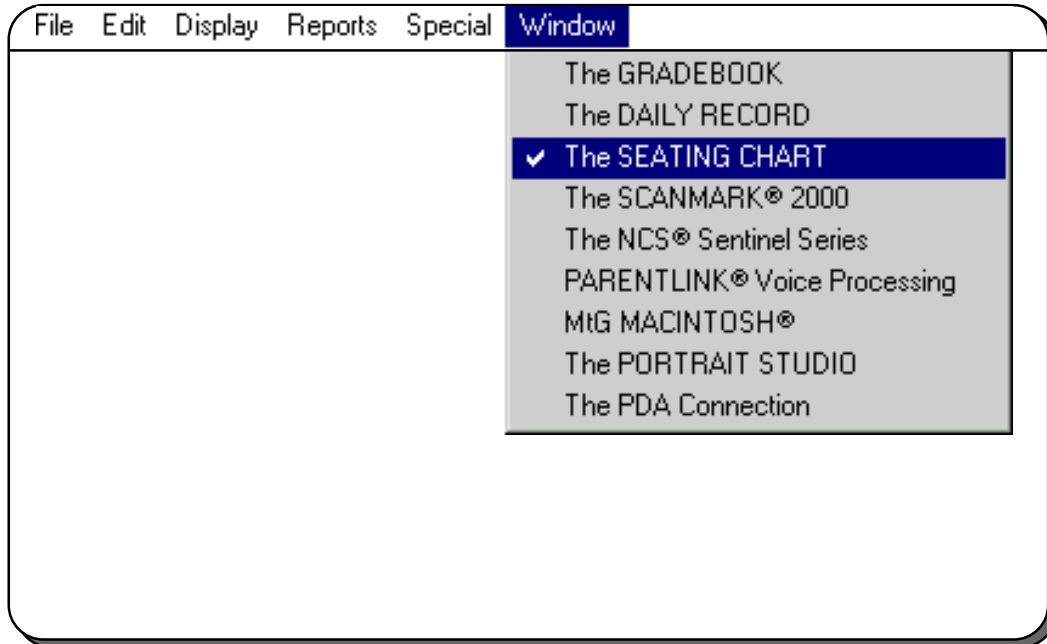


# Setting Up The Seating Chart



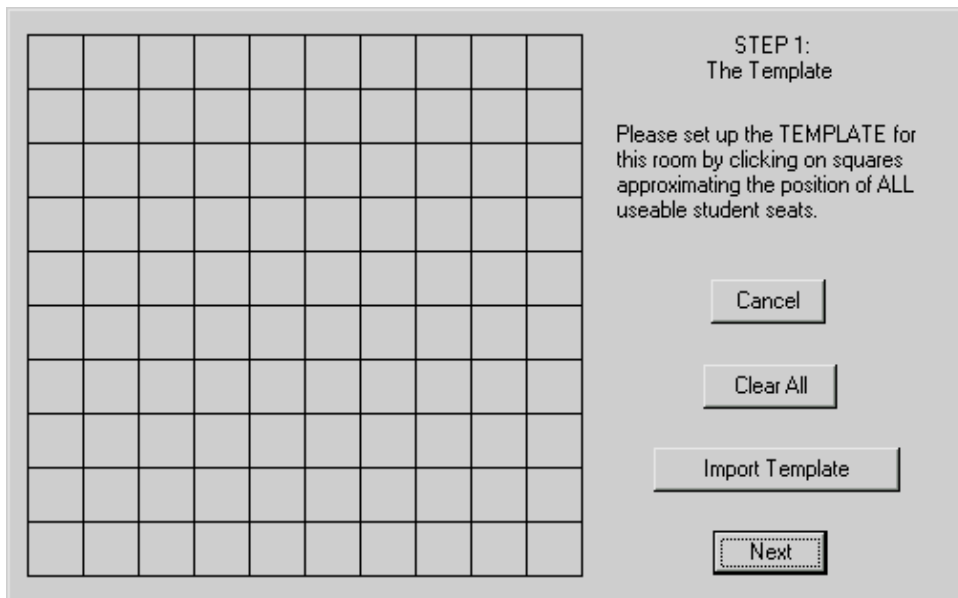
## ■ Classroom Layout

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.

