

Add Preferred Name to Seating Chart

Teachers and Subs can take attendance on the Seating Chart in PowerTeacher. By default, the student's legal name is displayed on the Seating Chart. However, teachers can add preferred names to the Seating Chart using the following steps.

Note: Subs will see the seating charts the teacher has setup.

The teacher will login to PowerTeacher, then click on the Seating Chart icon for the class to take attendance:

Current Classes

AM(A)	AM Attendance	<input type="radio"/>						
PM(A)	PM Attendance	<input type="radio"/>						
P3(A)	English Language Arts 3	<input type="radio"/>						

click here



















You *might* be prompted to prepopulate the layout if it is blank... click **OK**.

You will see the standard seating chart. Click on the **Seating Chart Design** tab:

Seating Chart: AM Attendance - AM(A)

Single Day Multi-Day Seating Chart **Seating Chart Design** New Layout

Random Student Selector Attendance Code (Present) Date Fri 1/10 (Today)

 Matthew Chan	 Reese Chiem	 Hallie Corkum	 Yee Guan	 Bariaara Ha	 Nicholas Ho	 Grace Huang	 Angela Luong	 Juliana Nesbitt
 Shannon On	 Jaden Rosinski	 Ru Ta	 Zain Tran	 Teio Trinh	 Jessica Wan	 Addis Wong	 Vina Wong	 Eddie Xu

Select each row (after the first row) and move the pictures down (so there is space between each row):

Seating Chart: AM Attendance - AM(A)

Single Day Multi-Day Seating Chart Seating Chart Design New Layout Edit

Seats Rows Tables Chair Objects Aa Controls Remove Undo Save

Add Students Populate

Matthew Chan	Reese Chiem	Hallie Corkum	Yee Guan	Bariaara Ha	Nicholas Ho	Grace Huang	Angela Luong	Juliana Nesbitt
Shannon On	Jaden Rosinski	Ru Ta	Zain Tran	Teio Trinh	Jessica Wan	Addis Wong	Vina Wong	Eddie Xu

move down

Click the label icon:



Seating Chart: AM Attendance - AM(A)

Single Day Multi-Day Seating Chart Seating Chart Design New Layout Edit

Seats Rows Tables Chair Objects Aa Controls Remove Undo Save

Add Students Populate

Matthew Chan	Reese Chiem	Hallie Corkum	Yee Guan	Bariaara Ha	Nicholas Ho	Grace Huang	Angela Luong	Juliana Nesbitt
Shannon On	Jaden Rosinski	Ru Ta	Zain Tran	Teio Trinh	Jessica Wan	Addis Wong	Vina Wong	Eddie Xu

click here

In the [**Text**] box type in the preferred name of student you wish to display, then press *Enter* or click the checkmark:

Seating Chart: AM Attendance - AM(A)

The screenshot shows the 'Seating Chart: AM Attendance - AM(A)' interface. At the top, there are tabs for 'Single Day', 'Multi-Day', 'Seating Chart', and 'Seating Chart Design'. Below the tabs are various tool icons and a 'Controls' section with 'Remove', 'Undo', and 'Save' buttons. The main area displays a grid of student names, each with a small photo icon and a checkmark in the top left corner. The names are: Matthew Chan, Reese Chiem, Hallie Corkum, Yee Guan, Bariaara Ha, Nicholas Ho, Grace Huang, Angela Luong, Juliana Nesbitt, Shannon On, Jaden Rosinski, Ru Ta, Zain Tran, Teio Trinh, Jessica Wan, Addis Wong, Vina Wong, and Eddie Xu. At the bottom left, there is a text box containing the name 'Nick' and a blue checkmark icon. A red arrow points from the 'Nick' text box towards the right.

Click on the name box that you just created and drag it to just below the student:

Seating Chart: AM Attendance - AM(A)

This screenshot shows the same interface as the previous one. The 'Nick' text box is now highlighted with a red border. A red arrow originates from the 'Nick' text box and points to the name box for 'Nicholas Ho' in the student grid. The text 'click and drag' is written in red next to the 'Nick' text box.

Now repeat for any other students that require a preferred name.

When you are finished, don't forget to click the **Save** button:

Seating Chart: AM Attendance - AM(A)

Single Day Multi-Day Seating Chart Seating Chart Design New Layout Edit

Seats Rows Tables Chair Objects Controls Remove Undo Save

Add Students Populate

x Matthew Chan	x Reese Chiem	x Hallie Corkum	x Yee Guan	x Bariaraa Ha	x Nicholas Ho	x Grace Huang	x Angela Luong	x Juliana Nesbitt
					Nick			
x Shannon On	x Jaden Rosinski	x Ru Ta	x Zain Tran	x Teio Trinh	x Jessica Wan	x Addis Wong	x Vina Wong	x Eddie Xu

Browser Alert: Many browsers will cache the original layout and not display your new layout. It might appear that your changes have not been saved (but they have been saved). The solution is to logout of PowerTeacher, close your browser completely (all windows), then startup your browser and log back into PowerTeacher.