

# InformationNOW for Teachers – Seating Charts

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## Overview

The following is an overview of the options available to teachers for using seating charts.

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## Seating Charts

Seating charts may be created for displaying students. To create a seating chart, open the Grade Book for the course.

Click **Seating Chart** at left under the *Manage* menu.



A grid will display with a list of students enrolled in the course to the left. If photographs have been installed and assigned to students, student photos will display.



## Grid Size

The grid defaults to 8 seats across and 8 seats deep. To modify the grid size, change the number of seats across or deep and click **Refresh**.

## Insert/Remove Students

To place students within the seating chart, click the student and drag them to the position in the chart.



To remove students from the grid, click the student's picture and drag it back to the student list at left.

To save changes, click **OK**.

## Seating Chart Report

To print the seating chart report, go to **Classroom | Grade Book**. Select to **View** a class. Click **Seating Chart** under the *Reports* menu on the left.