RobsonEDU
CLASSROOM TOOLS

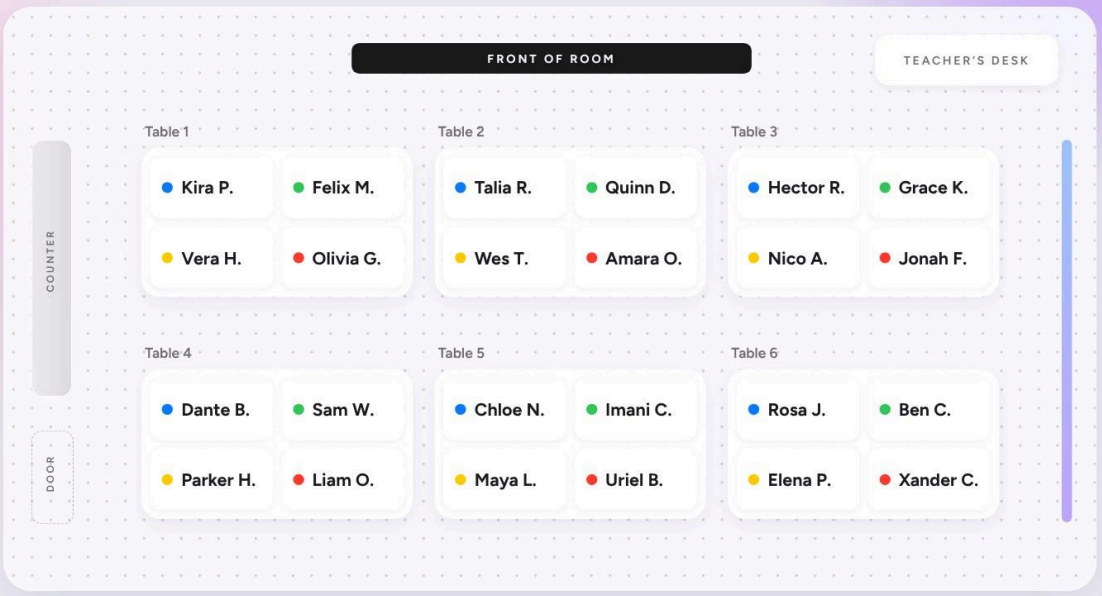
FOR TEACHERS

RobsonEDU Grouping Studio

Seating Chart & Group Builder

USER GUIDE

Build your room, add your roster, and make balanced groups and seating charts in minutes. Everything stays on your device.



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

Grouping Studio: Seating Chart & Group Builder

User Guide · Updated: November 20, 2026

1. INTRODUCTION & OVERVIEW

RobsonEDU Grouping Studio turns your room layout and class data into balanced groups and seating charts in a few clicks. Everything runs in your web browser, and your class data never leaves your device.

Use this guide as a reference: jump to the section for the task in front of you. Each section starts with what it covers, then gives step-by-step instructions.

