

CREATING A SEATING CHART TEMPLATE

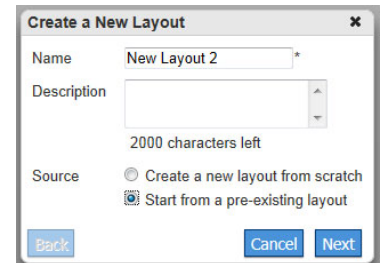
Log in to the PowerTeacher Portal and click on the class you want to create the initial seating chart template in. Select the tab for Seating Chart Design and create the room arrangement.

Click on the drop-down menu for New Layout. Give it a name and save it.

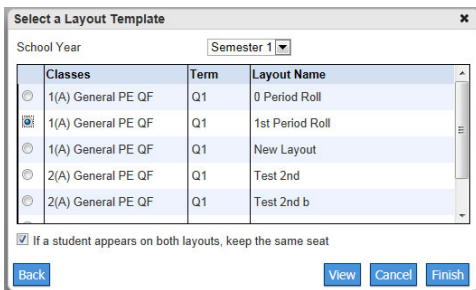
Go to your next class, click on the Seating Chart icon and select the Seating Chart Design tab. Click on the [New Layout] option on the New Layout drop-down menu.



Select the Source option "Start from a pre-existing layout" and click Next.



Select from the appropriate class/layout.



There will be an option to view the seating chart to verify you have chosen the layout you intended.

