

Aspire

Seating Chart Application

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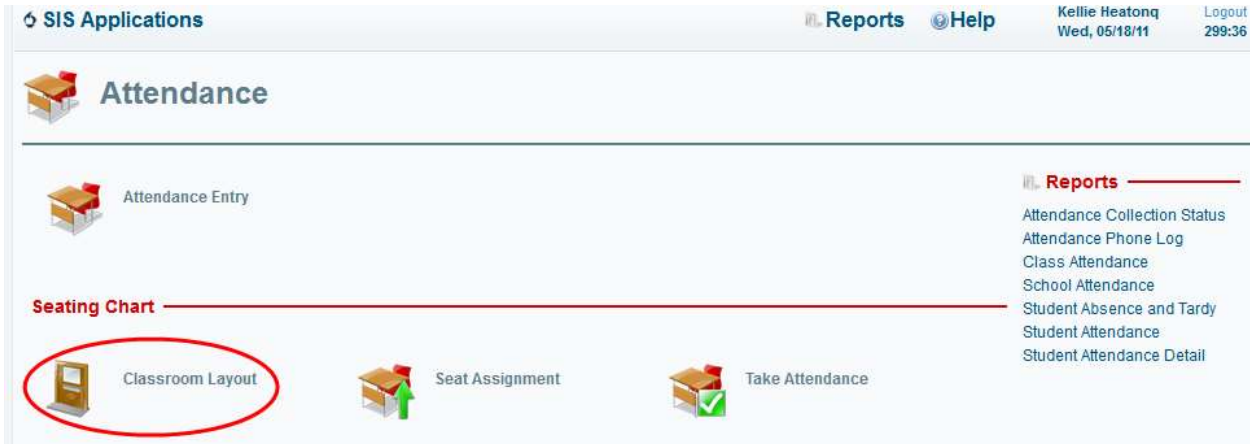
Update History

Date	Module/Report	Description
09/11/2012	Taking Attendance	Added the ability to enter lunch counts

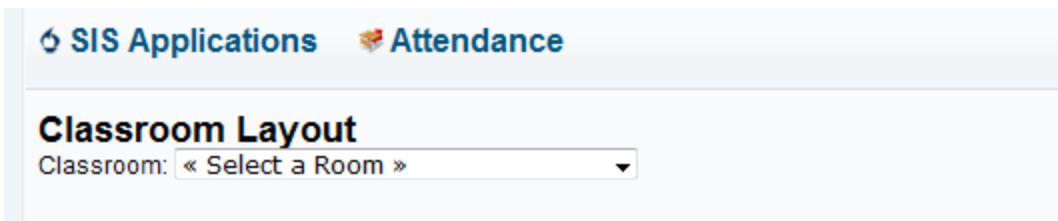
Accessing the Classroom Layout Screen

The Classroom Layout application is a way for teachers to visually arrange their classrooms on the computer screen. The teacher can arrange the desks on the screen to match the physical layout in the room. Then student photos are placed on the desks, making a quick and easy way to take attendance.

To access the Classroom Layout application, log in to Web SIS and click on **Attendance**. The following screen will display.