What You Can Do

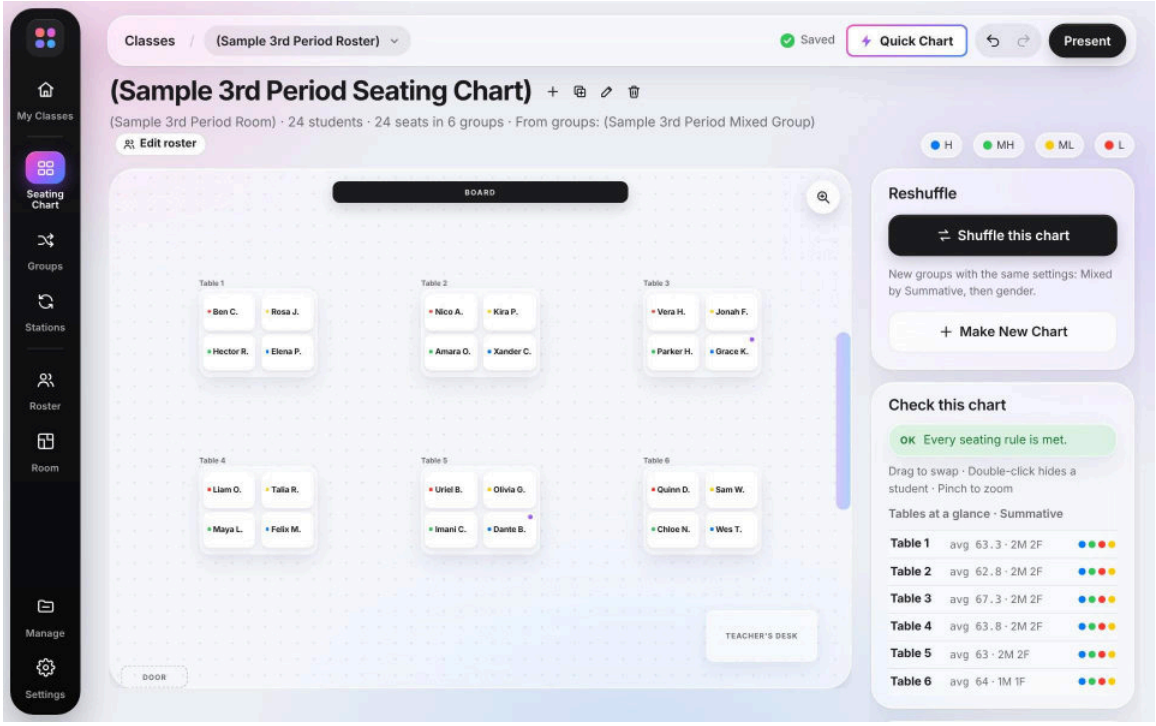
- Build your classroom layouts: tables, desks, board, door and other furniture.
- Keep a roster for each class, with scores, levels, categories, gender and private notes.
- Make **Mixed**, **Similar**, **Random** or **A–Z** (alphabetical) groups using the data you choose.
- Seat those groups at real tables, with the strongest and weakest students placed diagonally apart.
- Avoid repeating recent partners, keep students apart or together, and seat students near the front or door.
- Present the chart to the room with sensitive data hidden, reveal it with animation, and print it.
- Run timed station rotations.
- **Hide students** who dropped or moved, then move them to another class or delete them when you're ready.
- Make a seating chart in three quick steps with **Quick Chart**: paste names, pick a layout, place students.
- See every class on **My Classes**, and open, present or print any chart from there.

The Main Areas

The black bar on the left of the screen opens each area. **My Classes**, your home page, sits at the top. Below it are the everyday tools (Seating Chart, Groups, Stations), then setup (Roster, Room) below a thin line, and housekeeping (Manage, Settings) at the bottom.

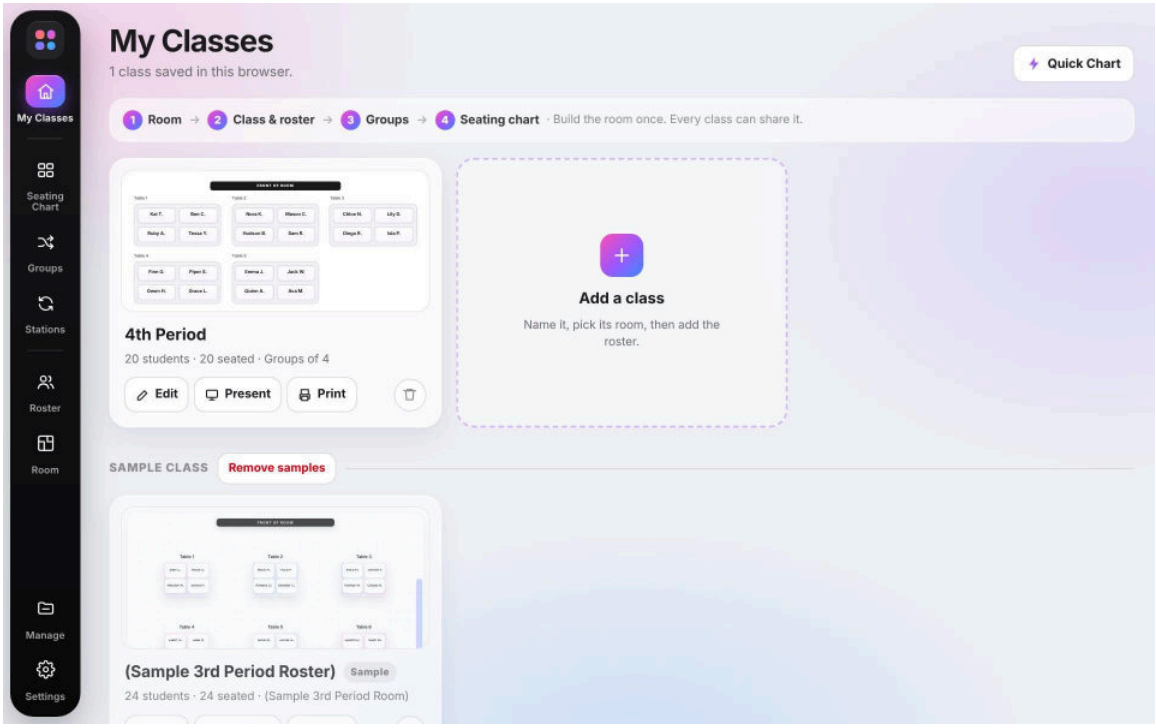
Area	What it is for
My Classes	Your home page: every class as a card. Open, present or print a chart, or add a class.
Seating Chart	Make, adjust, save and reshuffle seating charts.
Groups	Make and save groups without seats, for activities or to send to a seating chart.
Stations	Rotate groups through stations with a timer.
Roster	Your class list, data columns, student supports and seating rules.
Room	Draw and edit room layouts.
Manage	Find, rename and delete room layouts, classes, charts and group sets; review past charts.
Settings	Name display, colors, presenting options, backups.

