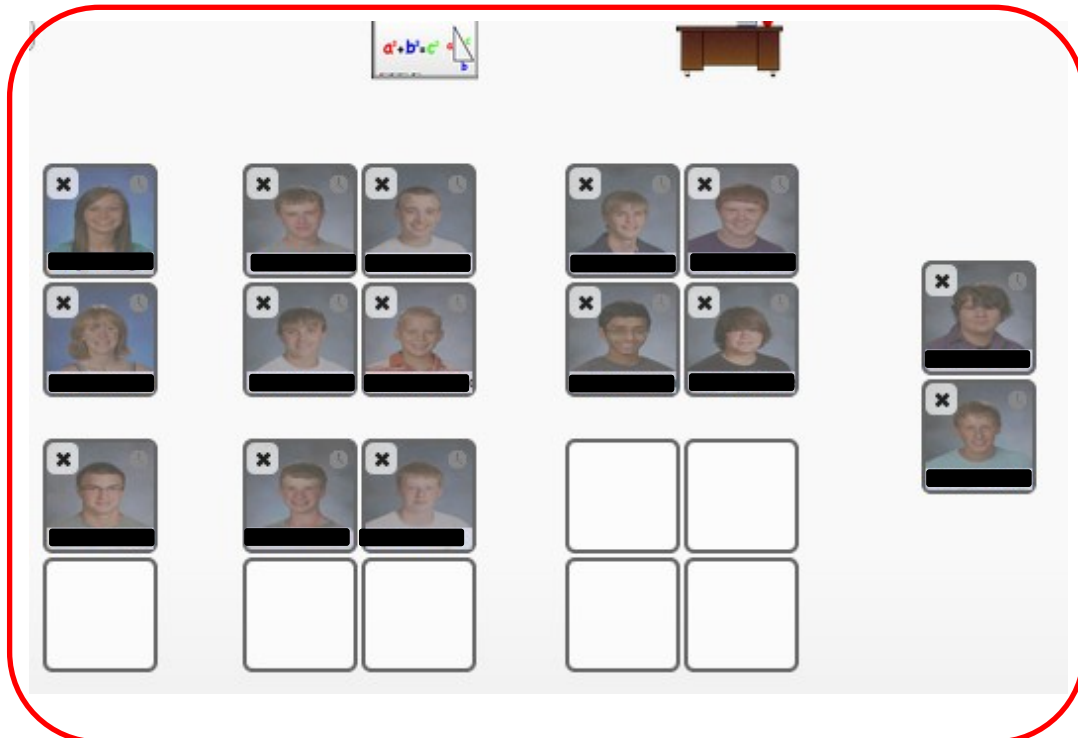


Select "Populate"

Choose how you would like the students to be sorted and their order. You may also select what name is displayed and where to start the order. Select "Add".

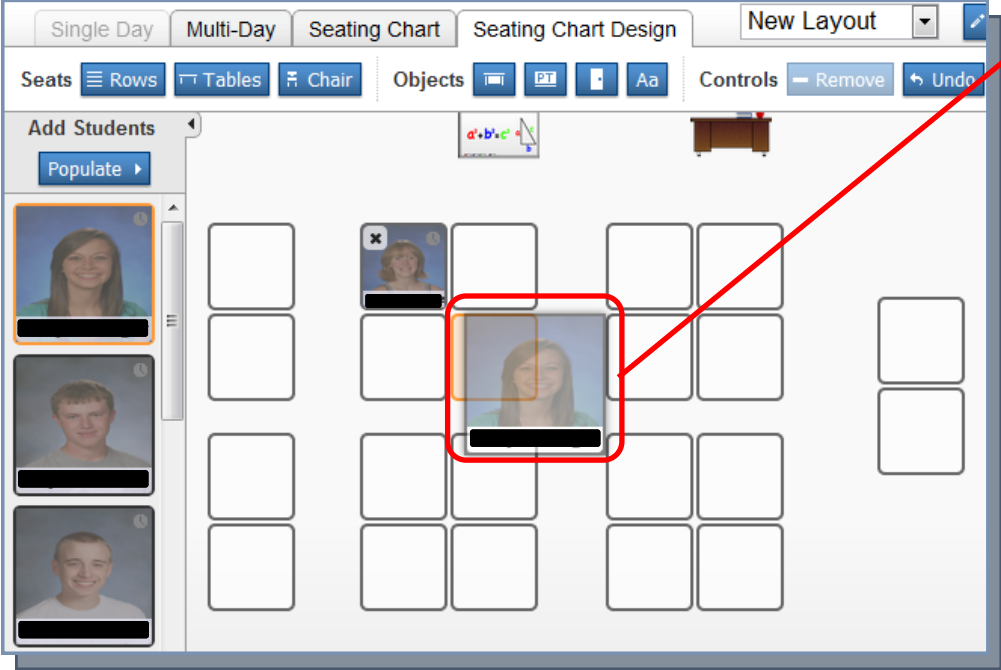
Results from values inputted above.

Note the "X" in the top left corner of all students. This is used to remove that student from their seat.



