

How to use Seating Plan in the new Teacher App

May 2025: Introducing the Seating Plan Module

As part of **Phase 2** of the **Teacher App**, we have introduced the **Seating Plan Module**.

Important: This feature is designed specifically for use on tablets.

- Seating Plan Module: Teachers can now easily view, create, and edit seating plans directly from their device for greater flexibility in the classroom.
- It is built for simple, mobile-friendly use and updates the web version in real time.
- All core functionality mirrors the web-based version, ensuring a consistent experience across platforms.

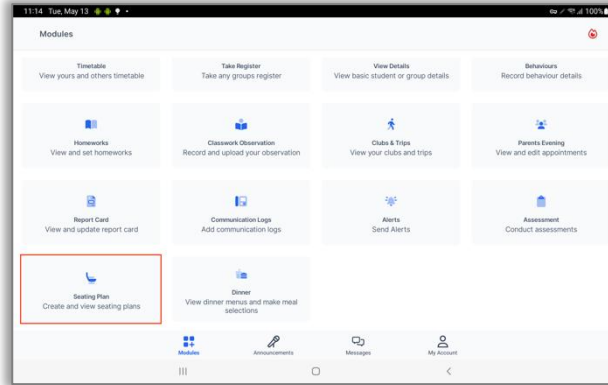
Important: Teachers will need to update to the latest version of the app unless auto-updates are enabled.

Quick Guides

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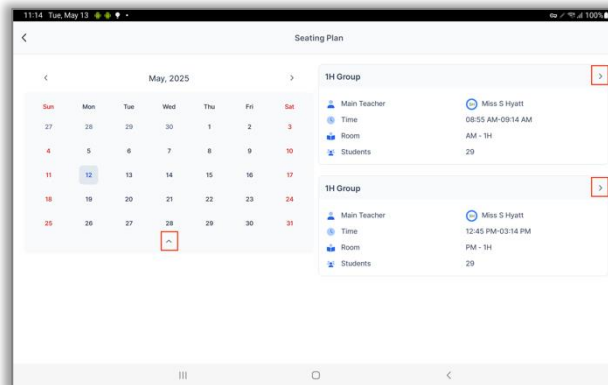
1. How to access the Seating Plan Module

- When using the updated **Teacher App** on a **tablet**, you will land on the **Modules** home screen, where all available modules are displayed in a tile format.
- Tap the **Seating Plan** tile to open the **Seating Plan** module.



2. How to navigate the Seating Plan Module landing page

- The **Seating Plan** Module landing page is divided into two sections: **Calendar** and **Classes**.
- The **Calendar** displays the current week and defaults to today's date. To view the full month, click the **arrow** beneath the calendar.
- The **Classes** section shows all scheduled classes for the date selected in the calendar. Click on a class to open its Seating Plan.
- If you access the Seating Plan module during an active class, you will be taken directly to that class's Seating Plan, bypassing the landing page. Use the **Back arrow** to return to the landing page if needed.

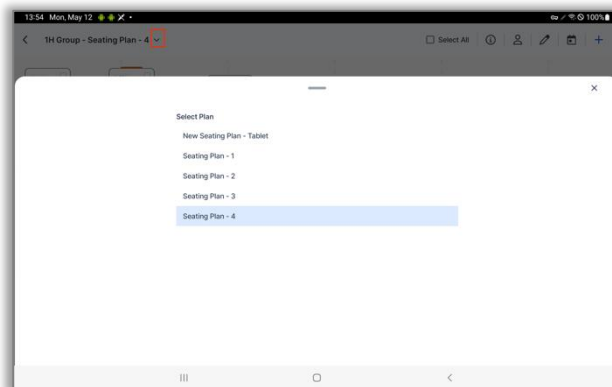


3. How to navigate the Seating Plan

- The **Plan** is displayed in the top-left corner of the screen. The **Plan** name is a combination of the **Tutor Group** and **Seating Plan** name.
- The **Header** allows you to:
 - Display student assessment information
 - Randomly select a student
 - Change to **Edit** mode where you can:
 - Allocate/remove a student
 - Add/remove a seat
 - Amend Seating Plan settings
 - Switch to another class
 - Add a new Seating Plan
- The screen will automatically adjust the zoom level to best fit the number of seats displayed.
- Click the **Back arrow** to return to the Seating Plan Module landing page.



