Satchel One Seating Plans

Create Seating Plan

1. From the

Dashboard, go to My Classes and select View on the class you're adding the plan to

⚠ If you don't usually teach a class, you can search for it by clicking the icon at the top right of the screen.

2. Click on **Seating**





3. Click **Create** to make a new seating plan

A To edit or delete an existing plan, click the options menu : at the top right of a plan



4. Give your new plan a unique name.
Pick the room you'll be using.
Select a seating template from the list.
Click Save.



5. When viewing the plan, click Students.
A list of class members will appear.
Drag and drop students into the seats.

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6. Click Save

Custom seats

You can also use the **Custom seat** option to label seats for a specific use.

- 1. Drag the custom seat onto a desk
- 2. Enter a label
- 3. Click **Done** to finish adding the custom seat
- Click Save on the Students sidebar to close the seats menu

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