

TeacherVUE Attendance - Create a Seating Chart

Quick Reference Guide (QRG) T A2

This document will guide you through the process of creating, editing, and deleting seating charts in TEACHERVUE.

Business Rules that apply are as follows:

Please call the (School District Support) if you have questions.

PATH SYNERGY SIS →TEACHERVUE

How to:	Steps:
Create a Seating Chart	<ul style="list-style-type: none"> ▪ Click Edit Seating Charts ▪ Click Add a new line displays on grid ▪ Type Chart Name ▪ Select Type from drop down list (Alpha, Random, or Empty) ▪ Click Save and Return to Seating Chart
Make a seating chart Default seating chart	<ul style="list-style-type: none"> ▪ Click Edit Seating Charts ▪ Click <input type="radio"/> next to seating chart you want to have as a default ▪ Click Save and Return to Seating Chart
Add Students one at a time from list to an empty seating chart	<ul style="list-style-type: none"> ▪ Select Seating Chart from Seating Charts drop down ▪ Select Students tab ▪ Click Edit ▪ Drag and drop students name onto empty seat in seating chart ▪ Click Save when all students you want on seating chart display on chart
Add all students in list to a seating chart	<ul style="list-style-type: none"> ▪ Select Seating Chart from Seating Charts drop down ▪ Select Students tab ▪ Click Edit ▪ Click Fill Open Seats With Students ▪ Click Save
Delete a Seating Chart	<ul style="list-style-type: none"> ▪ Click Edit Seating Charts ▪ Click checkbox under <input type="checkbox"/> column for seating chart you want to delete ▪ Click Save and Return to Seating Chart (Alpha seating chart displays)