

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
 - o Drag and drop student photos to different locations
 - o Add rows of chairs
 - o Add individual chairs
 - o Add chairs in a table format
 - o Add objects, such as a door or whiteboard
 - o 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** when your chart is complete