# Adding Students to your Seating Chart.

## Adding individual students.

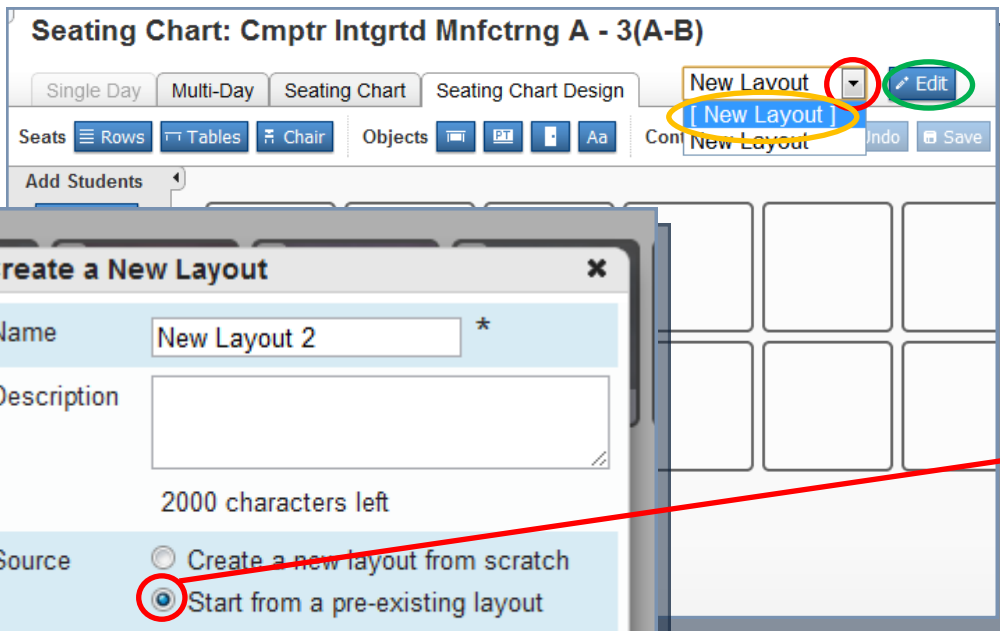
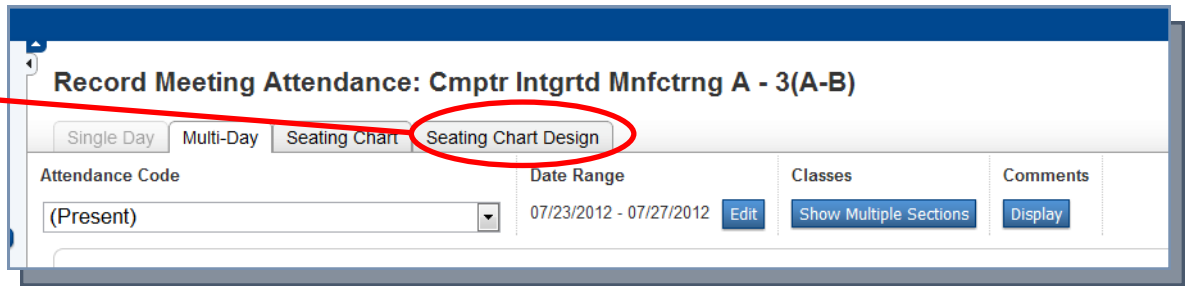


You have the capability to drop and drag students to any blank seat. Students can be moved from the student list or from other seats. Use this to move students around as needed.

# Using Classroom Layout in Multiple Courses.

You only need to create one layout for your classroom. This layout can then be used for multiple courses and can be used for multiple trimesters.

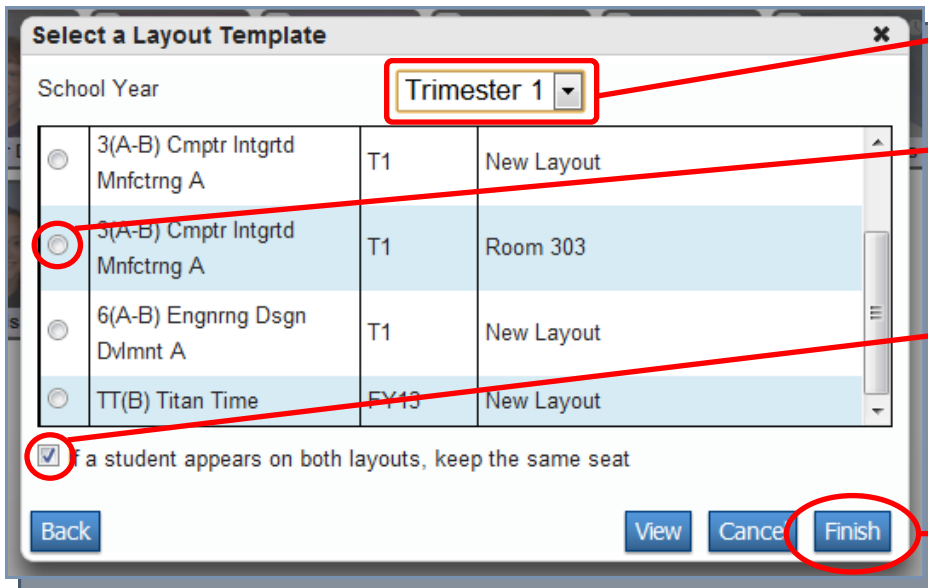
Select "Seating Chart Design"



Click on down arrow  
Select "[New Layout]"  
Click "Edit"

Select "Start from a pre-existing layout".

Select "Next"



You may select different Trimesters.

Select the course that has the layout you want to use. You may have multiple layouts if you teach in multiple classrooms.

Select your preference.

Select "Finish"