The bar across the top shows the class you are working in. Use its dropdown to switch classes, or click **Classes** to go back to My Classes. **Quick Chart** opens the quick three-step mode (section 2). **Undo** and **Redo** sit at the top right. **Present** appears there on the Seating Chart, Groups and Stations pages.



My Classes (Home Page)

My Classes is the home page. The tool opens here after your first visit, and the house icon at the top of the sidebar always brings you back. Each class has a card with a preview of its current chart.

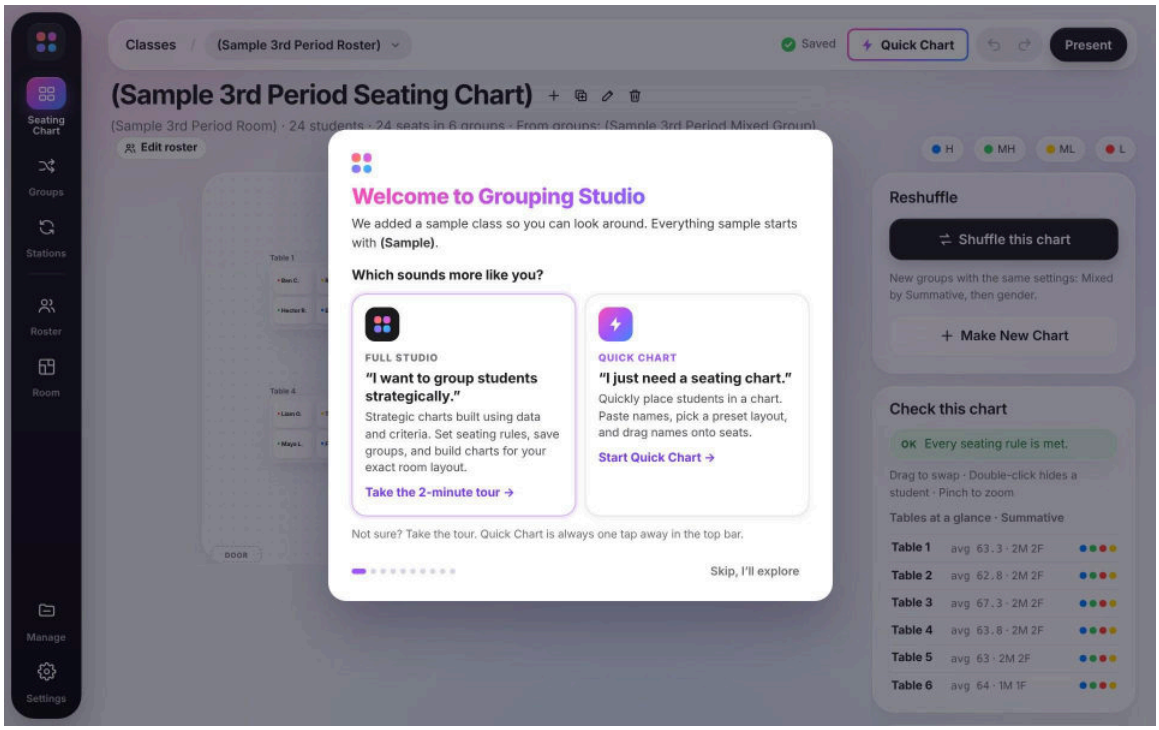


- **Open a chart**: click the preview or **Edit**. Quick Chart classes open in Quick Chart; other classes open on the Seating Chart page.

- **Present** and **Print** work straight from the card.
- **Delete a class**: click the round trash button, then click again to confirm.
- **Add a class**: click the last card. Name the class, pick its room, then add the roster.
- Sample classes sit in their own section. **Remove samples** deletes them all.

