

**DIRECTIONS
FOR TEACHERS**

Creating a Seating Chart with Photos

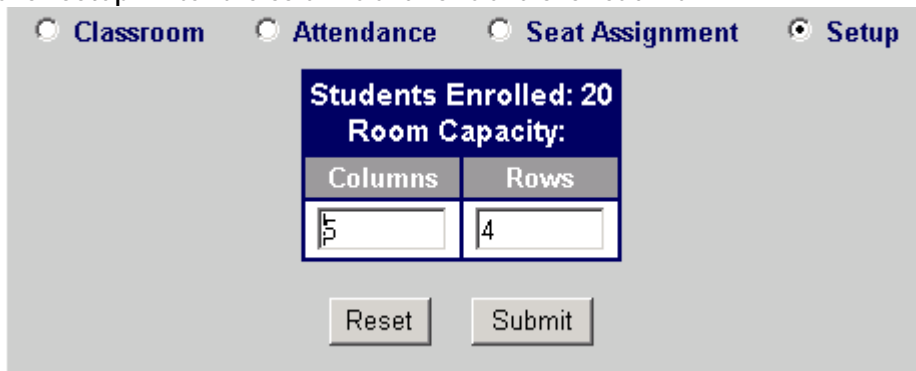
Version 1.0 • Updated September 30, 2008

These directions show you how to create an alphabetical seating chart in TeacherConnection to help visiting teachers and other classroom visitors identify your students.

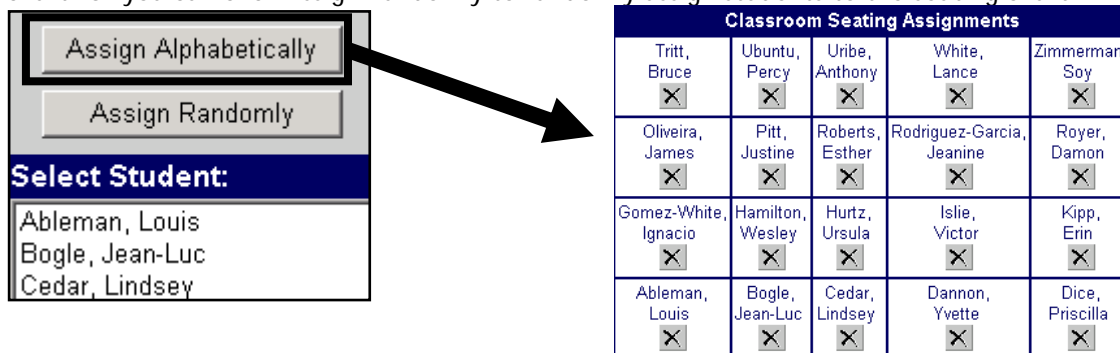
NOTE: Teachers with *combo classes* need to create **two** separate seating charts in TeacherConnection. Unfortunately Zangle does not combine all of the students by period—it looks at them by section. It is recommended that you leave open seats on one seating chart and create the second one where the other students are filled in.

PART 1: Create the seating chart.

1. Log in at <https://dwa.sis.sandi.net/zangleconnect/> and select TeacherConnection.
2. Click the **Seating Chart** tab. Select your class from the Period/Term/Class dropdown menu. If you teach a combo class, you will see multiple sections listed.
3. Click **Setup**. Enter the columns and rows and click Submit.



4. Click **Seat Assignment**. For the purposes of creating an alphabetical seating chart to help a visiting teacher with student identification, click **Assign Alphabetically**. **NOTE:** You can also drag student names from the **Select Student** box to the seating chart to manually create your seating chart. Or you can click **Assign Randomly** to randomly assign students to the seating chart.




























Tritt, Bruce ✕	Ubuntu, Percy ✕	Uribe, Anthony ✕	White, Lance ✕	Zimmerman, Soy ✕
Oliveira, James ✕	Pitt, Justine ✕	Roberts, Esther ✕	Rodriguez-Garcia, Jeanine ✕	Royer, Damon ✕
Gomez-White, Ignacio ✕	Hamilton, Wesley ✕	Hurtz, Ursula ✕	Isle, Victor ✕	Kipp, Erin ✕
Ableman, Louis ✕	Bogle, Jean-Luc ✕	Cedar, Lindsey ✕	Dannon, Yvette ✕	Dice, Priscilla ✕

5. Click Show Photos.

Show Photos

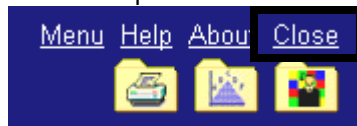
6. At this point you should see your seating chart with student photos. NOTE: Student photos only appear if your school's Zangle Power User loaded photos in Zangle FrontOffice.

Classroom
 Attendance
 Seat Assignment
 Setup

Classroom Seating Assignments				
Tritt, Bruce  	Ubuntu, Percy  	Uribe, Anthony  	White, Lance  	Zimmerman, Soy  
Oliveira, James  	Pitt, Justine  	Roberts, Esther  	Rodriguez-Garcia, Jeanine  	Royer, Damon  
Gomez-White, Ignacio 	Hamilton, Wesley 	Hurtz, Ursula 	Islie, Victor 	Kipp, Erin 

NOTE: These are fictitious names.

7. Close TeacherConnection by clicking Close at the top-right of the screen. You should be back at the launchpad menu.



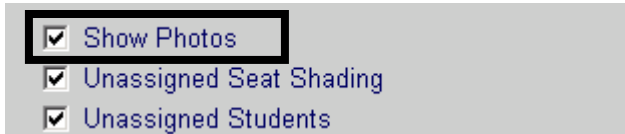
PROCEED TO PART 2 ON THE NEXT PAGE.

PART 2: Run the report.

