

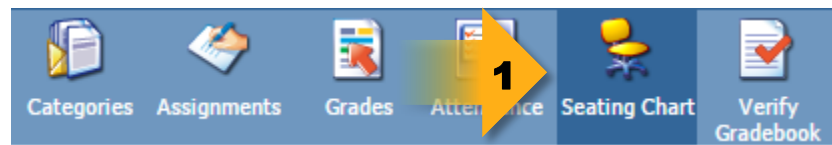
GRADEBOOK: CONFIGURING YOUR SEATING CHART

Quick Start Guide

This Quick Start Guide will take you through the process of setting up your seating chart and taking attendance from the seating chart.

Open the Seating Chart Screen

1. In the menu bar, click **“Seating Chart.”**



Organize Students

2. Select a student icon and drag it around freely.

OR

Select from a list of predefined shapes in the Shapes dropdown.

3. If the ‘Grid’ shape is chosen, the columns field will become active. Choose your columns to display.

4. To control how students are automatically sorted, choose from the available options in the Sort dropdown.

5. Set your display options.

6. Click **Update**.