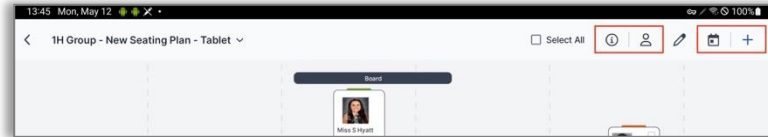
- Click the arrow next to Plan to view and select a different seating plan from the list.



4. Seating Plan Header

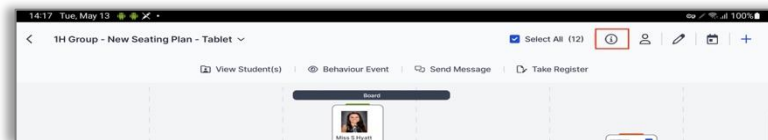
In this section we will look at how to:

1. Display student assessment information
2. Randomly select a student
3. Switch to another class
4. Add a new Seating Plan



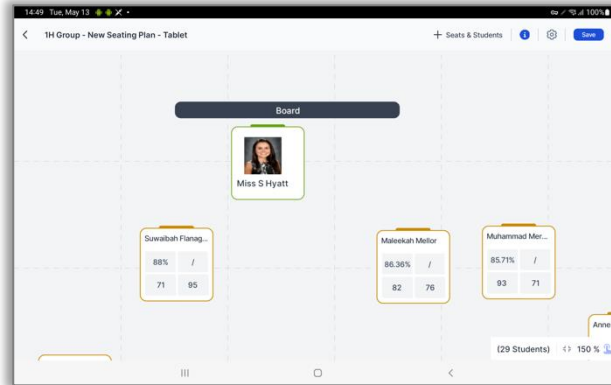
4.1 How to display student assessment information

1. Click the **i** icon in the Seating Plan Header to display student assessment information.



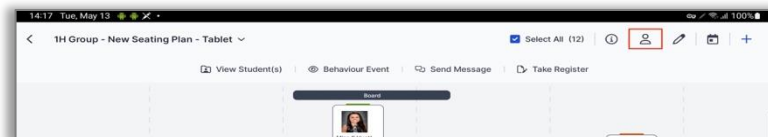
2. Assessment information will appear within each student's seat and will differ depending on the **Seating Plan Assessment Settings**. Hover over to view the Assessment criteria description.

Note: Click the **i** icon again to hide the assessment information.

