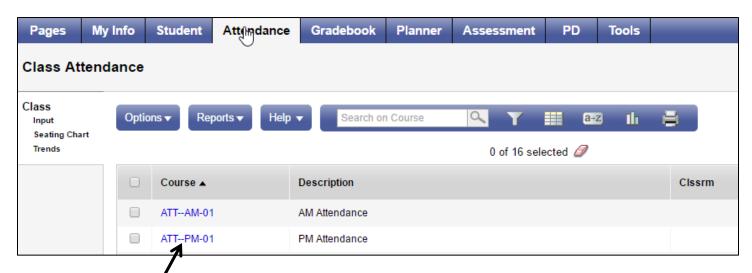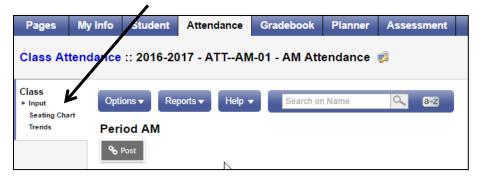# Creating a Seating Chart

1. Select the **Attendance** tab
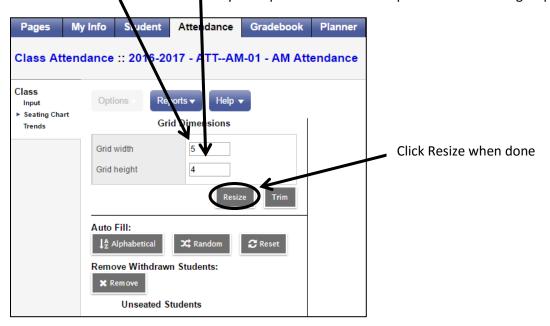

2. Choose the **course**.

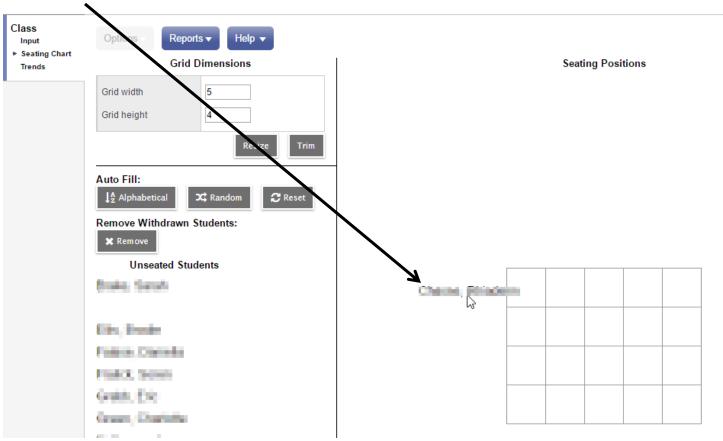3. Click on **Seating Chart** side tab.

4. Click on **Design Mode** on the upper right side of the screen.

5. Enter the **rows** and **columns** you require – include extra spaces for aisles and groups.

Click Resize when done

6. **Drag and drop** the student name into the desired **Seating Position**.

7. Once all students have been assigned click **Exit Design Mode** in the upper right side of the screen.