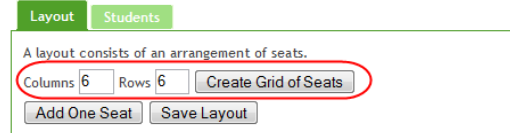


School Loop's Seating Chart

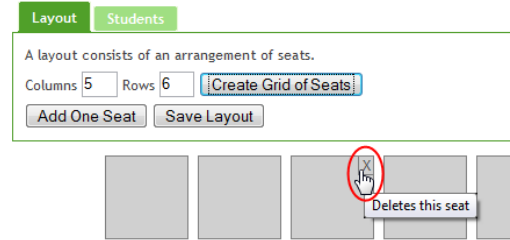
DRAG AND DROP, EASILY CUSTOMIZABLE

1. **LAYOUT:** Begin with the layout mode. Choose the number of columns and the numbers of rows to create the grid. Then move, add, and delete seats in the layout mode.



2. To remove a seat, hover over the desk and click the **X** that appears in the upper right corner.

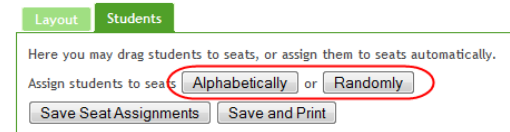
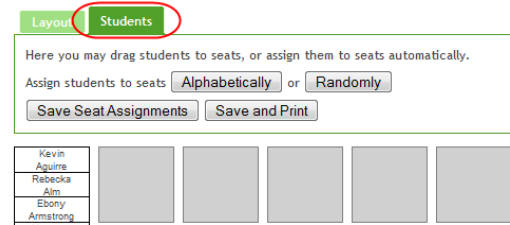
3. Click-and-drag allows you move seats to match your classroom's configuration. When the layout is perfect, click the "**Save Layout**" button.



4. **ASSIGN SEATS:** To seat students, click the green "**Students**" tab.

5. For your convenience, we've created two buttons to automatically assign seats: Alphabetically and Randomly. If you've seated students randomly but don't like the arrangement, click the "**Randomly**" button again to reshuffle the students.

6. If you prefer, you can manually click and drag students to any seat. Once you're satisfied with the seating chart, click the "**Save and Print**" button.



7. **PRINTING:** In most cases, the seating chart printout will be more than satisfactory. If your classroom has a large number of seats, you may need to play with the printer settings. To adjust the print settings, use the "Print Preview" option under the "File" menu on your browser and look for the option to adjust the scale. Each browser handles this option in its own way, but it's typically a percent setting. Firefox has a particularly useful "Shrink To Fit" option in addition to a percentage setting. If you classroom has a small number of seats, you might try bumping the scale above 100%.

