Create Seating Charts

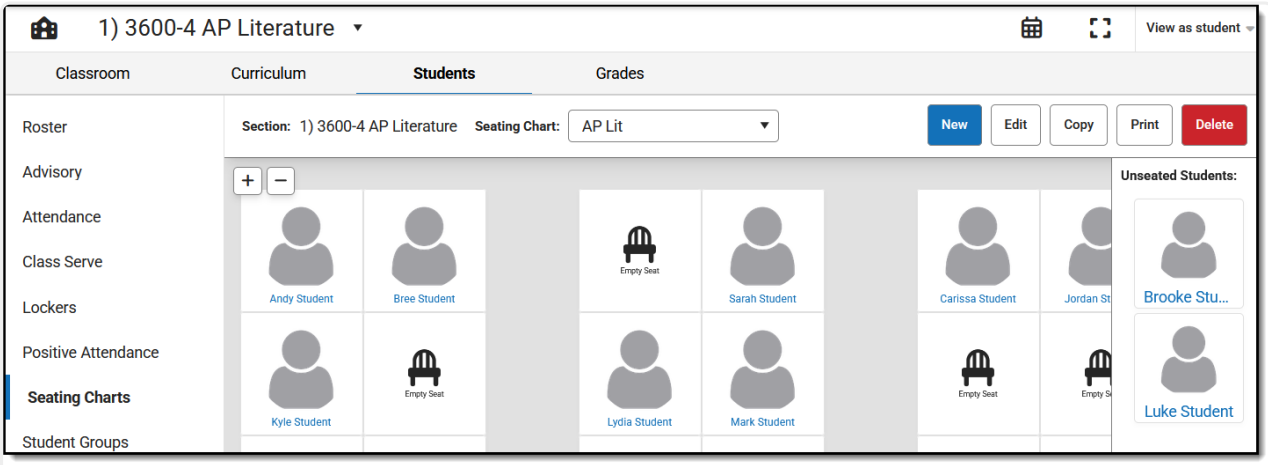
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Tool Search: Seating Charts

Seating charts provide a visual representation of where students sit in a classroom. Each section can have multiple seating charts if desired.

This guide explains how to create a seating chart.

The Seating Charts tool was redesigned in Summer 2026. Check out the Comparison of Seating Charts article to see old and new seating charts side-by-side.



Create seating charts to represent where students sit.

Before you start

- To create a seating chart for a section, you must have a *Teacher* record in Section Staff History.
- Tool rights to seating charts grant full access to this tool.

Create a Seating Chart

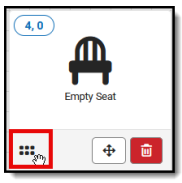
Creating a seating chart is done in two parts: arranging desks in the Layout tab and then placing students in the desks in the Students tab

1. Click **New** at the top of the screen. The chart defaults to the section you're currently viewing. If you're the Primary Teacher for more than one section during a period, create a chart for multiple sections by clicking **Edit Sections** and selecting additional sections to create a combined chart.
2. Enter a **Name** for the chart.
3. If this chart should be the primary one for this section, mark **Set as Primary**. The primary

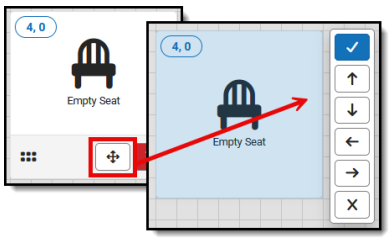
chart is the one used for attendance.

4. Add seats to the layout. Add them individually by clicking **Add Seat**, or click **Add Seat Grid** to add multiple seats in a grid pattern.
5. Rearrange seats as desired to fit the layout of your room. Keep in mind that desks cannot overlap. Use the + and- buttons at the top left to zoom in or out of your chart.

   Click and drag a seat by clicking the six-dots icon at the bottom left and dragging it where you want it. Your cursor displays as a hand when you hover over this icon.

   Or click the 4-arrows icon to use the arrows on your keyboard to move the seat. You can also click the arrow options that display. Tap the space bar to place the seat.

6. Once the seats are arranged how you want them, go to the **Students** tab. You can returnt to the Layout tab at any point to adjust seats.
7. Place students individually from the **Unseated Students** by clicking the six-dots icon and dragging the student to an empty seat. Or **Auto-place Unseated Students** using the dropdown at the top. Students can be placed randomly, alphabetically by name, by student number, or by birthdate.
   1. If you click and drag a student to a seat that is already filled, the students swap places.
8. Click **Save** to finish creating your seating chart.

Additional Tasks

Once you've created a seating chart, you can copy it to reuse the layout and print it.

Copy a Seating Chart

1. Click **Copy.**
2. Edit the **Name** of the chart and **Set as Primary** if desired.
3. Select a **School Year**. Select the same school year to copy this chart layout to another period.
4. Select a **Destination Section** for the copied chart.
5. Click **Copy**.

Impact

The chart is copied to the destination section. If any students are the same between the two sections, their placements are kept.

To view and edit the copied chart, switch to that section.

Print a Seating Chart

1. Click **Print**.
2. In the report editor that displays, indicate the **Orientation** of the printed chart and what student data should **Show**.
3. Click **Print**.

Impact

A PDF version of the printed chart opens in a new browser tab.

Tip: If the chart exceeds the printable area of the page, consider using the "Shrink to Page" or "Fit to Page" setting in your browser's print options.

What's next?

- Once a seating chart is created, you can use it to take attendance.