

1. Start with one seat

Room 101	
FFT	Target
AP	26
-60	-60
86	86
KS2	KS3
Raise	
FSM	pp

2. Highlight whole seat
(left click and drag to do this)

3. Copy seat
(ctrl & C together or right click copy)

3. Select starting cell
where you want to
place a seat.

4. Paste seat where you want it
(Ctrl & v or right click paste)

5. Do this for all the seats

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When pasting keep the seats lined up in rows, so you can hide the mechanical cells.

Highlight the row you want to hide by selecting the row number at the side.

Right click and select hide.

Hide all rows with numbers in.

Copy the information into the correct columns from Sims.

Blank column to write any useful information, I use for SEND and G&T.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Pupil Number	Name	FFT	Target	KS2	Last Yr	AP1	AP2	AP3	AP4	AP5	AP6	FSM	PP	Other
1	MissBsresources	6	6a	4b	5a	5c	5b	5a	6c	6b	6a		1	0
2	#seated4success	7	7b	5c	6a	6a	6a	7c	7c	7b				1
3	Person 3	5	5c	3c	4b	4b	4b	4a	5c	5c	5b			1
4														
5														
6														
7														

If you don't have the data yet for a pupil you should leave a 'full stop' in the relevant cell.

When filling in the data sheet, if a pupil is PP or FSM you should enter a number 1 in the column.

Each child will have a number (Pupil number in data sheet)

A	B	C
Pupil Number	Name	FFT
1	MissBsresources	6
2	#seated4success	7
3	Person 3	5
4	.	.
5	.	.

Pupil Number

Place the pupil number in the seat you want them in (Bottom left corner)

The computer will fill all the information in for you and update as automatically as you put more information into the data sheet.

To move a student change the number, or to make the seat blank place a 'full stop' in the box.

FFT	.	Target	.
AP	.	.	.
KS2	.	Last Yr	.
FSM	.	PP	.

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You now have a Seating Plan.

A	B	C
Pupil Number	Name	FFT
1	MissBsresources	6
2	#seated4success	7
3	Person 3	5
4	.	.
5	.	.

MissBsresources				#seated4success				Person 3													
FFT	6	Target	6a	FFT	7	Target	7b	FFT	5	Target	5c										
AP	5c	5b	5a	6c	6b	6a	.	AP	6a	6a	7c	7c	7b	.	AP	4b	4b	4a	5c	5c	5b
KS2	4b	Last Yr	5a	KS2	5c	Last Yr	6a	KS2	3c	Last Yr	4b										
G+T				Action plus																	
FSM	1	PP	0	1	FSM	0	PP	1	2	FSM	1	PP	1	3							

TIP
Fill in the data sheet prior to lesson and give each student their number when doing the register. Go around the class in seating order and your plan will be done quickly.

1. Start with one seat

Room 101						
FFT	.	.	Target	.	.	.
						26
AP
	-60	-60	-60	-60	-60	-60
	86	86	86	86	86	86
KS2	.	.	KS3	.	.	.
Raise
FSM	.	.	pp	.	.	.

A screenshot of a spreadsheet showing the 'Room 101' table. The table is located in the range B6:H13. Row 6 is highlighted in yellow, indicating it is the selected row. The table content is as follows:

Room 101						
FFT	.	.	Target	.	.	.
						26
AP
	-60	-60	-60	-60	-60	-60
	86	86	86	86	86	86
KS2	.	.	KS3	.	.	.
Raise
FSM	.	.	pp	.	.	.

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(left click and drag to do this)

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(ctrl & C together or right click copy)

3. Select starting cell where you want to place a seat.

Room 101

FFT		Target			
					26
AP					
	-60	-60	-60	-60	-60
	86	86	86	86	86
KS2		KS3			
Raise					
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Room 101

FFT		Target			
					26
AP					
	-60	-60	-60	-60	-60
	86	86	86	86	86
KS2		KS3			
Raise					
FSM		pp			

4. Paste seat where you want it

(Ctrl V or right click paste)

5. Do this for all the seats

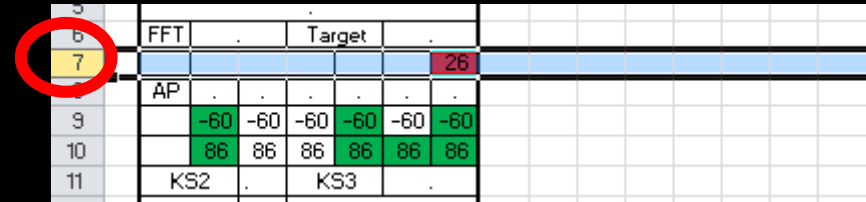
Hiding cells

When pasting keep the seats lined up in rows, so you can hide the mechanical cells.