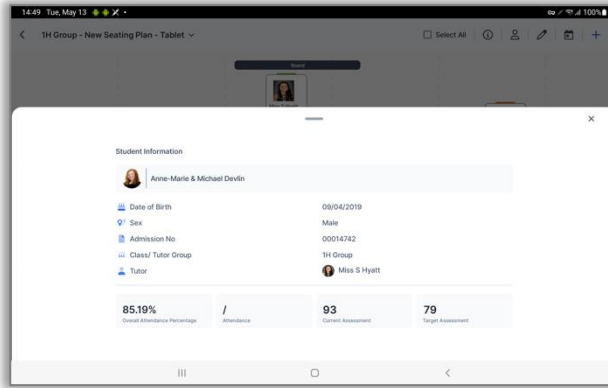


4.2 How to randomly select a student

1. Click the **student** icon in the Seating Plan Header to open the **Student Information** popup.

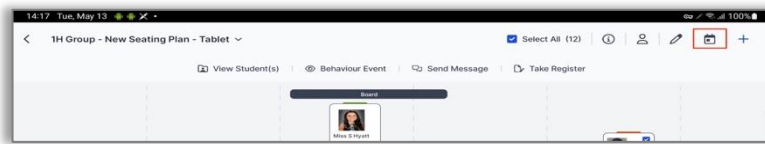


2. A student will be randomly selected, and their information will be displayed on screen.

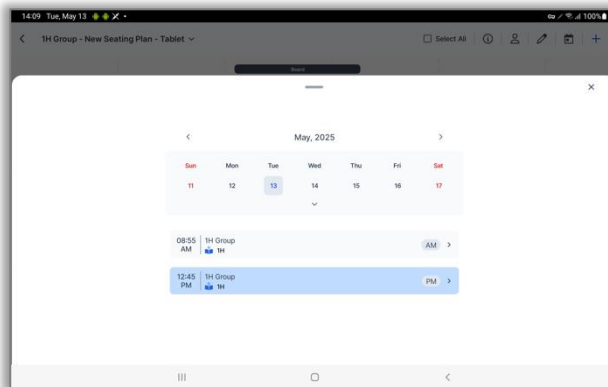


4.3 How to switch to another class

1. Click the **calendar** icon in the Seating Plan Header to open the **Calendar** popup.

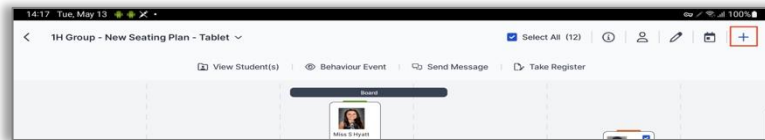


2. Select the required date and class from the calendar. The corresponding Seating Plan will open automatically.



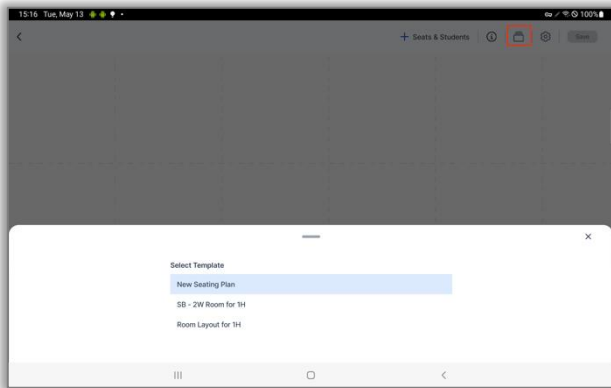
4.4 How to create a New Seating Plan

1. On the Seating Plan landing page, click the **+** icon to create a new seating plan.

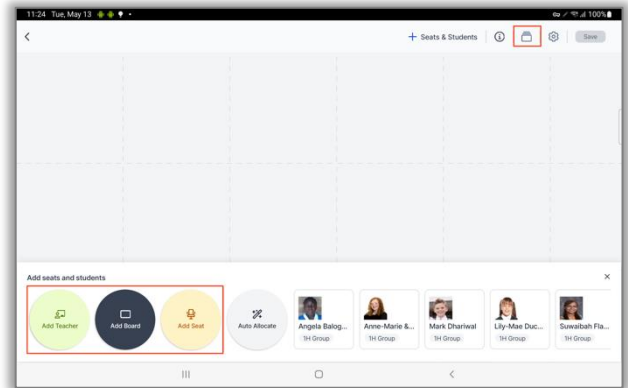


2. You can build the elements of the seating plan using one of the following methods:
 - a. **Template:** Click the **Template** icon and select a **Room Layout** template from the list.
 - b. **Manual:** Drag and drop the following elements from the **Add seats and students** popup onto the Seating Plan.
 - i. **Add Board** (only one Board allowed)
 - ii. **Add Teacher** (only one Teacher allowed)
 - iii. **Add Seat**

- **Seats** are numbered automatically in the order they are added.
- **Seats** can only be placed in available spaces. The screen will turn red if space is not available.



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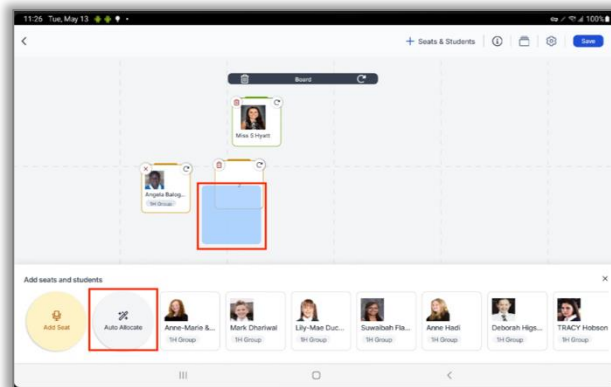


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3. Assign students to seats using one of the following methods:

- a. **Manual:** Drag a student from the list at the bottom and drop them onto a seat.
- b. **Auto Allocate:** Click **Auto Allocate** to assign students in alphabetical order.
 - i. Auto Allocate will fill available seats.
 - ii. Extra students will remain unassigned if there are not enough seats, or some seats will remain empty if there are fewer students.

