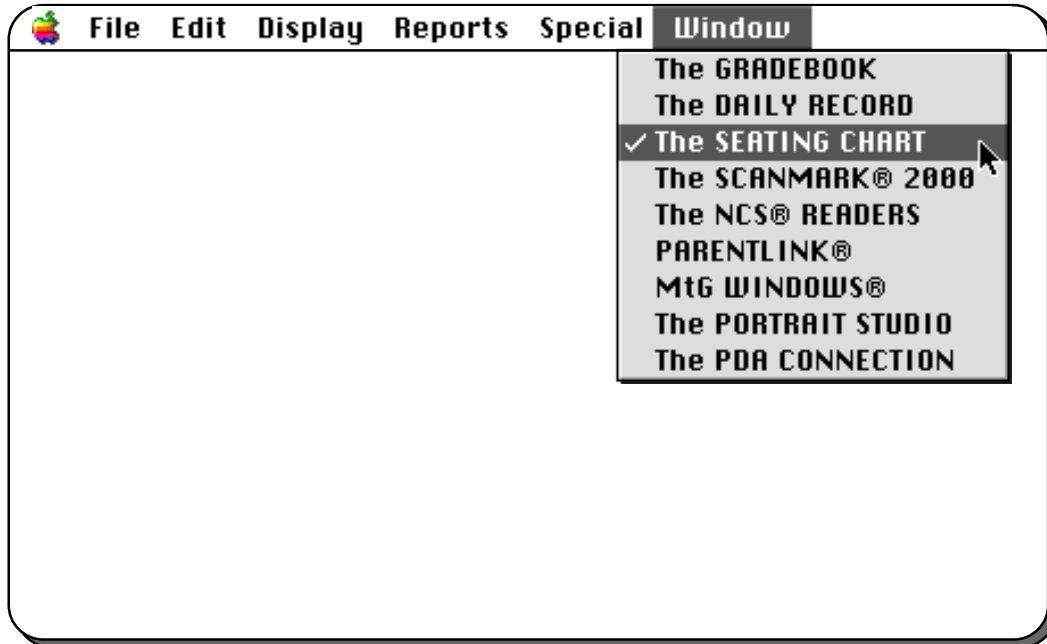


Setting Up The Seating Chart



■ Classroom Layout

Nothing could be simpler than setting up a seating chart in *Making the Grade*—and we’ve made room for **five** different ones in each class. The first step in creating a chart is to identify the relative position of **all available seats** in a classroom. The only restriction here is that all student seats must fall within a 10 x 10 grid. Other than

that, you may be as imaginative as you wish in arranging your chairs, tables, and desks.

NOTE: For our purposes, please consider the **bottom of the room template** the spot from which you or your aides usually take attendance.

NOTE: Even though there are 100 choices in the seating chart template, you may select only 80 at a time, the maximum number of students allowed in a class.

Step 1 – The Template

Please set up the **TEMPLATE** for this room by clicking on squares approximating the position of **ALL** useable student seats.

Cancel

Clear All

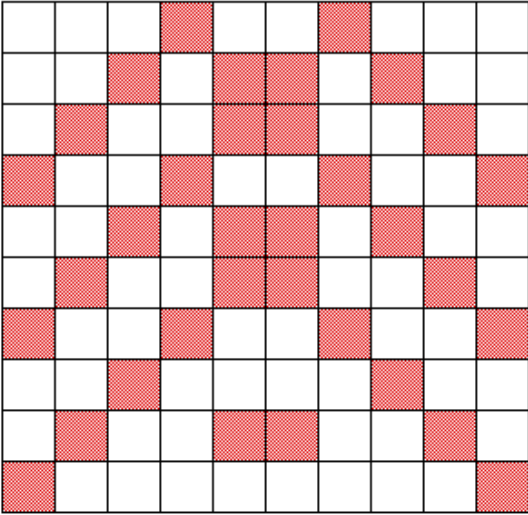
Import Template

Next

TWO TIME-SAVERS

Once again, the *Making the Grade* **Import** button leaps to the fore! Use it to bring in a room template from another class setup—or from a specially **exported** template file (icons below left).