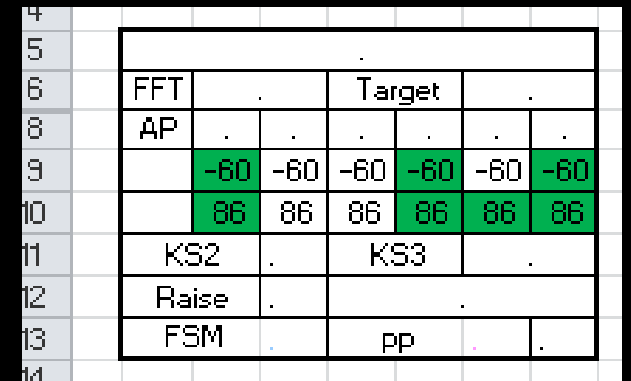
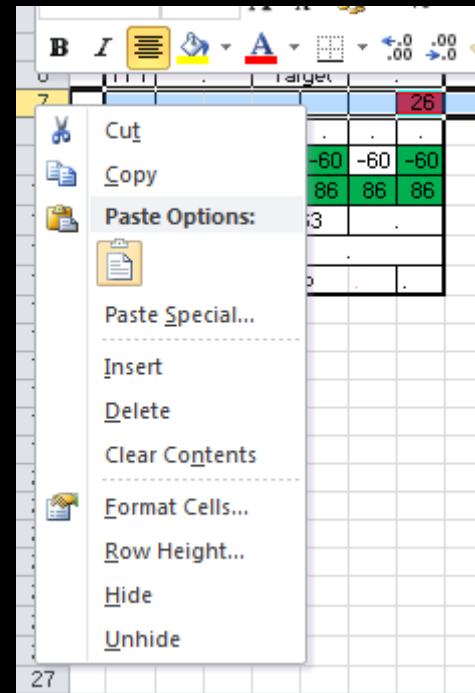
Highlight the row you want to hide by selecting the row number at the side.

Right click and select hide.

Hide all rows with numbers in.



6	FFT	.	.	Target	.	.
7					26	
8	AP
9		-60	-60	-60	-60	-60
10		86	86	86	86	86
11	KS2	.	.	KS3	.	.



5						
6	FFT	.	.	Target	.	.
7	AP
8		-60	-60	-60	-60	-60
9		86	86	86	86	86
10	KS2	.	.	KS3	.	.
11	Raise
12	FSM	.	.	PP	.	.

Copy the information into the correct columns from Sims.

Blank column to write any useful information, I use for SEND and G&T.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Pupil Number	Name	FFT	Target	KS2	Last Yr	AP1	AP2	AP3	AP4	AP5	AP6	FSM	PP	Other
2	1	MissBsresources	6	6a	4b	5a	5c	5b	5a	6c	6b	6a		1	0
3	2	#seated4success	7	7b	5c	6a	6a	6a	7c	7c	7b	.		0	1 G+T
4	3	Person 3	5	5c	3c	4b	4b	4b	4a	5c	5c	5b		1	1 Action plus
5	4
6	5
7	6
8	7

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When filling in the data sheet, if a pupil is PP or FSM you should enter a number 1 in the column.

Each child will have a number (Pupil number in data sheet)

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1	Pupil Number	Name	FFT
2	1	MissBsresources	6
3	2	#seated4success	7
4	3	Person 3	5
5	4	.	.
6	5	.	.

Pupil Number

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FFT	.	Target	.
AP	.	.	.
KS2	.	Last Yr	.
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You now have a Seating Plan.

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1	Pupil Number	Name	FFT
2	1	MissBsresources	6
3	2	#seated4success	7
4	3	Person 3	5
5	4	.	.
6	5	.	.

MissBsresources						#seated4success						Person 3								
FFT	6		Target		6a		FFT	7		Target		7b		FFT	5		Target		5c	
AP	5c	5b	5a	6c	6b	6a	AP	6a	6a	7c	7c	7b	.	AP	4b	4b	4a	5c	5c	5b
KS2	4b		Last Yr		5a		KS2	5c		Last Yr		6a		KS2	3c		Last Yr		4b	
						G+T						Action plus								
FSM	1		PP		0 1		FSM	0		PP		1 2		FSM	1		PP		1 3	

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