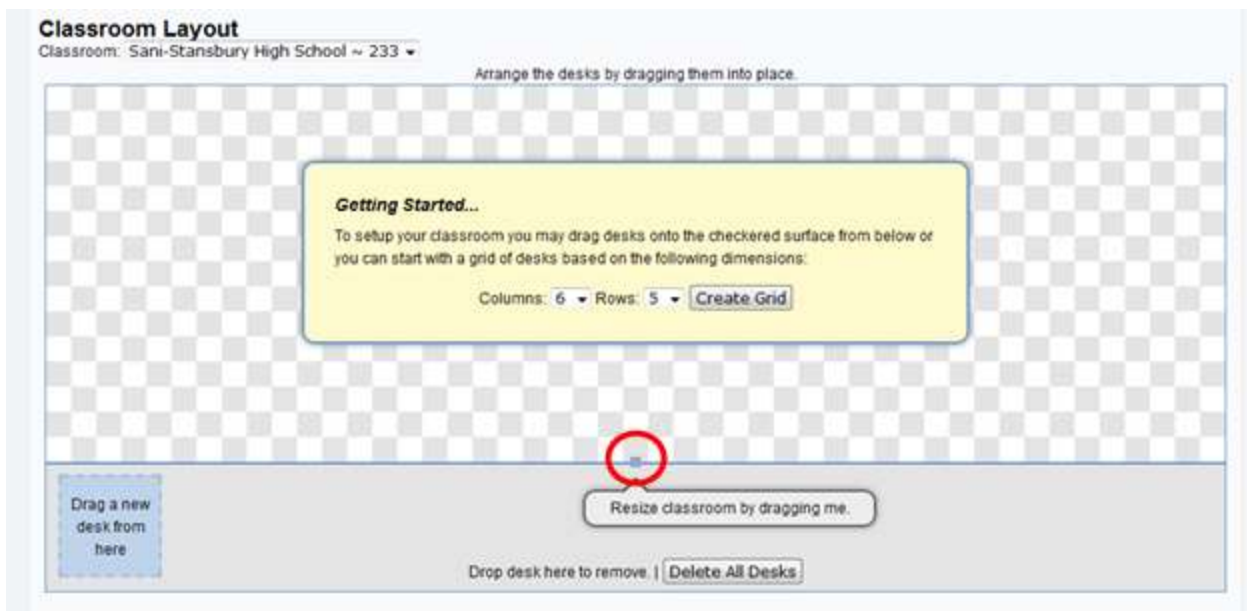


Click on **Classroom Layout** to see the following:



The Classroom Layout module is organized by classroom, rather than teacher. If several teachers use one classroom, they will need to work together to decide the layout of the room. The assumption is that once a room is physically arranged, it stays in that configuration throughout the day. The Classroom Layout module would be arranged to match the physical layout. Each teacher can then assign students to that room, based on period.

- From the drop-down, select a room. The following will appear:

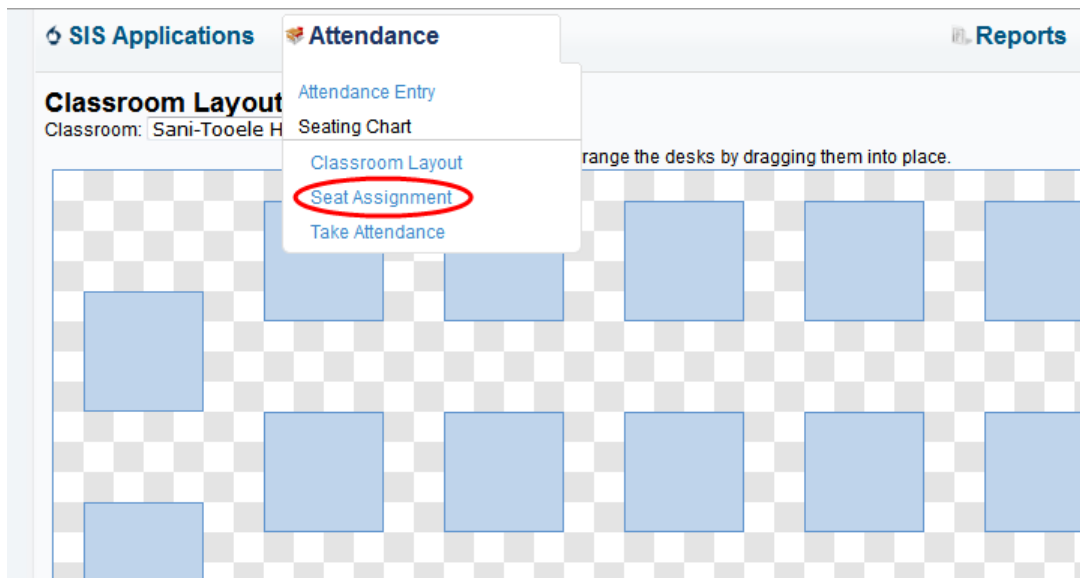


- Select a value for **Columns** and **Rows** according to the number of desks in the room.
- Press **Create Grid**.
- If you need to add more desks, you can drag them from the bottom left corner onto the main screen.
- You can also remove extra desks by dragging them to bottom of the screen and dropping them where it says “Drop desk here to remove.”
- The screen size will increase to accommodate the number of columns and rows, but you can also change the size of the “classroom” by hovering your mouse over the square at the bottom of the screen, then dragging it upward or downward.
- If you want to start over, press “Delete All Desks”, which is found at the bottom of the screen.
- Once you have desks on the screen, drag the desks to the correct place on the screen to match the physical layout of the classroom. You can add or remove desks as needed.
- There is no Save button; the system saves your changes as soon as you make them.