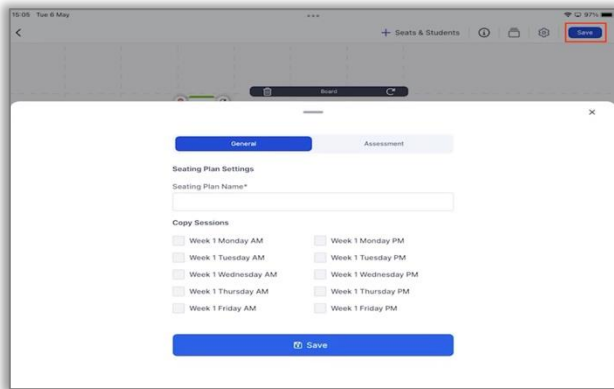
Note: Use the top corner icons to delete or rotate the Board, Teacher, or Seats.



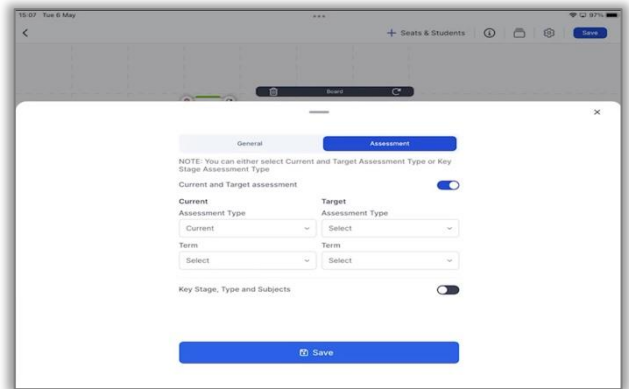
4. When finished, click **Save**. This will open the **Seating Plan** settings.

5. In Seating Plan settings:

- a. Under the **General** tab:
 - i. Enter a **Seating Plan Name**.
 - ii. Select the sessions you would like to **copy** this Seating Plan to.
- b. Under the **Assessment** tab:
 - i. Select the relevant **Assessment Type** (e.g. Current and Target Assessment, or Key Stage Assessment).
- c. Click **Save** to confirm and apply your settings. A notification will let you know that the Seating Plan has been saved successfully.

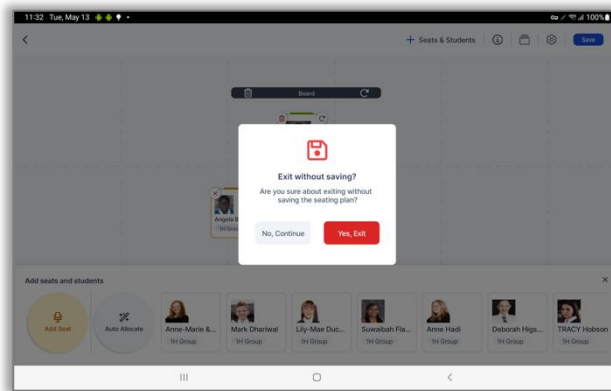


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Note: If you try to leave the Seating Plan page without saving, you will see the following message: **'Exit without saving? Are you sure you about exiting without saving the seating plan?'**. Click **'No, Continue'** to remain on the page, and remember to click **Save** to save your data before you exit.



5. Seating Plan Edit mode

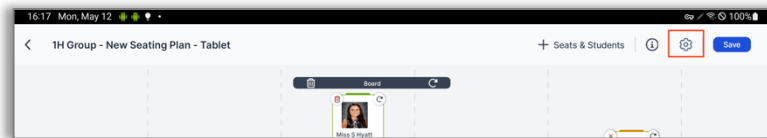
The Seating Plan **Edit** mode can be accessed by clicking the **Edit** icon in the Seating Plan Header. In this section we will look at how to:

1. **Copy/edit** a Seating Plan
2. **Add/allocate** seats in the Seating Plan
3. **Remove** a student/seat from the Seating Plan

