

# Attendance

## Seating Plan Setup

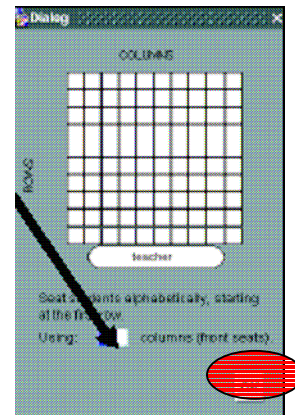
Path: **Setup Options > Preferences > Seating Plan Setup button**

The Seating Plan Setup offers a **10X10 matrix** within which a classroom's seating arrangement can be configured. The teacher is located at the front of the class and photos of students can be moved around to suit just about any desired configuration. This plan drives the Attendance (Photo) function.



To start, click the **Alpha Seating** button. The **Alpha Seating** button is used to seat students based on last name. Seating begins in the first row using the number of columns entered (3 to 10). Example: 5 = 5 x 5.

To **move** a student, **double click** on a picture. Double click several if you want to move more than one. The pictures disappear.



**Double click** the new location to get a list box that is loaded with the student(s) you double clicked.

Select the required student and click **OK** or simply double click the name. The student is now in the new location.

To clear the Seating Plan and start a new one, select Alpha Class or Action Clear. This will destroy any previously saved seating plan and load up the list box with all students.

# SD #73 BCeSIS Secondary Teacher Assist Resource Manual

Use  to select other classes that you are teaching. This allows you to set up all of your seating plans.

## Some items of note include:

- Students who are new to the class and yet to be assigned a seat, will show in the list that pops up when double-clicking.
- Students assigned to a seating plan who later drop the course or are taken out of the homeroom will show with a yellow background in the Seating Plan screen. They should be removed by double clicking. The Alpha Seating process will automatically remove such students.
- Use the print button to generate the Seating Plan Report. Guide

## Attendance by Period Using LIST

**\*\*\*Check Date\*\*\***

### Select Attendance Date



Generally dates are not an issue because you will normally work in Teacher Assistant on the current date. If there is any reason you need to work based on a previous or forthcoming date then this button facilitates access. Simply use the plus sign to access a calendar and choose the required date.

