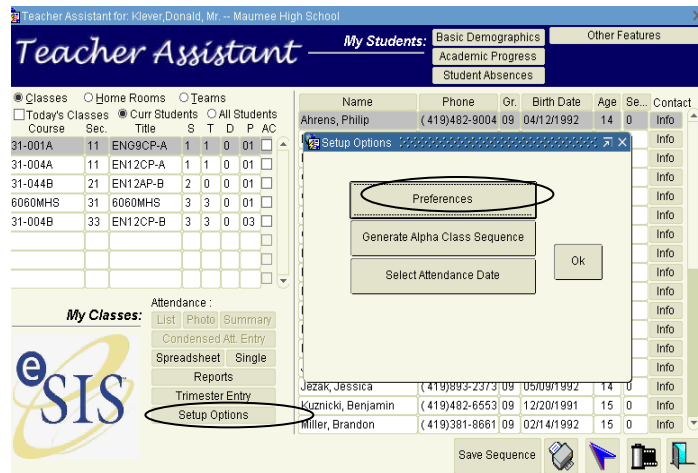


eSIS Teacher Assistant-Setting up a Seating Chart



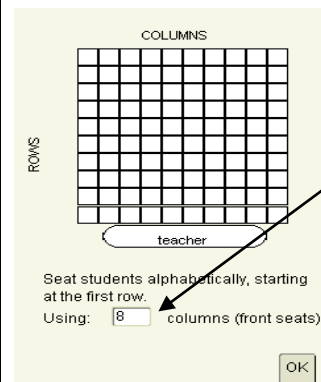
From the Setup Options Button, select Preferences Link, Navigate to the Seating Plan Setup Link



From the Drop down box, select the class you wish to setup the seating chart.

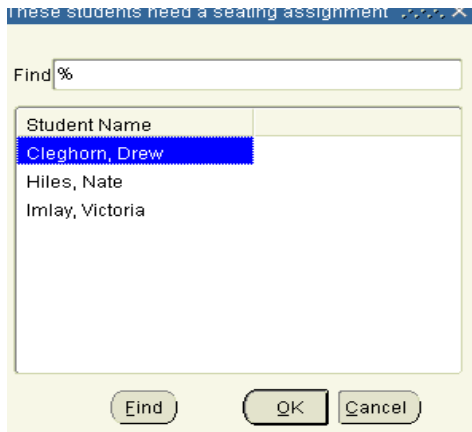
Clicking on the **Alpha Seating** Button will give you the option to “Replace Current Seating Plan”. Answer “Yes”, if one is currently set up and want to replace it, answer “No” if you do not want to make changes.

To chose the number of columns you want across, enter number in the box- Note-The Default is 10




To change where a student is sitting:

1. Double-click on the student's picture or gray box if no picture is loaded of all student's you wish to assign seating.
2. Double-click on the eSIS symbol for seat on the new location for one of your selected students.
3. Choose the student from the list that you want at this location and click "OK".



4. When all selected students have been assigned a seat, click SAVE. 

5. You may use the Print Button  to print a copy of your seating chart.

- Note-Blank seats will not print.