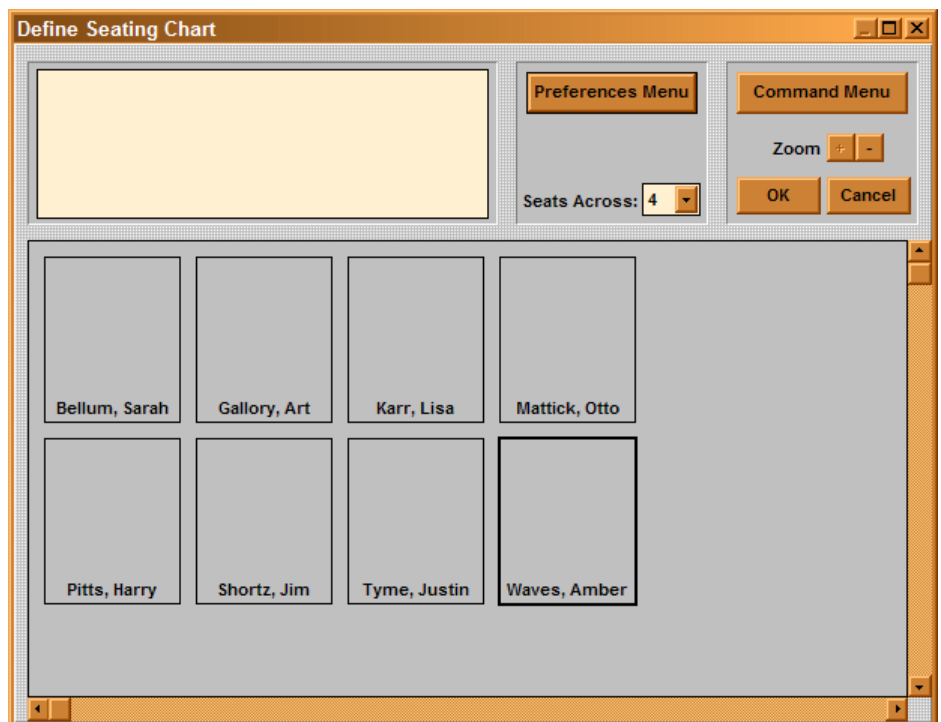
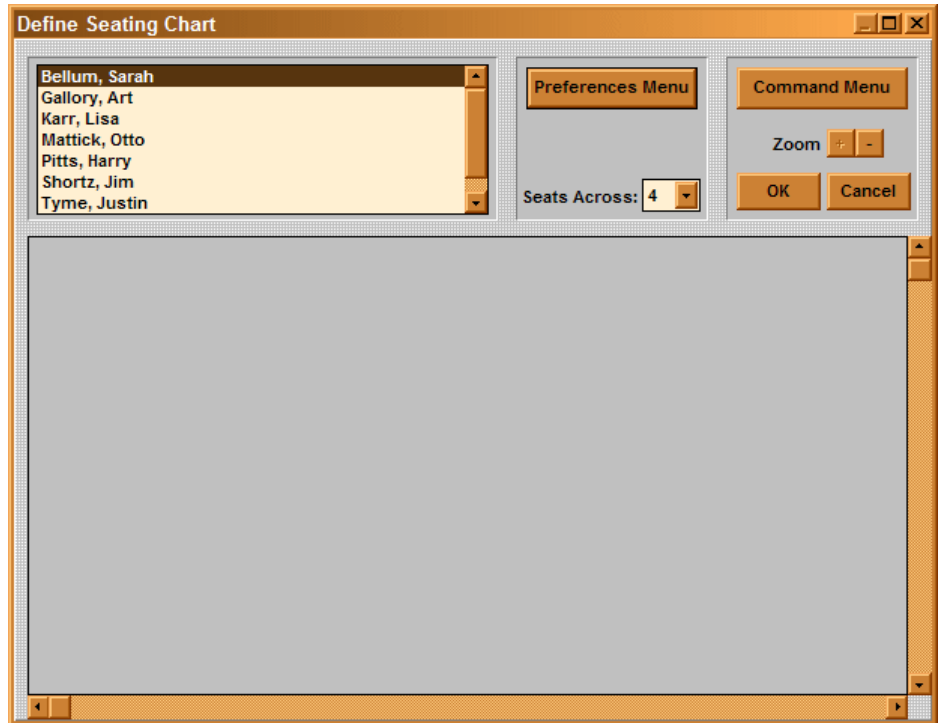