Attention, Department Chairs: Save your colleagues' valuable time by laying out and exporting templates for all the rooms they teach in. Drag them onto the work room hard drive, say, so they can **import** them when setup time comes.



Step 1 – The Template

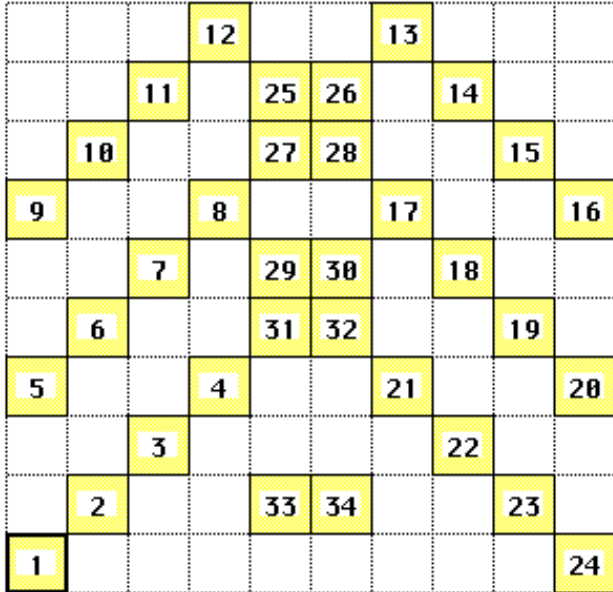
Please set up the **TEMPLATE** for this room by clicking on squares approximating the position of **ALL** useable student seats.



■ Template Flow

The second step in setting up a seating chart may seem unusual at first blush, for here we ask you to **number** every available seat in the room. Why do we need to know your “template flow”? Two screens from now you’ll be able to seat some or all of your students **automatically** within the template according to the criteria of your choice (alphabetically, by rank in class, and so forth). With such an option, we’ll need to know your directional preferences when we reach the end of a column or row.

You may use the mouse or arrow keys to move around within the template. RETURN enters a flow number and DELETE removes that entry. You’ll notice that we remember the last direction entered by an arrow key, so leaning on RETURN will send you quickly and automatically along the same path as before.



Step 2 – Seating Order

Please assign a **NUMBER** to each of the available seats in this template. Click on a seat (or arrow around) and then enter with RETURN.

Manual Placement

Finally, it's time to place student bodies within your seating chart—this time **by hand**. That is, you may click and drag from the roster box (below) students who need “special” placement within your classroom. Normally such attention is required for only a few persons, especially early in the school year, so this function should take precious little time.

You may give your first seating chart a **title** here. We default to “PERIOD 1 (1),” “PERIOD 1 (2),” and so on; but you may enter anything you wish, 30 characters maximum.

“Special Seating” Features:

- Hand-placed students may be returned to the roster area by dragging their numbers back into the roster box.
- Once placed, students may be repositioned by clicking on their numbers and dragging to a new location.

Automatic Placement

And now for the **real** time saver! Assuming that you haven't manually placed *all* of your students, you'll be able to seat all remaining persons **automatically**—according to any of 25 placement criteria (at left and below).

Keep in mind the following “rules and regs” for automatic seating:

- Once **Randomly** is selected, all other categories become inactive (dimmed).
- Since it's possible for ties to exist within a chosen category (several students having the same Zip Code, for instance), we'll ask for additional selections until all ties are broken (or until **Randomly** is picked, the ultimate tie-breaker).
- Seating is usually done in an **A-Z/0-9** order; click here to **invert** that pattern.

Same Sex
By Group Code
By Grading System
By Citizenship Mark

By Counselor
By Zip Code
By Book Number
By Locker Number

By Phone Number
By Birthdate
Custom Fields 1-10

