Creating a Seating Chart using PowerTeacher

Sign in to PowerTeacher
1. Double click on the “PowerTeacher” icon on your laptop desktop
2. Sign in using your network username and password

Creating a Seating Chart

Use the seating chart feature to configure a chart that matches your classroom. Start by adding students to the chart so that you can use the seating chart immediately. Then, use the chart to record attendance by selecting a code from the menu and clicking any student photo.

1. On the Start Page, click the grid and chair icon
2. Click OK
   - The first time you access your seating chart, a prompt to prepopulate the layout appears. Click OK to fill the page with a default seating chart or click Cancel to begin with a blank layout.
3. Click the Seating Chart Design tab
4. Use the Seats and Objects options to make a seating chart that matches your classroom
   - Drag and drop student photos to different locations
   - Add rows of chairs
   - Add individual chairs
   - Add chairs in a table format
   - Add objects, such as a door or whiteboard
   - Add text to identify a classroom object
5. In the upper-left corner of each photo, click x to remove a student from the seating chart

   The student now appears in the Add Students section.

   Click Undo if you made a change accidentally.

6. Click Save if you made a change accidentally.

   Click Save when your chart is complete.