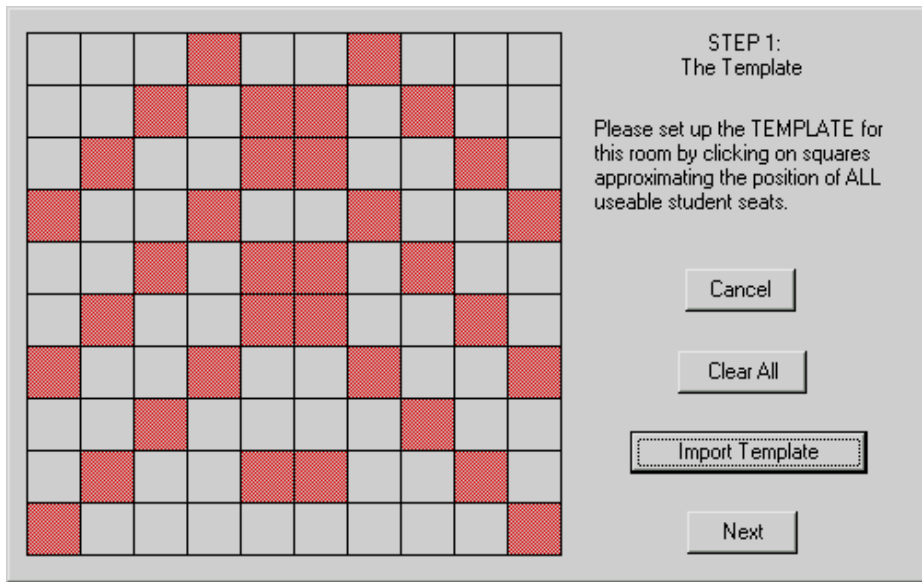
**NOTE:** Even though there are 100 choices in the seating chart template, you may select only 80 at a time, the maximum number of students allowed in a class.



## 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).

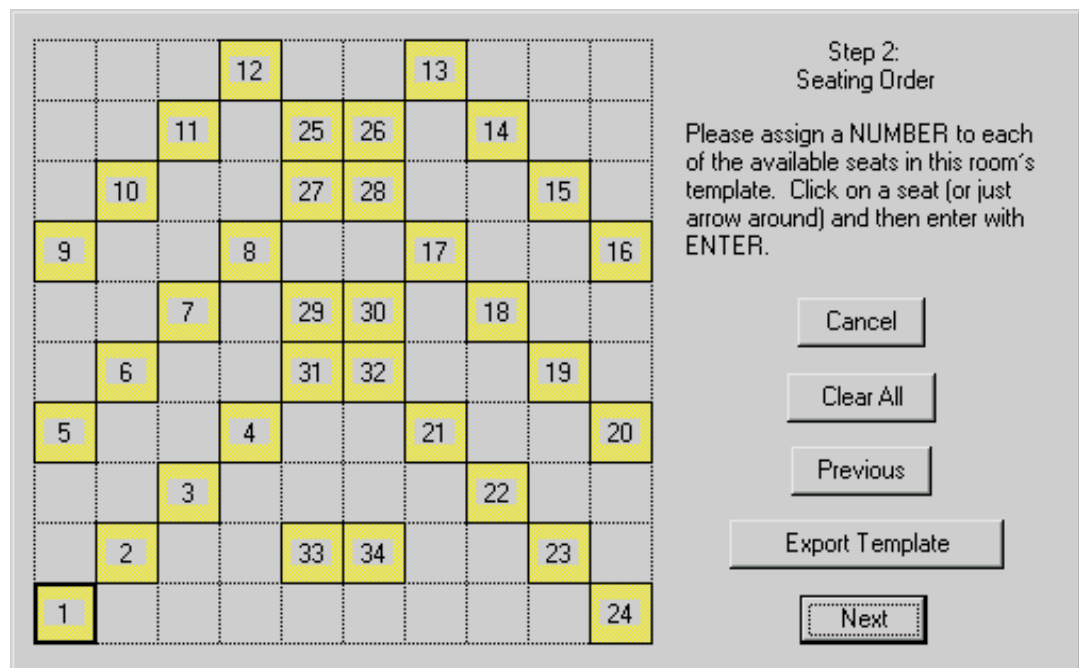
**Attention, Department Chairs:** Save your colleagues' valuable time by laying out and exporting templates for all the rooms they teach in. Drag them onto the work room hard drive, say, so they can **import** them when setup time comes.



