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.

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

Our Products

www.provisionmap.co.uk

Our system for managing learning plans & provision maps has been carefully designed to assist SEN/ALN Co-ordinators with the management & review of provisions & interventions in their schools.

www.literacyassessment.co.uk

This system quickly assesses the literacy standards of groups of pupils & tracks progress over time.

www.schoolrobins.com

School Robins is a powerful communications tool designed for school leaders. It removes the paper trail of round robins.