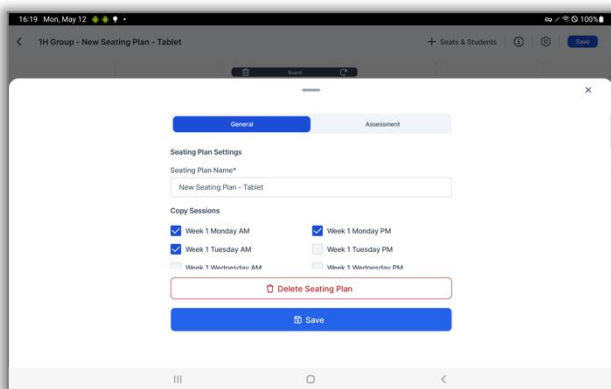


5.1 How to copy/edit a Seating Plan

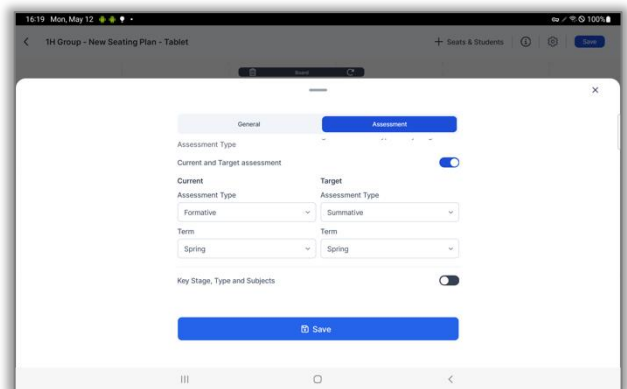
1. Click the **settings** icon to open the **Seating Plan Settings** popup.



2. In Seating Plan Settings:
 - a. Under the **General** tab, you can:
 - i. Rename the **Seating Plan Name**.
 - ii. Select the sessions you would like to **copy** this Seating Plan to.
 - iii. Delete the Seating Plan
 - b. Under the **Assessment** tab, you can change the **Assessment Type** (e.g. Current and Target Assessment, or Key Stage Assessment).
 - c. Click **Save** to confirm and apply your settings. A notification will let you know that the Seating Plan has been saved successfully.



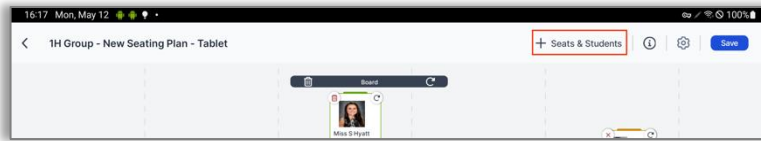
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5.2 How to add/allocate seats in a Seating Plan

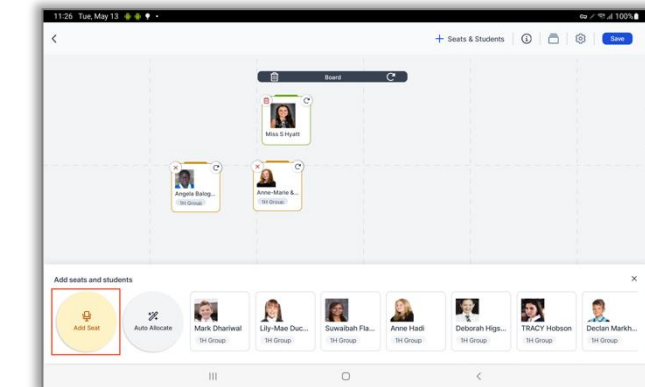
1. Click **+ Seats & Students** to open the **Add seats and students** popup.



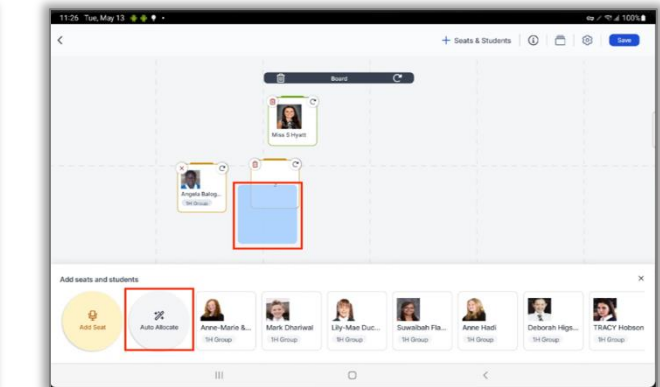
2. Click **Add Seat** to add a seat to the Seating Plan.
 - a. **Seats** are numbered automatically in the order they are added.
 - b. **Seats** can only be placed in available spaces – if the space is too small, the screen will turn red.
3. Assign students to seats using one of the following methods:
 - a. **Manual:** Drag a student from the list at the bottom of the screen and drop them onto a seat.
 - b. **Auto Allocate:** Click **Auto Allocate** to assign students in alphabetical order.
 - i. Auto Allocate will fill available seats.
 - ii. Extra students will remain unassigned if there are not enough seats, or some seats will remain empty if there are fewer students.

