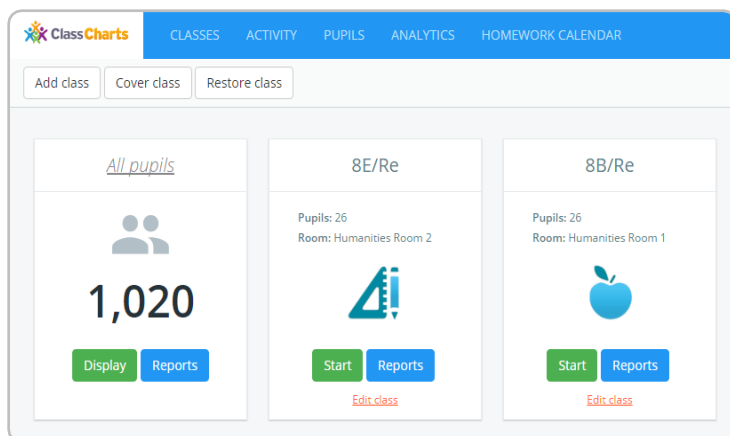




ClassCharts

Quick start guide

Getting started with Seating Plans



Create a class

To start your class, choose the correct 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

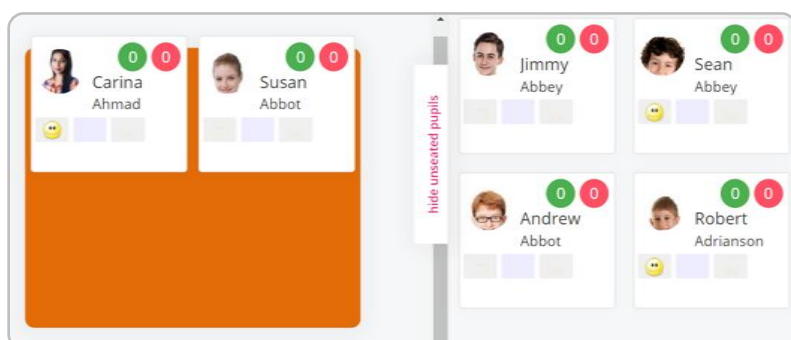
Before you do so, you might want to set up the room layout for your class.

Create a room layout

...or use default room layout

Create a classroom

To allocate desks, simply drag and drop the desks from the right 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 dragged from the sidebar or by using the '[Rearrange](#)' option.

Custom Fields

In the bottom right of the class, you will see what custom fields are displayed on pupil cards. To change these fields, click ‘choose fields’ to view what custom fields have been integrated with your school information system. To Flip the cards and view data on the back click [Pupil Data](#) and choose [Flip Pupil Cards](#).

Legend

X

History RAG

Pupil premium

Gifted

13.2

SEN type

EAL

Literacy target group

flip cards

choose fields

Alphabetically

Fields with data

Visible (front)

Visible (flip side)

Background fields

Search fields...

Field name

Synced

Front

Flip

Background

Display

Pupil premium

In care

Free school meals

SEN

House

First language

Spendable points

Has IEP

Behaviour target group

Front of card

Flip side of card

Background fields

Simply tick the boxes in the categories beneficial to your teaching. [Visible](#) categories will be viewable on the front & [Flip](#) (if enabled) will be seen on the back. If you require additional custom fields, please speak to the relevant data manager in your school.

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

ClassCharts

CLASSES

ACTIVITY

PUPILS

Class: Example

Room

Award multiple

Attendance

Random

End class

Rearrange

Room: Gym

Switch to list view

Edit current room

Add a new room

Choose a different room:

Art Room 3

Gym

Art Room 1

Art Room 2

Art Room 3 (Mrs A Abell)

Seana Fickler

Stan Ackton

show unseated pupils

To hide custom fields for class view on a projector, click to toggle view via the [Eye icon](#) in the top right. To print your seating plan, simply click on the [Printer icon](#) next to the eye and follow prompts.

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.