

Qwickly

ATTENDANCE

Taking Attendance with
Seating Chart

User Guide



Seating Chart is one of Qwickly's six attendance-taking modes that can be found on the left-hand side of an instructor's main menu within Qwickly Attendance. Seating Chart Mode allows an instructor to create and manage seating chart templates in order to take attendance for students in their classroom.

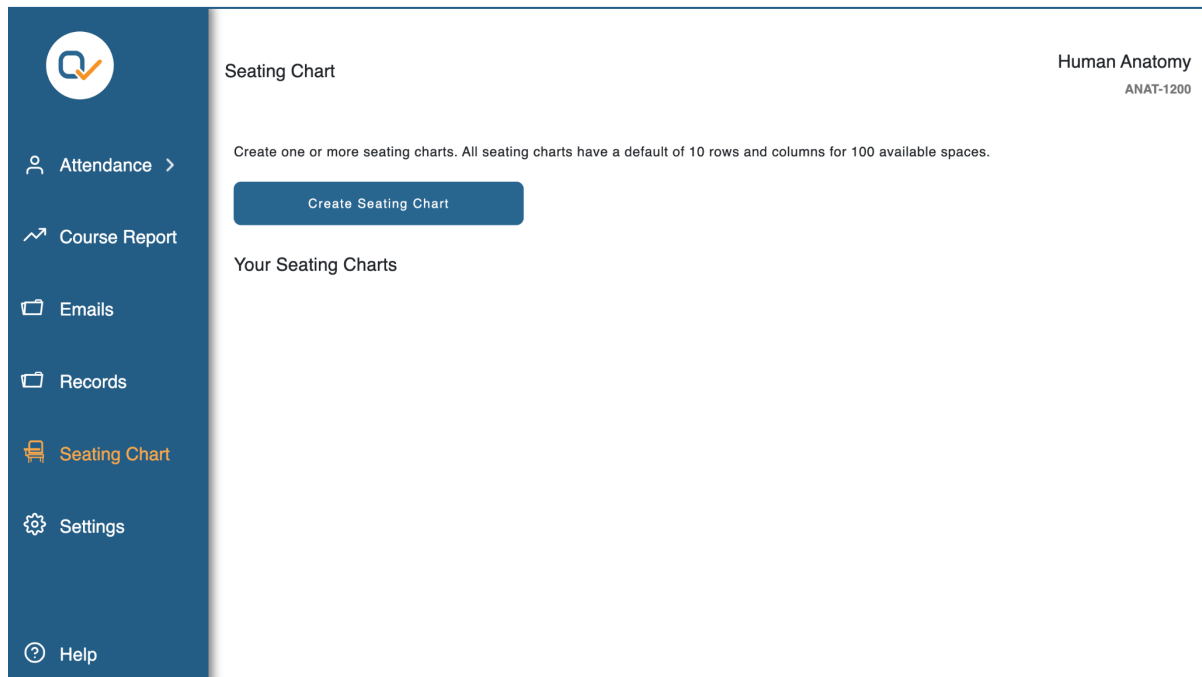
Please note that a license of Qwickly Attendance Plus or Pro is needed to access Seating Chart. If you have questions about your license level or if you do not see any Check In options in your settings, please contact your institution's help desk or submit a support ticket with the Qwickly team [here](#).

Instructor

Creating and Editing a Seating Chart

1. As a first step, instructors will want to navigate to the Seating Chart tab from the main navigation menu on the left-hand side of the screen.

This tab is located under the Records tab. Keep in mind that there are two Seating Chart tabs: one for set up and one for attendance-taking. In this Seating Chart tab, instructors can create and edit their seating chart templates.



2. To create a seating chart template, instructors can click the “Create Seating Chart” button. Instructors can create multiple seating charts for each course.

Seating Chart

Create one or more seating charts or edit existing seating charts. Choose from the grid options listed in order to build your custom seating arrangement within that grid.

Create Seating Chart

3. Name your seating chart by typing a title into the corresponding field. Optionally, select a Room from the dropdown. Then choose a grid size:
 - 20x5 — a wide, 20-column by 5-row grid
 - 10x10 — a 10-column by 10-row grid (100 seats)
 - Custom — enter your own number of Columns and Rows (1–50 each) to build a grid sized to your classroom

Click “Next” when you’re ready for the next step.

