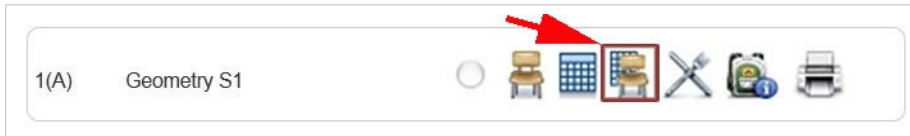
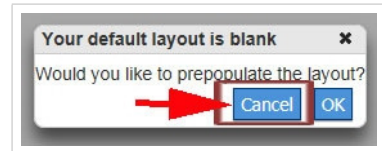


Setting Up Your Seating Chart

Login to the PowerTeacher portal and click the Seating Chart icon.



If this is the first time you have visited the Seating Chart with the section you selected you will get a prompt asking if you want to prepopulate the layout. You will find it easier to modify the seating chart if you click Cancel now.



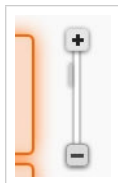
To set up the Seating Charts click on the Seating Chart Design tab.



The Seating Chart tools include options to set up groups of desks, tables or chairs. Individual objects such as teacher desks, white boards, doors and labels can also be added.

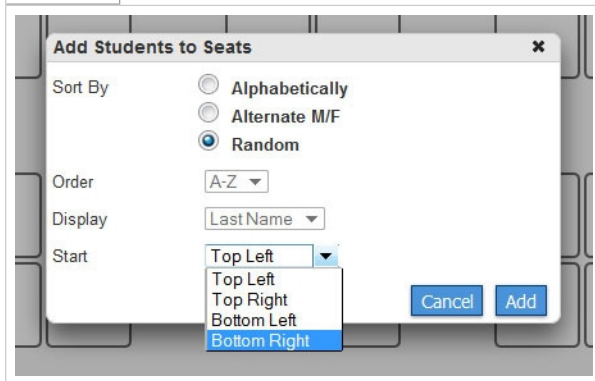
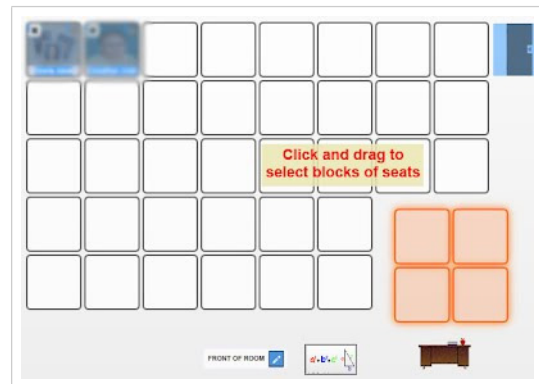
To set up even rows of chairs select the Rows tool and enter the rows and chairs per row that match your room. The resulting seats can then be individually moved around.

The relative sizes of the seats, tables and other objects can be scaled by clicking on the sliding size scale along the right.



Other layout options include Tables and Seats.

Once you have the seats and other objects arranged to your preference, MAKE SURE YOU SAVE the layout. Then click the POPULATE button and choose the options you want and click Add.



The last step is to give your layout a name. Click on the Edit button next to the New Layout menu. You can have several layouts stored for different instructional settings such as rows or groups.