Note: Use the top corner icons to delete or rotate the Board, Teacher, or Seats.

4. Click **Save**. A notification will let you know that the Seating Plan has been saved successfully.



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5.3 How to remove a student/seat from a Seating Plan

1. To remove a student from a seat, click the **X** on their allocated seat.
2. To remove the seat entirely from the Seating Plan, click the bin icon.
3. Click **Save**. A notification will let you know that the Seating Plan has been saved successfully.



6. Students

On the **Seating Plan** page, you can perform the following actions for selected students:

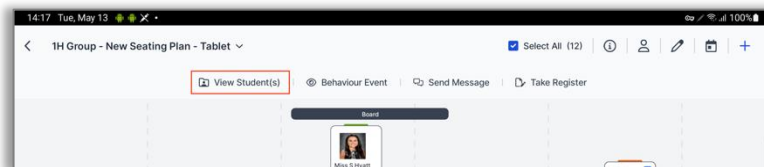
1. View student details
2. Create a behaviour event
3. Send a message
4. Take a register

To use these features, select students by ticking the box in the top-right corner of each student's seat. To select all students at once, click **Select All** in the header. The number of selected students will be shown in brackets.

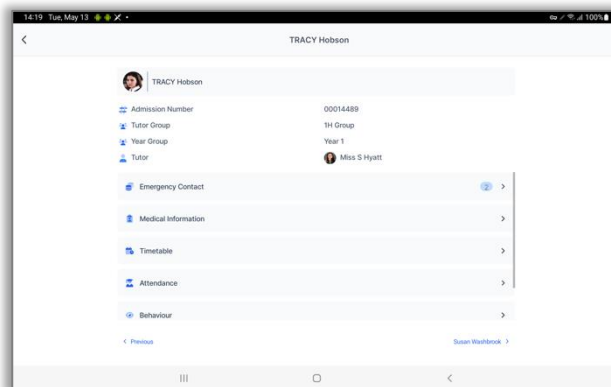


6.1 How to view student details

1. Click **View Student(s)** to open the details for the first selected student.

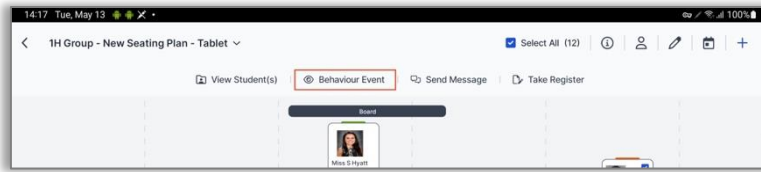


2. To navigate between students:
 - a. Click the **next student's name** in the bottom-right corner to move forward.
 - b. Click **Previous** to go back.
 - c. Click the **back arrow** to return to the Seating Plan.