Seating Chart

Newtonian Laws (Merged Sections)
QW-2019FA-AST275

Create one or more seating charts or edit existing seating charts. Choose from the grid options listed in order to build your custom seating arrangement within that grid.

Step 1: Name your Seating Chart

Title:

Title is Required

Room:

No Room Selected

Grid Size:
*Required

☐ 20x5

☐ 10x10

☐ Custom

Next

Step 1: Name your Seating Chart

Title:
Title is Required

Room:
No Room Selected

Grid Size:
*Required

☐ 20x5

☐ 10x10

☒ Custom

Columns (1–50):
1–50
Please enter a number.

Rows (1–50):
1–50
Please enter a number.

Next

4. Assign students' seats to your seating chart template. There are a few ways to accomplish this:

Option 1

- Click the student's name from the Unassigned Students column, then click a location on the Seating Chart
- Repeat this process until all students are assigned seats

Option 2

- Click a seat on the grid in the Seating Chart to tag as an available seat and a seat icon will appear on the tagged seat
- Click the student's name from the Unassigned Students column and click the tagged seat on the grid in the Seating Chart
- Repeat this process until all students are assigned seats

Keep in mind that there is no designated "front" of the room. You can also choose to denote spaces as seats, which helps if you are creating a custom layout or if you want to show empty seats.

Step 2: Build Your Seating Chart

Build your seating chart. Select a student's name, then select a seat location. Or, select a seat location, select the student and the seat to assign. Leave spaces blank if you have spaces between your students or want to have a custom layout. Note: Not all open seats require an assigned student. There is no defined "front of room."

[illegible]

Step 2: Build Your Seating Chart

Build your seating chart. Select a student's name, then select a seat location. Or, select a seat location, select the student and the seat to assign. Leave spaces blank if you have spaces between your students or want to have a custom layout. Note: Not all open seats require an assigned student. There is no defined "front of room."

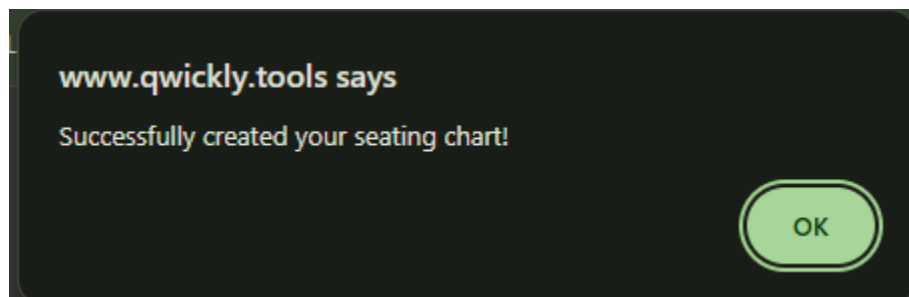
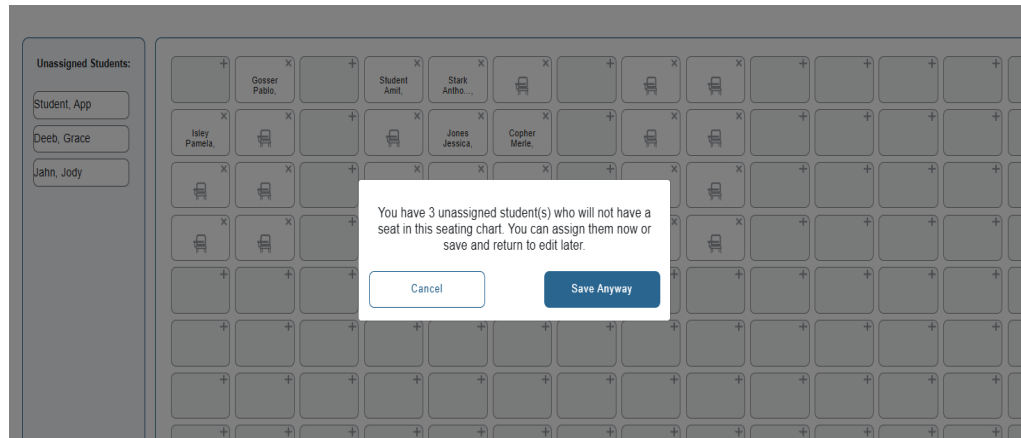
Unassigned Students:

	Jahn Jody.		Student Amit.	Stark Antho...	Collum Laverne.										
			Student App.	Jones Jessica.	Copher Merie.										
			Fines Leonia.	Deeb Grace.	Busick Many.										
			Genna Martin.	Gosser Pablo.	Isley Pamela.										