# Seating Charts with Pinnacle

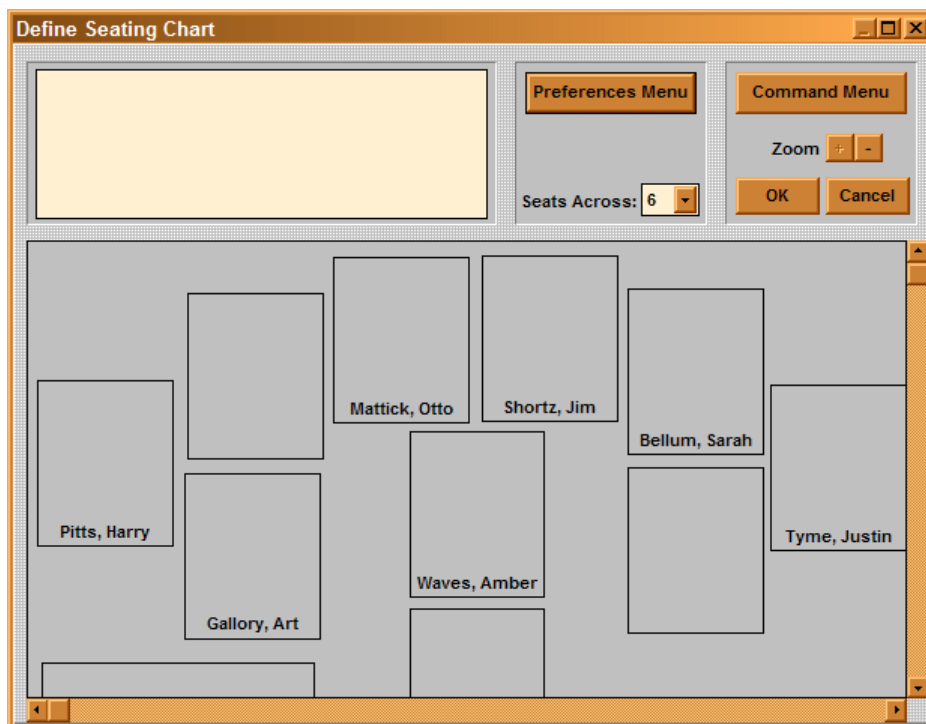
Pinnacle Gradebook2 allows you to make seating charts which can then be used to take attendance as well as do other functions. This help guide will explain how to create seating charts and then what you can do with them.

## Creating a Seating Chart

- 1) Open a class as usual.
- 2) Click **“Define”**.
- 3) Click **“Seating Chart”**. This will open the **“Define Seating Chart”** window with a blank seating chart.
- 4) Next set the **“Seats Across”** option to the correct number for your classroom arrangement.
- 5) Then click the **“Command Menu”** button and choose **“Add All Students”**. The seating chart will now fill up with all your students.
- 6) If you wish to add your teacher desk, you can do so by clicking the **“Preference Menu”** button and choosing **“Teacher Desk”**.
- 7) If you want to see student pictures (and if they are not automatically displayed), then click **“Preferences Menu”** and then select **“Show Pictures”**.
- 8) If you want to see student names over their pictures (and if they are not automatically displayed), then click **“Preferences Menu”** and then select **“Show Names”**.
- 9) Now it is time to begin rearranging the student desks to match your room. First you need to give yourself some room to work. Begin by maximizing the seating chart window so it fills the full screen.



- 10) Now add some blank rows so you have some room to move the student desks. Do this by increasing the number you chose for **“Seats Across”** to something 2 or 3 seats larger.
- 11) The program will now ask **“Do you wish to wrap the existing seats to the new row width?”** Choose **“No”**. You now have usable blank space to the right of the seats.
- 12) To move student seats, simply click on them, hold down the mouse button, and drag them to a new location. Also, if you drop a student on top of another, they will switch places.
- 13) If you want the desks to stay lined up in neat rows, then click the **“Preferences Menu”** button and select **“Snap to Grid”**.
- 14) If you want the desks to be arranged more freely, then click the **“Preferences Menu”** button and unselect **“Snap to Grid”**.
- 15) If you need to add blank student desks to hold empty spots, then click the **“Command Menu”** button and choose **“Add Empty Seat”**.
- 16) When you are all done creating your seating chart, click **“OK”**.



