

TeacherVUE Attendance - Modify the Seating Chart

Quick Reference Guide (QRG) T A6

This document will guide you through the process of changing your password and setting seating chart preferences.

Business Rules that apply are as follows:

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

PATH GENESIS → **TEACHERVUE** → **Students Tab**

How to:	Steps:
Automatically add students to seating chart	<ul style="list-style-type: none"> ▪ Click Edit ▪ Click Fill Open Seats with Students ▪ Click Save
Manually add students to seating chart	<ul style="list-style-type: none"> ▪ Click students name under <i>Students not in the chart</i>, and drag name to box on seating chart. ▪ Release mouse when student's name appears over correct box. ▪ Click Save
Rearrange Students Already on Chart	<ul style="list-style-type: none"> ▪ Click on student's picture and drag to new box. Existing student in box or empty box will be swapped with first location. ▪ Click Save