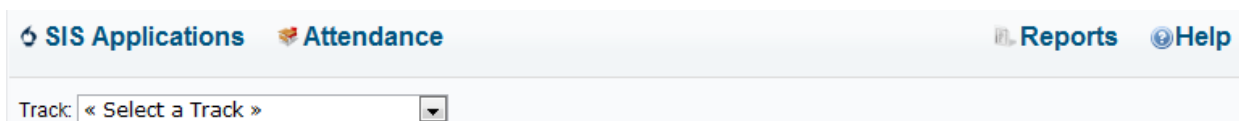
Assigning Seats

Once you’ve arranged the layout of the classroom, you’re ready to assign students to the seats.

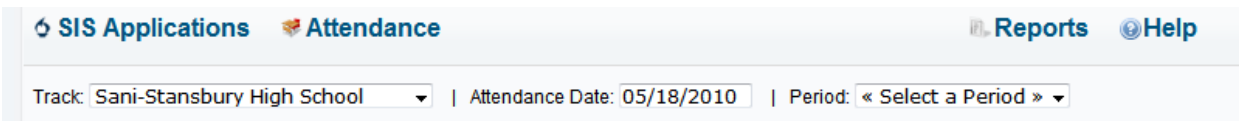
Select **Seat Assignment** from the main Attendance screen or by hovering over **Attendance**, as shown on next page.



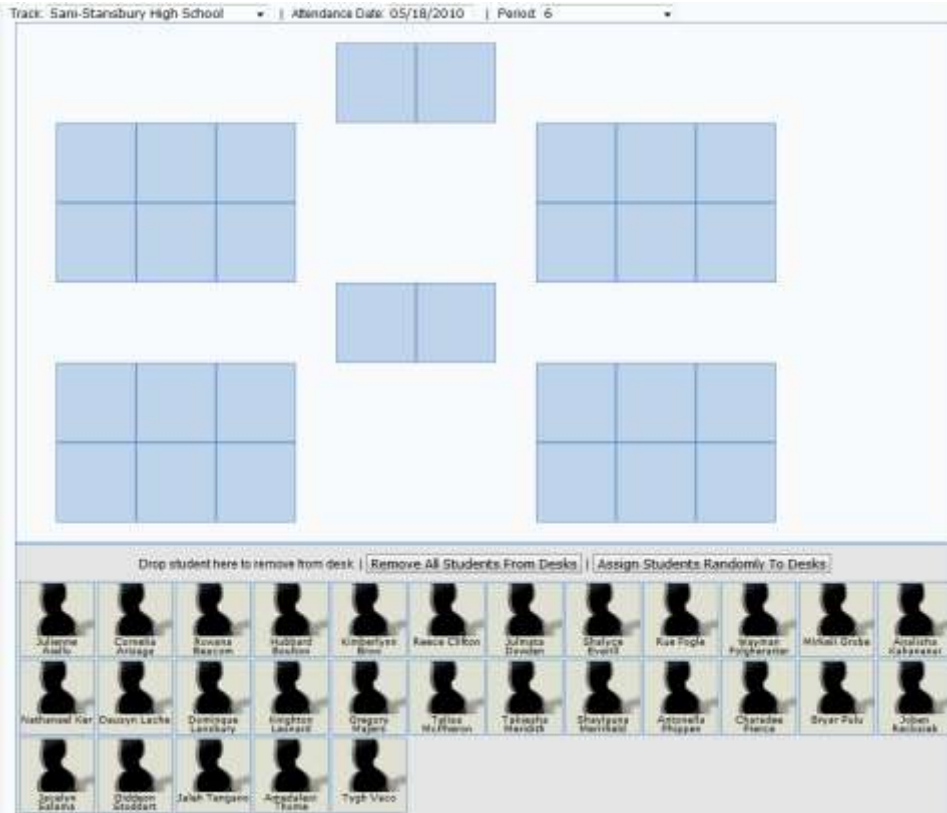
The following screen will appear:



- Once you select a **Track** from the drop-down box the Attendance Date and Period fields will appear as shown below.



- Enter a date in the **Attendance Date** field.
- Select a **Period** from the drop-down box. (Not Taken) will appear until attendance has been taken.
- You will see something like the following, except you will see actual pictures of the students if you have uploaded the students' pictures.