## **Copying the Layout to Other Classes**

If you have a complicated room arrangement, you can save time with your other classes by copying the layout from the class you just finished. Here are the instructions in case you wish to do this:

- 1) Reopen the seating chart you just made by clicking **“Define”** and then **“Seating Chart”**.
- 2) Copy the seat arrangement by clicking the **“Command Menu”** button and then **“Copy Layout”**.
- 3) Click **“OK”** to close the seating chart.
- 4) Now close out of that class (saving if prompted).
- 5) Now open a different class.
- 6) When opened, click **“Define”** and then **“Seating Chart”**.
- 7) To paste the seat arrangement, click the **“Command Menu”** button and then **“Paste Layout”**.
- 8) Now you can fill in the students by clicking the **“Command Menu”** and **“Assign All Students to Seats”**.
- 9) You can then move the students around to their appropriate locations by dragging and dropping them on top of their correct seats.
- 10) Click **“OK”** when done.

## Printing the Seating Chart

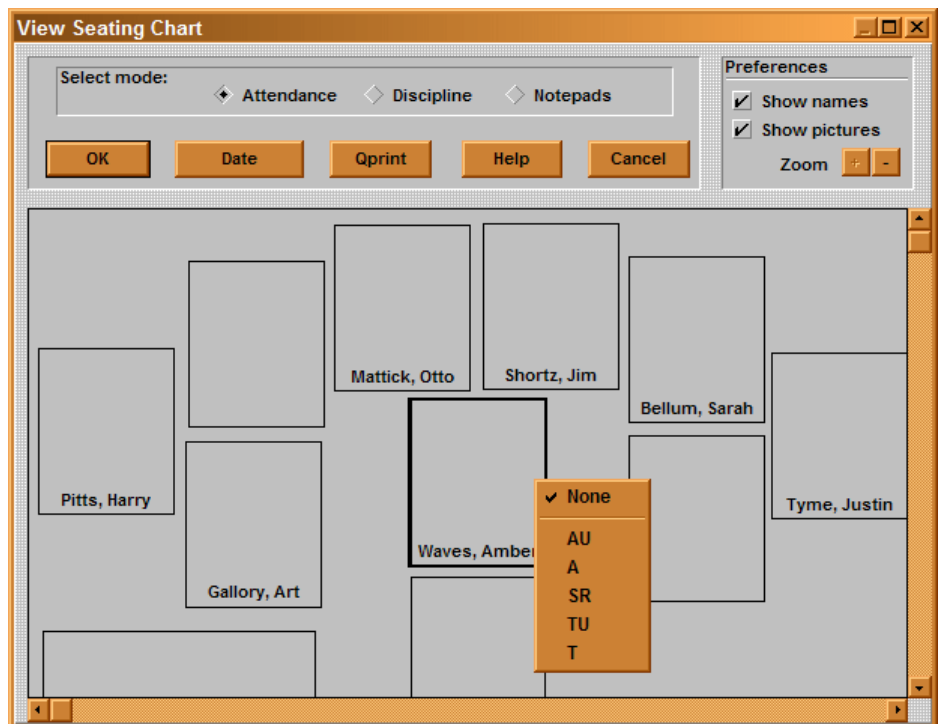
Now that your seating chart has been created, you can do several things with it. First, here is how to print it out:

- 1) Open the class as usual.
- 2) Decide if the seating chart would fit better printed **“Portrait”** (taller) or **“Landscape”** (wider). Click **“File”** then **“Printer Setup...”** and select **“Portrait”** or **“Landscape”** as needed, then **“OK”**.
- 3) Now click **“View”** (NOT “Define” this time)
- 4) Click **“Seating Chart”**.
- 5) Maximize the seating chart window to fill up the full screen if needed.
- 6) Click on the plus **“+”** and minus **“-“** buttons next to **“Zoom”** to make the seating chart fit the screen better.
- 7) Click **“QPrint”** when ready.

## Taking Attendance with the Seating Chart

To take attendance with the seating chart, do the following:

- 1) Open the class as usual.
- 2) Now click **“View”**
- 3) Click **“Seating Chart”**.
- 4) Make sure that **“Attendance”** is chosen in the **“Select Mode”** box at the top.
- 5) Now simply click on a student to get a pop-up menu where you can enter their attendance code.
- 6) Repeat this for any needed students.
- 7) Click **“OK”** when done.
- 8) Save your class file to submit the attendance to the office.



## Discipline and Notepads with the Seating Chart

Just like taking attendance, you can enter discipline or notepad entries with the seating chart.

Follow the instructions above, but choose **“Discipline”** or **“Notepads”** in the **“Select Mode”** box rather than **“Attendance”**.

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Questions, comments, concerns? E-Mail me at:

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