First Visit

The first time you open the tool, a welcome card asks how you want to start. Choose **"I want to group students strategically."** to take the 2-minute tour of the full Studio, or **"I just need a seating chart."** to go straight to Quick Chart (section 2). Either way, a sample class is added so you can explore: **(Sample 3rd Period Room)**, **(Sample 3rd Period Roster)**, **(Sample 3rd Period Mixed Group)** and **(Sample 3rd Period Seating Chart)**. The tour ends on the Room page, ready for you to build your own room, and offers Quick Chart if you are short on time. Delete the samples any time with **Remove samples** on My Classes, or in **Manage**.



Phones and Tablets

On a phone, the sidebar moves to the bottom of the screen. **My Classes** is labeled **Classes**, **Seating Chart** is labeled **Chart**, and **Start stations** shows as **Start**. On phones and tablets, pinch the room to zoom in (see section 3).

Best Workflow

Set up once, and new charts in seconds throughout the year.

Primary Workflow (Recommended):

- **Room → Roster → Groups → Seating Chart:** Best when you want to review and tweak student groups beforehand, or reuse the same group setups for other classroom tasks.

Shortcut Option:

- **Room → Roster → Seating Chart:** Skips separate group management and instantly generates both groups and seat assignments in one step.

Quick Option:

- **Quick Chart: Names → Layout → Arrange:** Best when you just need a seating chart. No data, groups or rules needed. See section 2.

Your Data Stays on This Device

- Classes, rosters and charts are saved automatically in this web browser. Nothing is sent to a server.
- Your data is **lost** if you clear browsing data, use a different browser or computer, or open the tool from a different web address.
- Download a backup about once a month: **Settings → Download backup**. A reminder appears at the top of the screen if you have not backed up in 30 days.
- To move your data to another computer or browser, download a backup on one and restore it on the other. See section 10.

Key Terms

Term	Meaning
Criteria	The roster columns used to group students, such as a test score, reading level, personality color or gender. The first criterion counts most.
Mixed	Every group gets a spread of the first criterion: one high, one medium high, one medium low and one low student where possible.
Similar	Students with similar values are grouped together, in bands from highest to lowest.
Random	A fair shuffle. Seating rules still apply.
A–Z	Alphabetical order by last or first name. Fills seat 1 or Group 1 first. Seating rules don't move anyone.
H / MH / ML / L	The four ability bands (high, medium high, medium low, low) from the first numeric criterion. Shown as blue, green, yellow and red dots.
Team seats	The Kagan-style seat tags at each table: 1A, 2B, 3A, 4B. 1A gets the highest-ranked student at the table; the lowest sits diagonally across.
Group set	A saved set of groups from the Groups page.
Chart	A saved seating chart: who sits where in a room layout.
Quick Chart	The quick three-step way to make a seating chart: names, layout, arrange.
My Classes	The home page, with a card for every class.

2. QUICK CHART

Quick Chart is the fast way to make a seating chart: paste your names, pick a layout that looks like your room, and place students. It skips criteria, groups and seating rules, so start here if you just need a chart. Quick Chart classes appear on My Classes with all your other classes.

