

How to copy a seating plan from another class

If several classes generally share the same room and pupils, your staff may want to copy a seating plan from another class in order to save time. Class Charts allows you to do this from within your classes.

Requirements

Both classes must be **active** and not **archived**.

Both classes must use the same **room**.

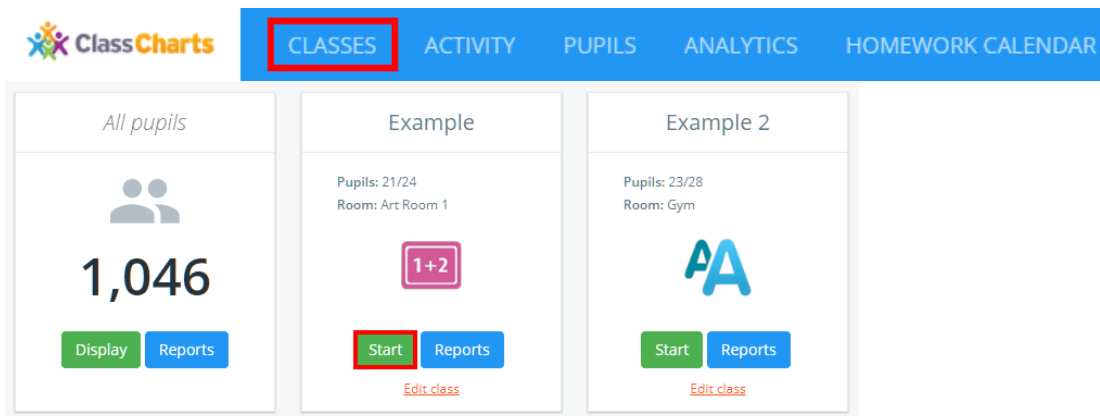
Both classes must share at least **75%** of the same pupils.

Both classes cannot have more than **3** additional pupils.

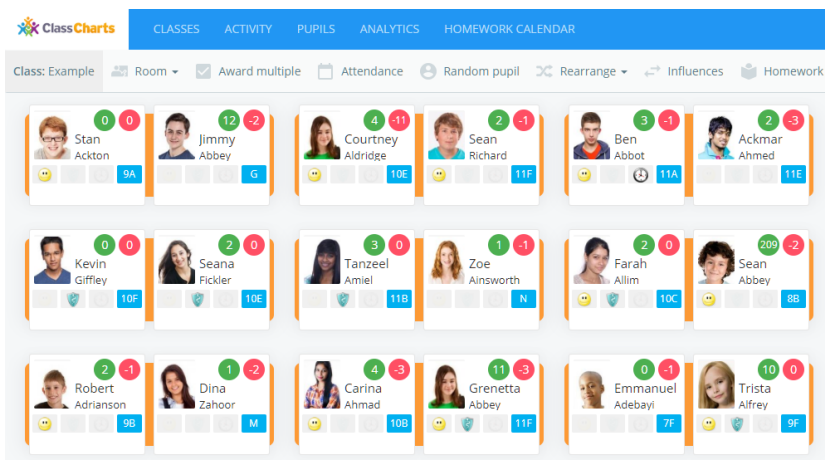
Both classes cannot be missing more than **3** shared pupils.

Copying a seating plan

To copy a seating plan from another lesson, click on the **Classes** tab along the top of the page and click on the **Start** button for the class of your choice.



You will be presented with the class view page for your selected lesson, where pupils are displayed in their set seats.



Click on the **Rearrange** button along the top of the class.

Class: Example Room Award multiple Random pupil **Rearrange**

Select **Copy seating plan** from the list of available options.

- Rearrange pupils
- Set current layout as default
- Load default layout
- Undo changes
- Last group arrangement
- Copy seating plan**

The **Copy a seating plan from another lesson** will appear. Select the eligible class of your choice and click on the **OK** button.

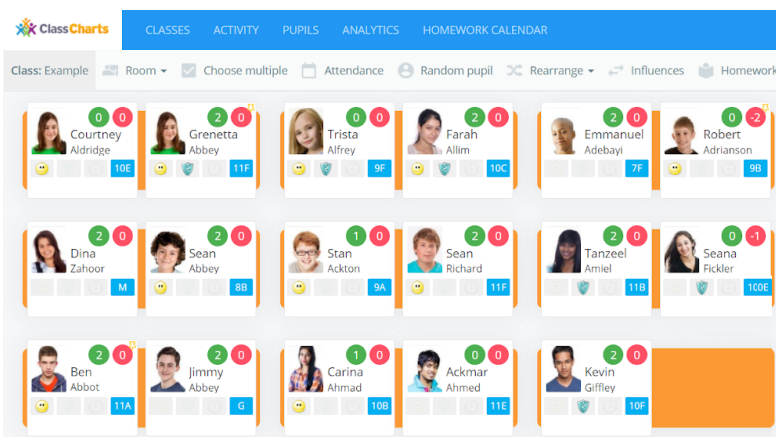
Copy a seating plan from another lesson ✕

Please choose a lesson, from which you would like to copy the seating plan:

Example 2 ▼

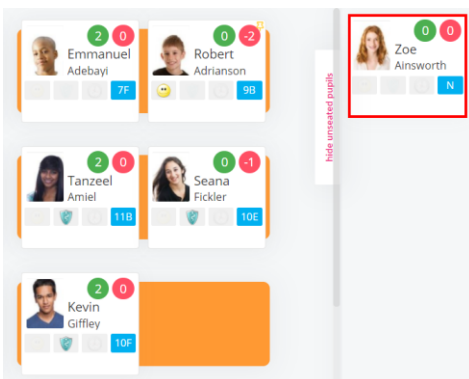
OK
Cancel

Your class will now be using the seating plan that was copied from the selected lesson.



The screenshot shows the ClassCharts interface with a grid of 18 student cards. Each card displays a student's name, a small photo, and their current seating information (e.g., '10E', '11F'). The cards are arranged in three rows and six columns. The interface includes navigation tabs at the top (CLASSES, ACTIVITY, PUPILS, ANALYTICS, HOMEWORK CALENDAR) and a toolbar with various icons for class management.

If a pupil is not present in the other class's seating plan, they will be moved to the **unseated pupils** sidebar.



This screenshot shows the 'unseated pupils' sidebar on the right side of the interface. It contains one student card for 'Zoe Ainsworth' with a red 'N' in a box, indicating she is not seated. The sidebar is titled 'hide unseated pupils' and is positioned next to the main grid of seated students.