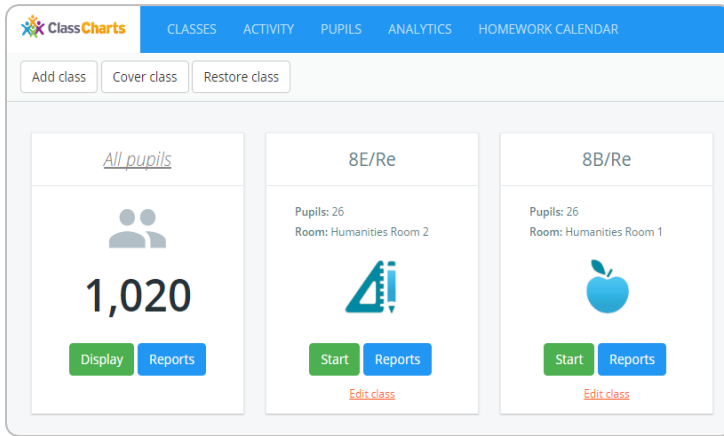




ClassCharts

Quick start guide

Getting started with Seating Plans



Create a class

Choose a class and click [Start/Resume](#). The first time you begin a class, you may be asked whether you wish to create a room layout or to begin without one. To create a seating chart click the highlighted [Create a Room layout](#) button.

You are starting a class in room *Humanities Room 2* for the first time

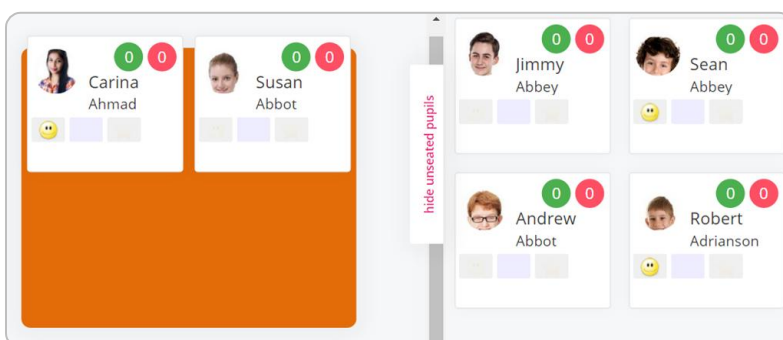
Before you do so, you might want to set up the room layout for your class.

Create a room layout

...or use default room layout

Create a classroom

To allocate desks, simply drag and drop the desks from the toolbar onto your seating plan to match your classroom. Once your desks have been placed, select the [Return to Class](#) button found at the top right of the screen



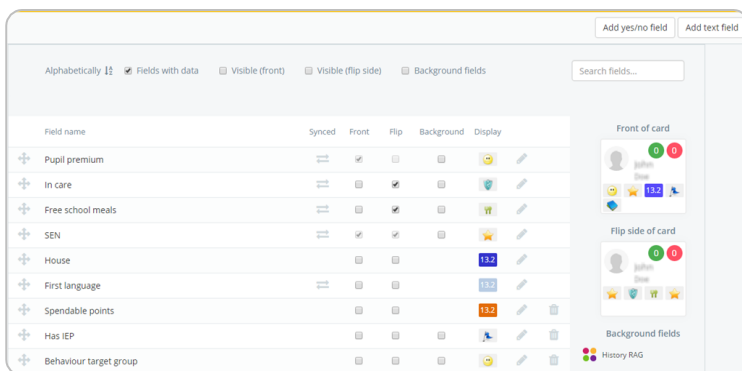
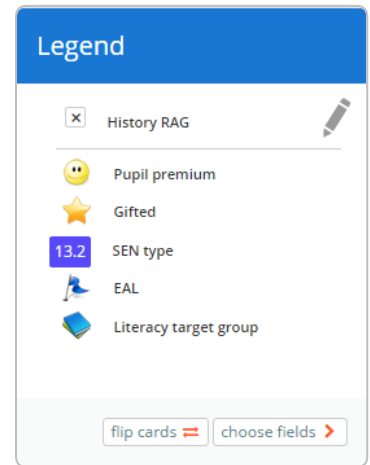
Rearrange class

Once your classroom layout is ready, you can then begin allocating pupils to seating positions. Pupils can be seated by dragging them from the sidebar or by using the [Rearrange](#) option.

Custom Fields

In the bottom right of the class you will see a legend for the custom fields that appear on the pupil cards. To change the displayed information, click [choose fields](#) to select from your school's available fields.

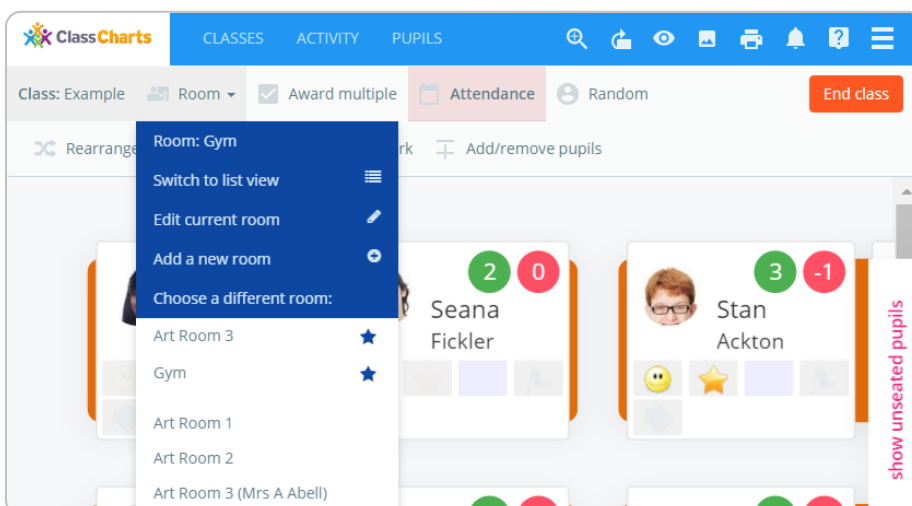
To flip the cards and view data on the back, click [Flip Cards](#).



Simply tick the fields that you wish to use in your class.

Custom fields are explained further in our [Quick Start Custom Fields](#) guide.

When you need to change rooms or edit the current seating layout, click [Room](#) and either [Edit current room](#) or [choose different room](#)



To hide custom fields for class view on a projector, click the [Eye icon](#) in the top right to toggle the display on and off. You also can print your seating plan by clicking on the [Printer icon](#) next to the eye.

Further support

Please do not hesitate to get in touch if you need more support or training. support@classcharts.com

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