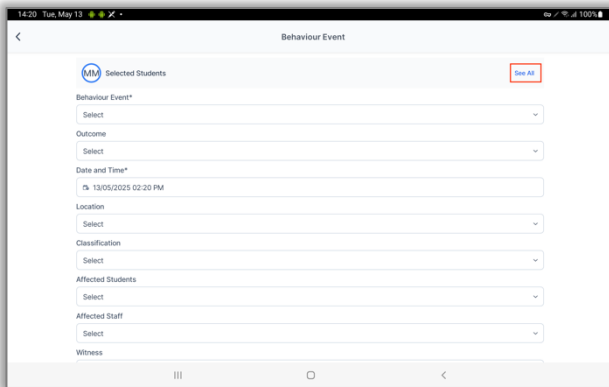


6.2 How to create a behaviour event

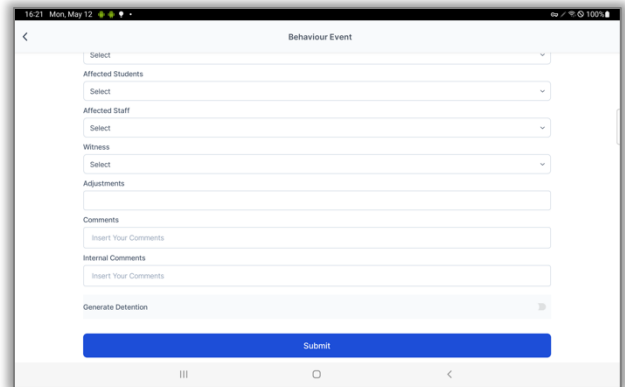
1. Click **Behaviour Event** to open the Behaviour Event screen for the selected students.



2. You can click **See All** to view the full list of selected students. Click the X to close the list.
3. Complete the Behaviour Event form, where you also have the option to generate a detention. When finished, click **Submit** to save the event.



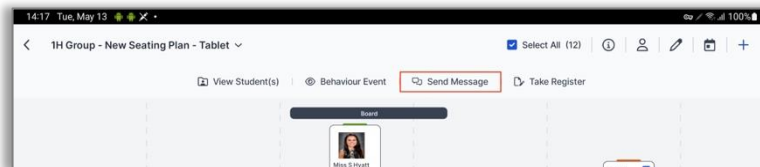
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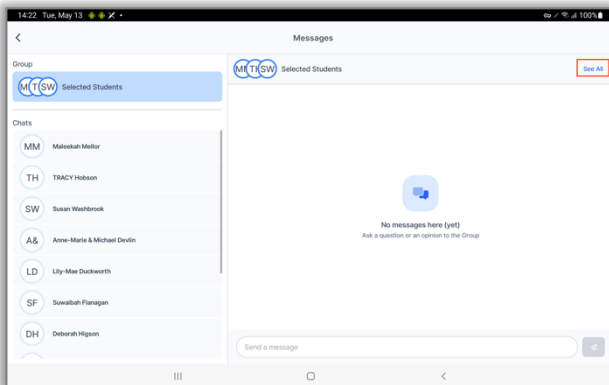
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6.3 How to send a message to a student(s)

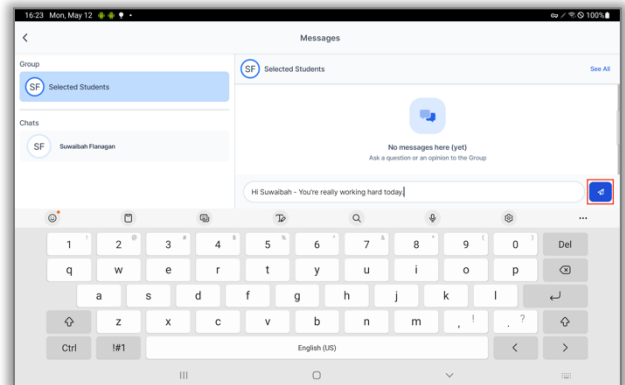
1. Click **Send Message** to open the Messages screen for the selected students.



2. You can click **See All** to view the full list of selected students. Click the X to close the list.
3. Complete the Messages form. When finished, click the **Send** icon to send the message.



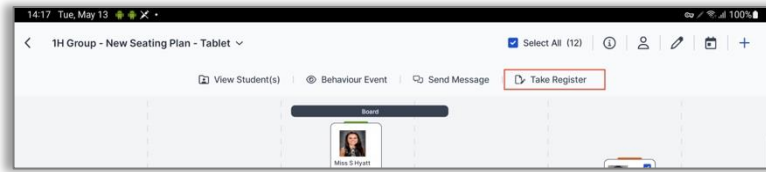
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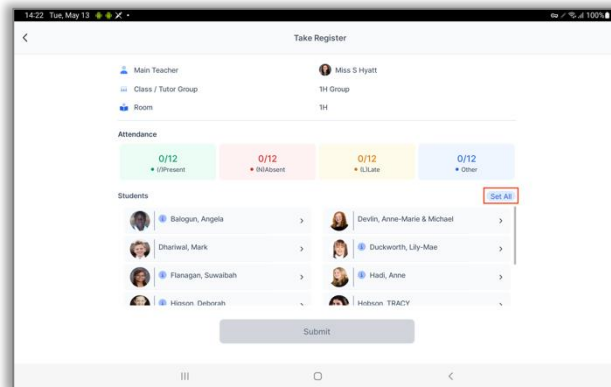
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6.5 How to take a register