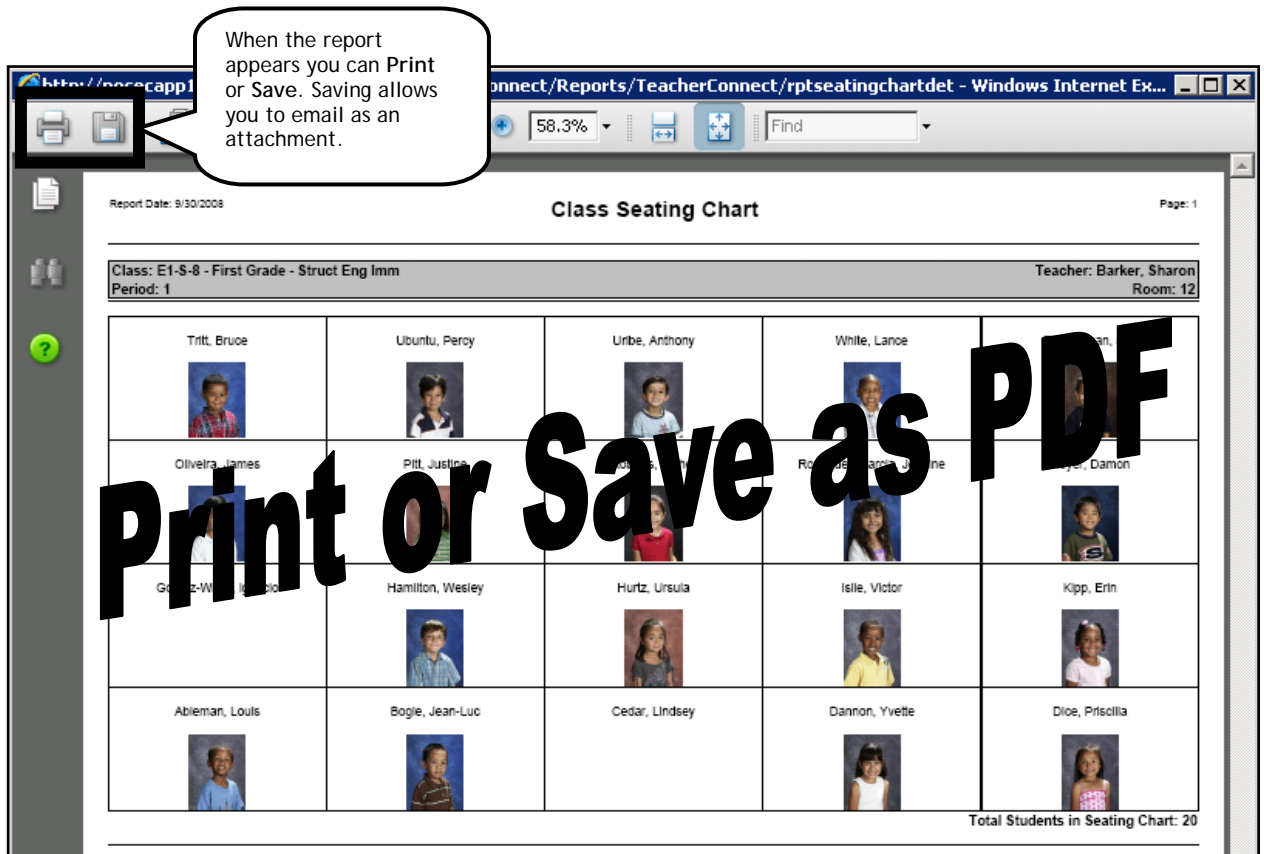
8. Click Zangle Reports.
9. Click the TeacherConnection report category.



10. Click Class Rosters. Select Class Seating Charts.
11. Select Show Photos.



12. Click Create Report. The report will appear. When it appears you have the option to Print or Save. Saving allows you to email as an attachment.






















When the report appears you can Print or Save. Saving allows you to email as an attachment.

Report Date: 9/30/2008

Class Seating Chart Page: 1

Class: E1-S-8 - First Grade - Struct Eng Imm Teacher: Barker, Sharon
Period: 1 Room: 12

Tritt, Bruce 	Ubuntu, Percy 	Urbe, Anthony 	White, Lance 	White, Lance 
Oliveira, James 	Pitt, Justice 	White, Anthony 	Rodriguez, James 	White, Damon 
Goetz-W... 	Hamilton, Wesley 	Hurtz, Ursula 	Islie, Victor 	Kipp, Erin 
Ableman, Louis 	Bogle, Jean-Luc 	Cedar, Lindsey 	Dannon, Yvette 	Dioe, Priscilla 

Total Students in Seating Chart: 20

NOTE: Teachers with *combo classes* need to print two separate seating charts.

Class Seating Chart

Class: E1-S-8 - First Grade - Struct Eng Imm
Period: 1

Teacher: Barker, Sharon
Room: 12

<p>Tritt, Bruce</p> 	<p>Ubuntu, Percy</p> 	<p>Uribe, Anthony</p> 	<p>White, Lance</p> 	<p>Zimmerman, Soy</p> 
<p>Oliveira, James</p> 	<p>Pitt, Justine</p> 	<p>Roberts, Esther</p> 	<p>Rodriguez-Garcia, Jeanine</p> 	<p>Royer, Damon</p> 
<p>Gomez-White, Ignacio</p> 	<p>Hamilton, Wesley</p> 	<p>Hurtz, Ursula</p> 	<p>Islie, Victor</p> 	<p>Kipp, Erin</p> 
<p>Ableman, Louis</p> 	<p>Bogle, Jean-Luc</p> 	<p>Cedar, Lindsey</p> 	<p>Dannon, Yvette</p> 	<p>Dice, Priscilla</p> 

Total Students in Seating Chart: 20

Sample Printout