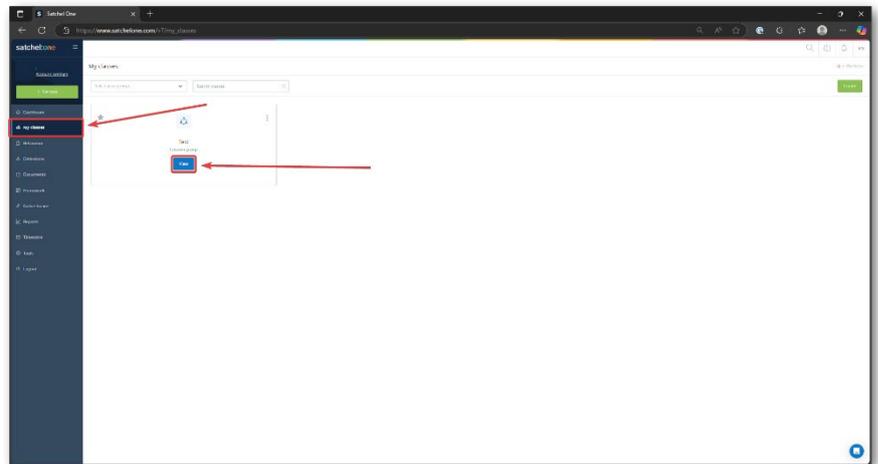


# Satchel One Seating Plans

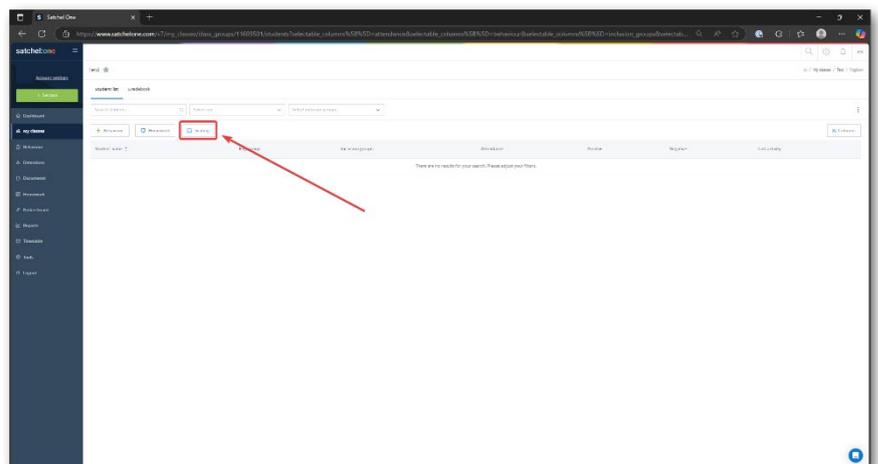
## Create Seating Plan

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.

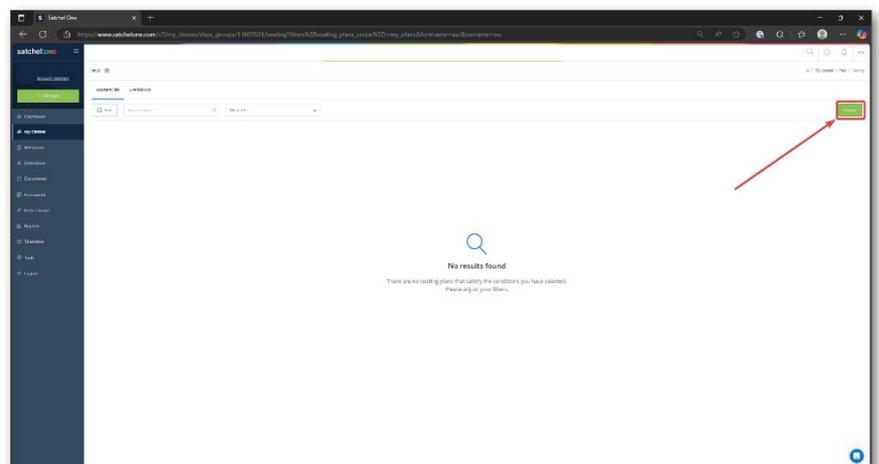


2. Click on **Seating**

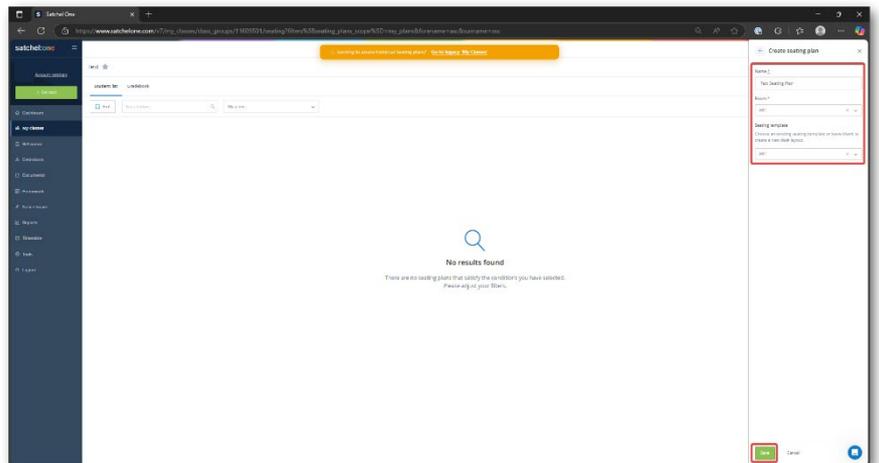


3. Click **Create** to make a new seating plan

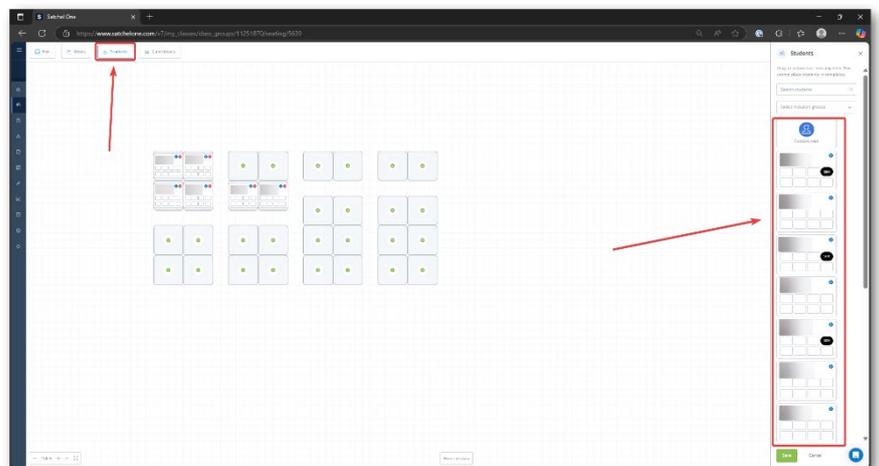
⚠ To edit or delete an existing plan, click the options menu : at the top right of a plan



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



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



- Click **Save**

## Custom seats

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

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