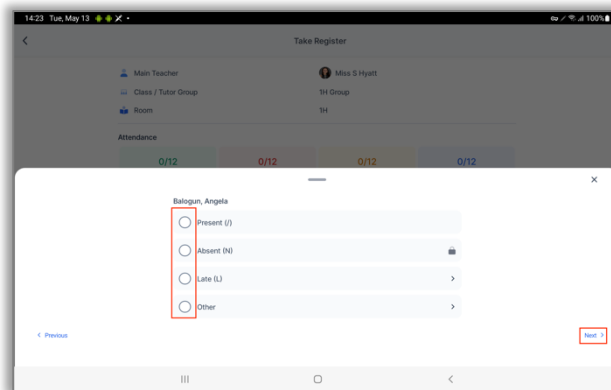
1. Click **Take Register** to open the Take Register screen for the selected students.



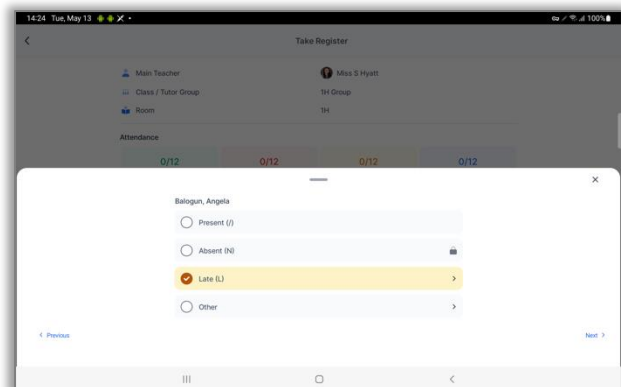
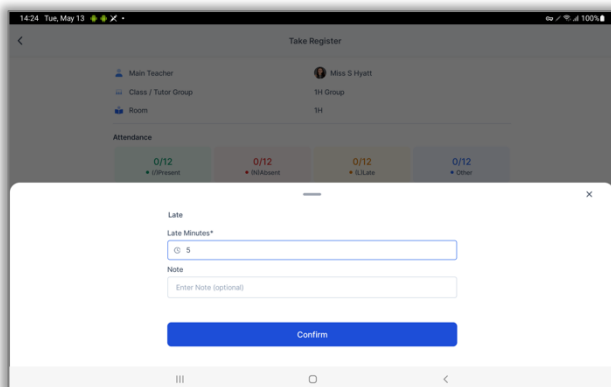
2. Select a **Student** to begin recording attendance individually, or click **Set All** to mark attendance for all students at once.



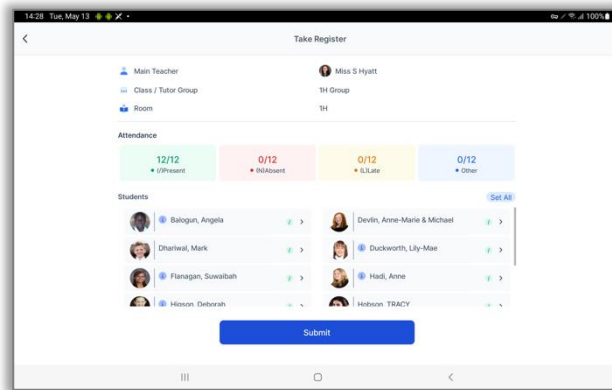
3. Choose the appropriate attendance mark for the student(s). If marking individually, click **Next** to proceed to the next student.



Note: If a student is marked as **Late**, you must enter the required **Late Minutes** before clicking **Confirm**.



- Once attendance has been recorded for all students, the **Submit** button will become active. Click **Submit** to save the attendance and return to the Seating Plan screen.



Note: If you exit the Take Register screen without submitting, all recorded attendance will be lost. There is no option to save progress.