## ■ Template Flow

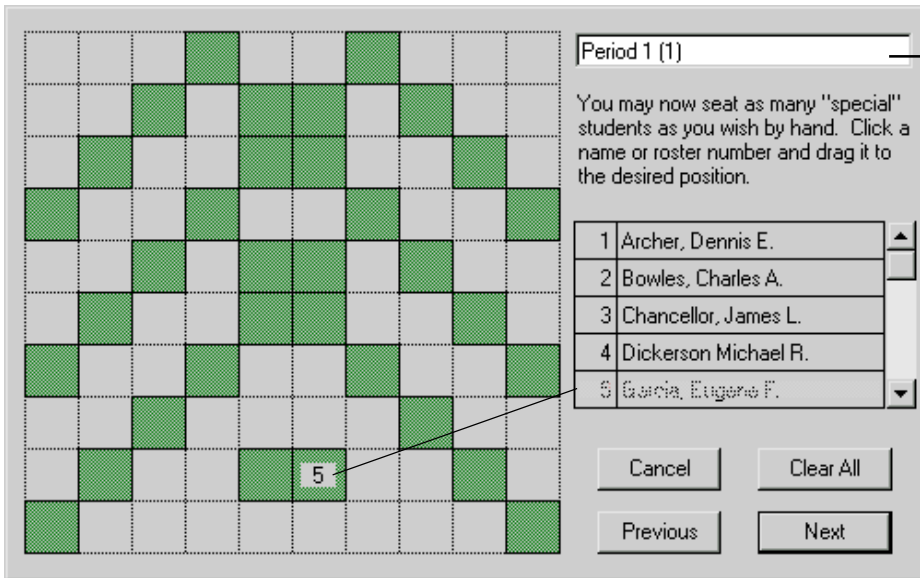
The second step in setting up a seating chart may seem unusual at first blush, for here we ask you to **number** every available seat in the room. Why do we need to know your “template flow”? Two screens from now you’ll be able to seat some or all of your students **automatically** within the template 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. ENTER places 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 ENTER will send you quickly and automatically along the same path as before.



## 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.

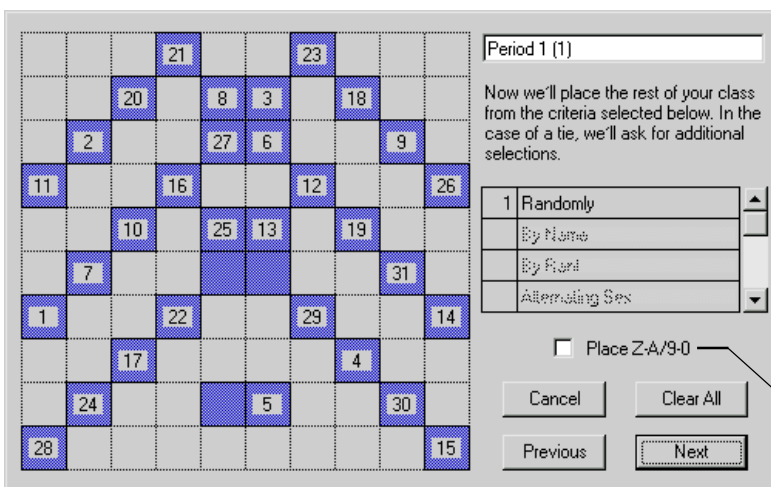
### “Special Seating” Features:

- 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.

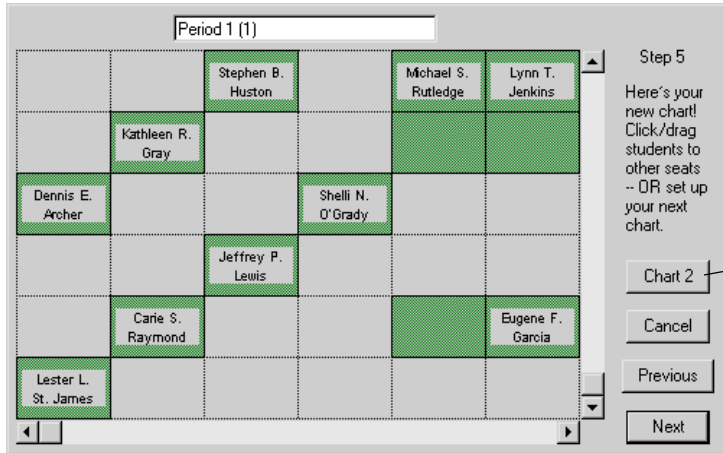
<b>Same Sex</b>
<b>By Group Code</b>
<b>By Grading System</b>
<b>By Citizenship Mark</b>

<b>By Counselor</b>
<b>By Zip Code</b>
<b>By Book Number</b>
<b>By Locker Number</b>