- If you would like to assign students to specific desks, drag and drop the students onto the appropriate desks.
- You can also click on “Assign Students Randomly to Desks” to let the system assign seats.
- You can move students around from one desk to another or drop them back into the bottom of the screen.
- You can also assign some students to specific desks, then the remaining students you can assign at random desks by selecting the “Assign Students Randomly to Desks” tab.
- If you want to start over, click on “Remove All Students from Desks”.
- There is no Save button; the system automatically saves as you assign students to desks.

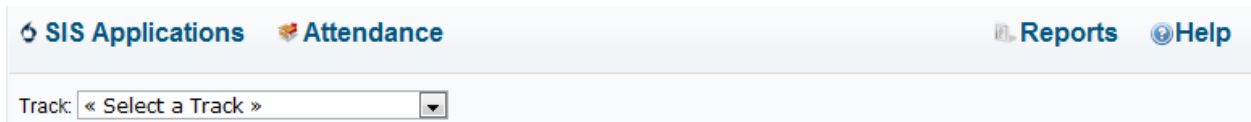
Taking Attendance

Important Information – when taking attendance using the seating chart, ‘past’ attendance will not be taken and will not be changed. Changing past attendance is not possible in the seating chart. Past attendance can only be saved in the ‘Class Entry’ screen where past attendance days are displayed. If you have a teacher who shows on the ‘Attendance Collection Status Report’ having not taken attendance for a few days, they will need to go to ‘Class Entry’ and ‘Save’ the attendance and that will take attendance for previous days. * Please let your teachers know that are using the seating chart for attendance.**

Once the desks are assigned, you're ready to take roll using the seating chart. To access the "Take Attendance" screen, choose either **Take Attendance** from the main Attendance screen or hover your mouse over Attendance and click on Take Attendance, as shown below.



The following screen will display.

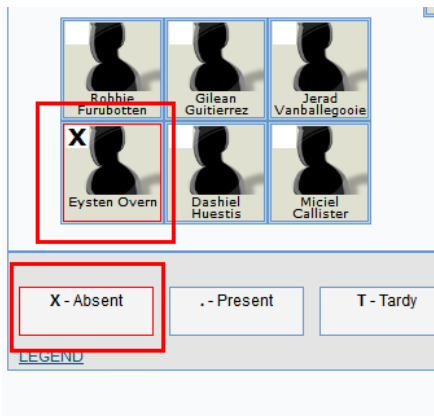


Once you select a **Track** from the drop-down box the Attendance Date and Period fields will appear as shown below.

When more than one student is assigned to the same seat in the seating chart because a student exited the class and then was enrolled back into the class, a warning is issued and a button to fix the conflict comes up.



- Enter a date in the **Attendance Date** field.
- Select a **Period** from the drop-down box.
- The Attendance codes are at the bottom of the screen.
- Once you begin selecting codes, the **Mark All Present** button disappears.
- There are three different options that you can use in taking attendance.
 - If all students are present, press **Mark All Present** at the bottom of the screen.
 - You can select **Mark All Present** and then select the students who are absent, tardy, etc.
 - You can assign attendance codes to students (like Absent or Tardy) and leave the Present students untouched, the system will automatically mark those students as Present when you leave the screen. If you refresh the screen you will see the dots signifying “Present”.
- Click on a code, which will then highlight the box in red.
- Click on the students who should have that code assigned to them.
- Notice that the code appears in the small white box in the upper left corner of the student picture. An example is shown below.



- Do this with each code, as necessary.
- There is no Save button; the system automatically saves your work as you go.

Editing Lunch Counts

For elementary and secondary schools, you can enter the lunch count for the class. There are multiple lunch lines for food service count preparations. Enter the number of students eating lunch on the specified date, then click on save lunch count. This is a permission that needs to be added for teachers in the 'teacher' group.

Track: Ouellette High School Teacher: Akagi, Nickelle Date: 10/01/2013 Period: 5/7
 Classroom: 202

Available Attendance Codes or: [Edit Lunch Counts](#)

<input type="button" value="X - Absent"/>	<input type="button" value="P - Present"/>	<input type="button" value="T - Tardy"/>	<input type="button" value="^ - Tardy less than 5 mins"/>	<input type="button" value="! - Tardy more than 10 mins"/>	<input type="button" value="# - Unprepared"/>
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Show Office Attendance Codes

Add number of items to Item information. More information can be given by your SIS2000+ specialist on setup.

Lunch Counts ×

Line 1

Line 2

Faculty Line