Back

Save

- When all students have been assigned seats, click “Save.” If any students are still unassigned, a message will let you know how many students don’t have a seat yet and give you the option to assign them now (Cancel) or save the chart as-is and assign them later (Save Anyway). Once saved, a message will confirm that you’ve successfully created your seating chart.



- If you need to edit an existing seating chart, click the “Edit” button in the Seating Chart tab and edit accordingly. You can also delete seating charts by clicking the “Delete” button here.

Create one or more seating charts or edit existing seating charts. Choose from the grid options listed in order to build your custom seating arrangement within that grid.

Create Seating Chart

Your Seating Charts

New Seating Chart

Room: No Room Selected

Delete

Edit

New Chart

Room: No Room Selected

Delete

Edit

Taking Attendance with Seating Chart

1. To take attendance using Seating Chart Mode, navigate to the Attendance tab from the main navigation menu on the left-hand side of the screen. Click the “Seating Chart” option listed under the Attendance tab.

The screenshot shows the 'Take Attendance' interface. On the left, the 'Attendance' menu is open, and 'Seating Chart' is selected. The main content area is titled 'Take Attendance' and shows 'Session Information'. Under 'Date and Time', 'Current Time' is selected. The 'Title' field is labeled 'Optional'. The 'Seating Chart' dropdown menu is currently empty. Below this, the 'Location Context' toggle is set to 'Required'. At the bottom, the 'Seating Chart' tab is active, and a 'Sync Roster' button is visible.

2. At the bottom of the Session Information box, instructors will see a drop down menu that allows them to choose which seating chart they'd like to use to take attendance.

This close-up shows the 'Seating Chart' dropdown menu. The dropdown is open, and 'Small Groups' is selected. Below the dropdown, the 'Location Context' toggle is set to 'Required'. A note at the bottom states: 'Location Context enables students to be marked as "in-person" or "Remote" in addition to your usual attendance statuses.'

3. Once selected, the seating chart will populate, showing each student. Instructors can mark students absent, present, or excused as a whole group or individually by clicking on a student name. If custom statuses have been created, they will also show.

Seating Chart

Sync Roster

Mark all students as

Present

Absent

Excused

Tardy

Submit Attendance

☒ In-person
 ☐ Remote

		Acheson, Willie Absent	Brinsko, Student, Carly Present			Fisher, Anne (Anne) Present	Grant, Donna (Akshya 3) Excused		
		Day, Jessica Present					Holmer, Dominique Present		
		Khang, Preston (Preston) Present	Murdock, Matthew Present	Parker, Peter Present		Persaud, Paris Tardy	Qwick, Lee Present	Zehr, Virginia (Virginia) Present	

Update Student Status/Comment

Acheson, Willie

They/Them

wacheson@goquickly.com

Student being given an unexcused absence

Present

Absent

Excused

Tardy

☒ In-person
 ☐ Remote

This screenshot shows what instructors see once they click on a student's name when taking attendance with Seating Chart

Keep in Mind

- Instructors can use the "Mark remaining students as" feature after taking attendance individually for some students
- If a student is left unassigned to any status, the instructor will receive notifications when creating, editing, and taking attendance using Seating Chart
- Seating Chart is **not** currently compatible with groups or sections
- The student information system often adds (or deletes) enrolled students. If rosters change frequently, it is suggested that the instructor use the "Sync Roster" button before taking attendance:



The screenshot shows the 'Seating Chart' interface. At the top, there is a dark blue header bar with the text 'Seating Chart' on the left and a 'Sync Roster' button on the right. A red arrow points to the 'Sync Roster' button. Below the header, there is a light blue area with a 'Mark all students as' dropdown menu on the left. To the right of the dropdown are three buttons: 'Present', 'Absent', and 'Excused'. Below these buttons are two radio buttons: 'In-person' (selected) and 'Remote'. On the far right of this area is a 'Submit Attendance' button. In the bottom right corner, there is a small circular icon with a document and a plus sign.

For additional questions on the Seating Chart or other features within Qwickly Attendance, please visit our [Product Resources](#) website page or submit a support ticket [here](#).