RobsonEDU
CLASSROOM TOOLS

QUICK START

RobsonEDU Grouping Studio

Seating Chart & Group Builder

QUICK START GUIDE

Set up once, and new charts in seconds throughout the year. Five steps take you from an empty screen to a balanced seating chart on the projector.

BEST WORKFLOW

1 Room → 2 Roster → 3 Groups → 4 Seating Chart → 5 Present

JUST NEED A SEATING CHART? Click **Quick Chart** in the top bar: paste names, pick a layout, place students. Your classes all live on **My Classes**, the home page.

1 Build your room

Sidebar → Room

1. Click **+ Build new room** and type its name.
2. Add pieces with the round furniture button on the room grid. Or use **Layout presets**, click a layout, choose how many, and then **Replace layout**.
3. **Drag** to move a piece; drag its **round arrow** to rotate.
4. Add the **Board** and **Door** so "near the front" and "near the door" rules work.
5. To link two tables, select both and click **Link as one table**.

LAYOUT PRESETS



TIP Build each room once. Every class that meets there can share it, and Quick Chart can reuse it too.

2 Add your roster

Sidebar → Roster

1. Choose **Roster**, then **New class**. Type the class name and choose its **Room layout**.
2. **Copy/Paste names** in rows with header and row info, **Import from Google Sheets**, or type in the names.
3. Check the purple preview, then click **Import**.
4. Score and category columns become **criteria**: the data you group by.
5. Add **seating rules** if needed: sit apart, sit with, near the front.

TWO WAYS IN

Import from Google Sheets or paste

Names are written First Last
On charts Jordan D. Ava R. Kai C.

TIP The **first criterion counts most**. Put your key score first, such as a summative score.

Continued on the back →

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GROUPING STUDIO

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3 Make groups

Sidebar → Groups

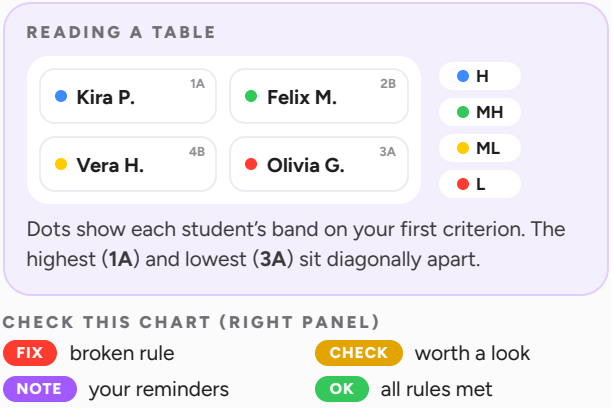
1. Pick a type: **Mixed** (a spread of high to low in every group), **Similar** (like with like), **Random** or **A–Z** (alphabetical).
2. Check **Group by**. Add more criteria with **Then by…**; they are balanced across groups.
3. Set **Group sizes** to **Room layout** so groups match your tables.
4. Leave **Avoid recent partners** on and click **Make groups**.
5. **Swap:** tap a name for the best balanced swap, or tap two names in different groups to trade them.
6. Click **Save group set** (pink button) and name it.
7. Click **Send to Seating Chart** to seat these exact groups. Check cards at the top confirm balance and rules.

4 Make the seating chart

Opens from Groups

1. **Send to Seating Chart** opens your new chart with each group at a table that fits it, ranked into its seats.
2. Check the chart name and subtitle. Charts save automatically.
3. Next time, make and save new groups, then send them again, or use **Make New Chart** and choose **Saved** to seat any saved group set.

- **Move students:** drag onto another seat to swap, or tap one student, then tap where they go.
- **Bigger names:** use the round zoom button on the room, or click a table's name for a close-up.



5 Present or print

Present, top right

1. On your chart, click **Present**. Students see **names only**: no scores, colors, supports or notes.
2. **Separate window** on (Settings)? Drag it to the projector and click **Full screen**.
3. **View: from back** shows the room as students see it. **Reveal** plays the shuffle animation.
4. **Print:** click the printer icon, set Layout to **Landscape**, then Print or Save as PDF.

Your data stays on this device. It saves automatically in this browser and is never sent to a server. Clearing browsing data or switching computers loses it, so **back up monthly**: Settings → Download backup.

My Classes
Your home page. Open, present or print any chart from its card.

Undo anything
Undo at the top right, or Ctrl+Z (Cmd+Z on a Mac).

Find old charts
Manage → History, then Open or Duplicate.

Back up monthly
Settings → Download backup. Restore it anywhere.