<b>By Phone Number</b>
<b>By Birthdate</b>
<b>Custom Fields 1-10</b>

## Final Adjustment

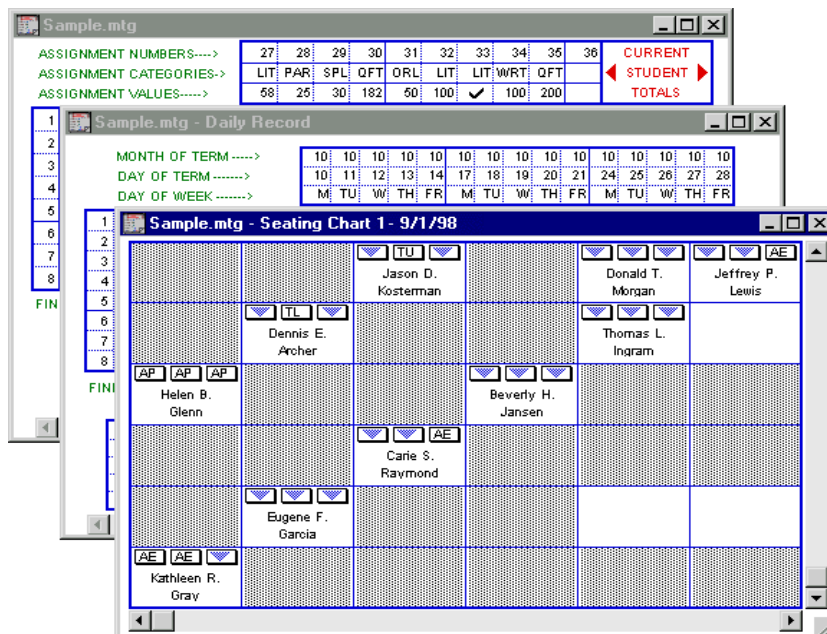
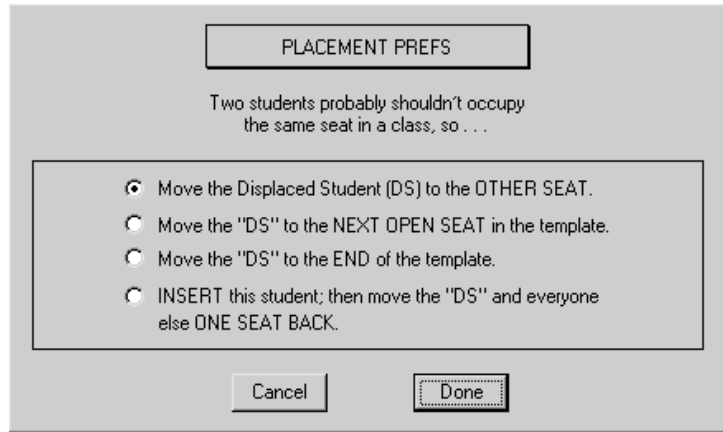
At last, you're able to see the fruits of your labors. In this final screen student roster position numbers have been replaced with students' names (often shortened for display purposes) so you can see who is sitting next to whom. In the inevitable event that a Butch Cassidy has been accidentally placed next to a Sundance Kid (EEK!), you may click and drag one or both of them to any other seat in the template—including a currently occupied one.



whom. In the inevitable event that a Butch Cassidy has been accidentally placed next to a Sundance Kid (EEK!), you may click and drag one or both of them to any other seat in the template—including a currently occupied one. Of course, when you place a student on top of another, you'll see the screen shown below.

**NOTE:** Once you've set up your first chart, you may set up others using the same template. You may create up to 5 such configurations per class, ones like **Daily Chart**, **Exam Chart**, **"Sub" Chart**, and **Reading Group**.

We present four options for reseating students who've been "sat upon" by another. The **first** of these (the default) simply exchanges the locations of the two students in question. The **second** and **third** move the uprooted student to the next (or last) open seat. The **final** option inserts a student *before* the other and then moves everyone else one number back in the template flow. This choice is perfect for those times when a class has been seated by rank or by name and a new student transfers in. Just stick 'em in—we'll move 'em back.



## THAT'S ALL THERE IS TO IT!

Once you've set up all of your charts, we'll return you to the three *Making the Grade* editing screens (three if you've set up the Daily Record segment as well). Each program element can be activated and brought forward by clicking once on its screen or by accessing it under **Window** in the main menu bar.

