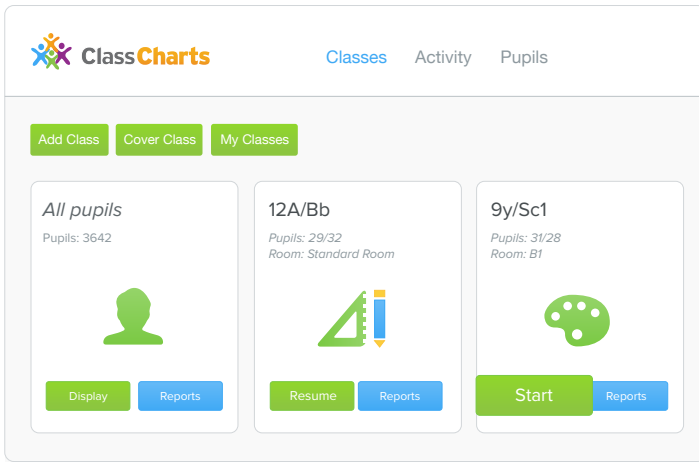




ClassCharts

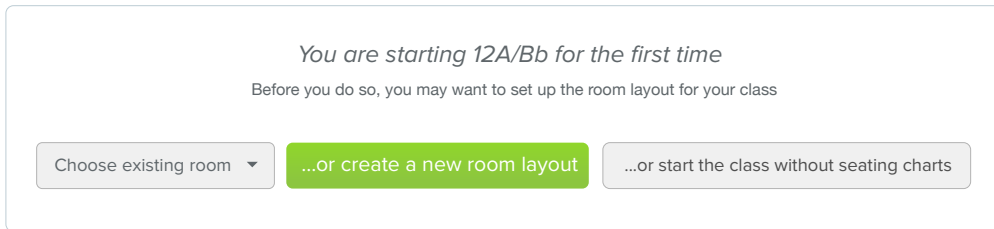
Quick start guide

Get started with Seating Plans



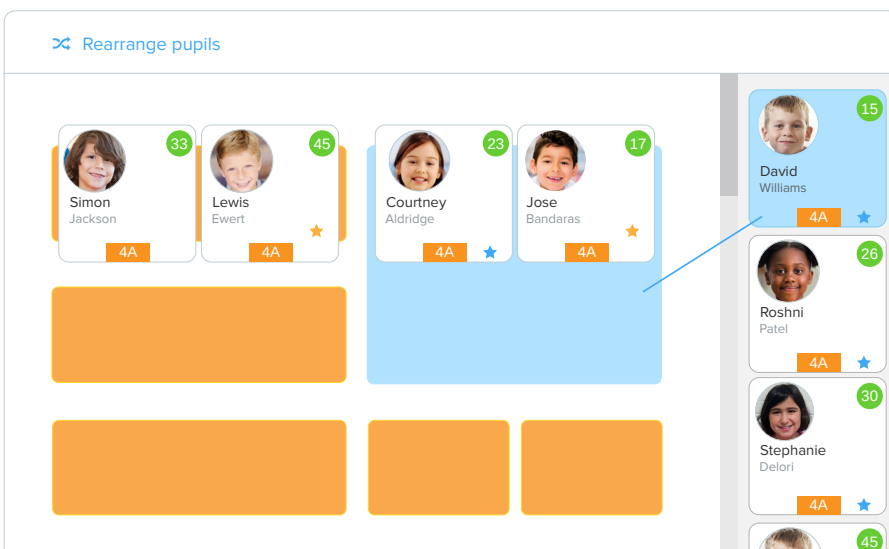
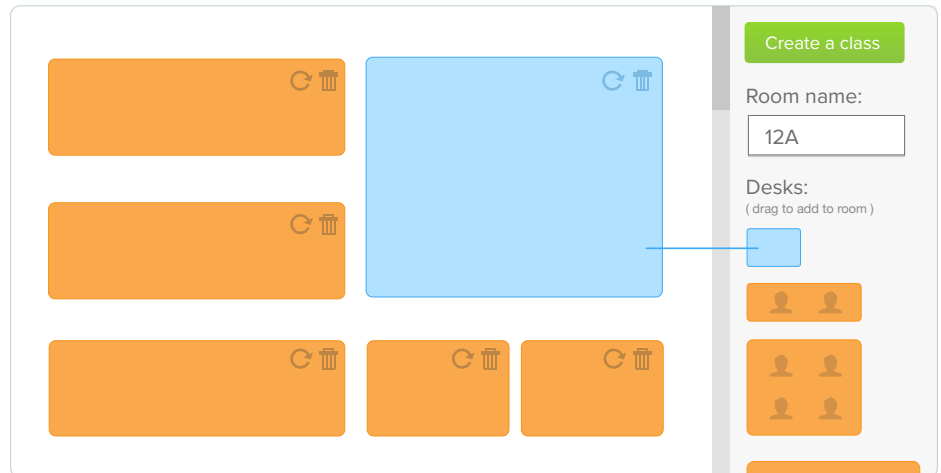
Get started

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 seating chart or to begin without one. To create a seating chart click the highlighted 'Create a Room layout' button.



Create a class

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 'Create a 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 different 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](#).

- FSM Free school meals
- SEN SEN
- ★ Gifted
- EAL EAL
- 15.2 English KS3 Target Level
- ★ Notes

Flip cards
Choose different fields

Use custom fields ▾
Add from SIMS, etc
Add target field
Add text field
Add yes/no field

FIELD NAME	DISPLAY	Visible	Flip
Free school meals	FSM edit	<input type="checkbox"/>	<input type="checkbox"/>
AR P Scale: Art	13.2 edit	<input type="checkbox"/>	<input type="checkbox"/>
SEN	SEN edit	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gifted	★ edit	<input checked="" type="checkbox"/>	<input type="checkbox"/>
EAL	EAL edit	<input checked="" type="checkbox"/>	<input type="checkbox"/>
EN KS2: Spelling Test Mark	13.2 edit	<input type="checkbox"/>	<input checked="" type="checkbox"/>
*English KS3Target Level	13.2 edit	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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](#).

Room ▾
Report ▾
End class

👁️
🖨️
🔄
🔍

Pupil data Influences^{AI}

- Choose displayed fields
- Edit current values
- Flip pupil cards

Room: Standard Room

[Edit current room](#)

List view (no seating chart)

Choose different room:

- Science Lab 6
- Science Lab 8
- Science Lab 9

HIDE SIDEBAR

David Williams

5A

Simon Jackson

33

Courtney Aldridge

23

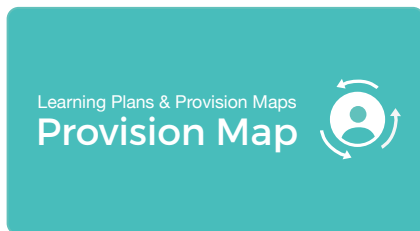
Lewis Ewert

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.