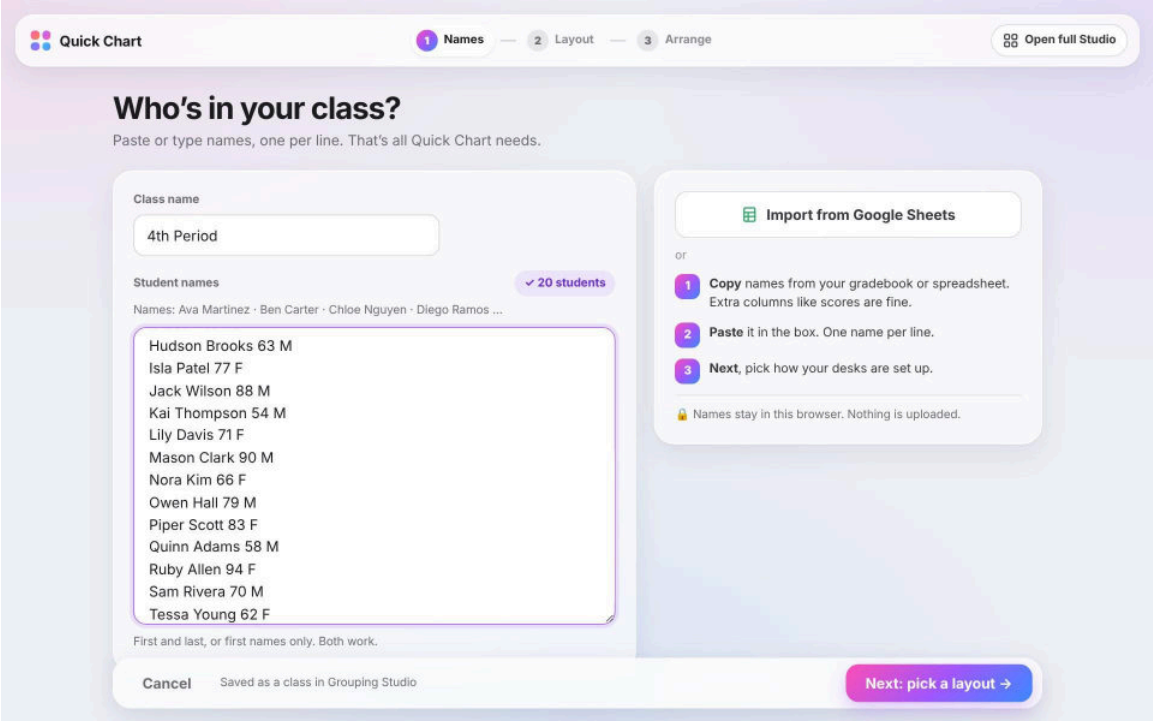
Open Quick Chart

- On your first visit, choose **"I just need a seating chart."** on the welcome card.

- Any time after that, click **Quick Chart** in the top bar.

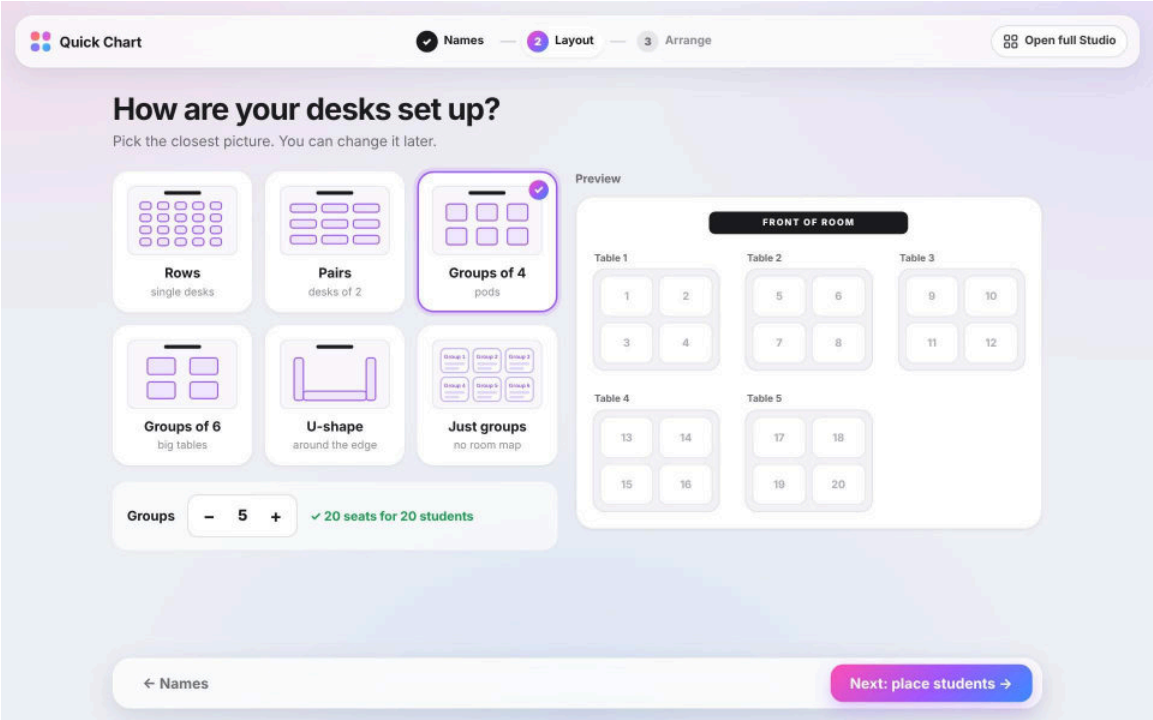
Step 1: Names

1. Type a **Class name**, such as 3rd Period.
2. Paste or type the **Student names**, one per line. First and last names, or first names only, both work.
3. Copying from a gradebook or spreadsheet? Paste whole rows. A header row and extra columns such as scores or gender are left out. You can also click **Import from Google Sheets**.
4. Check the student count and the first few names above the box, then click **Next: pick a layout →**.



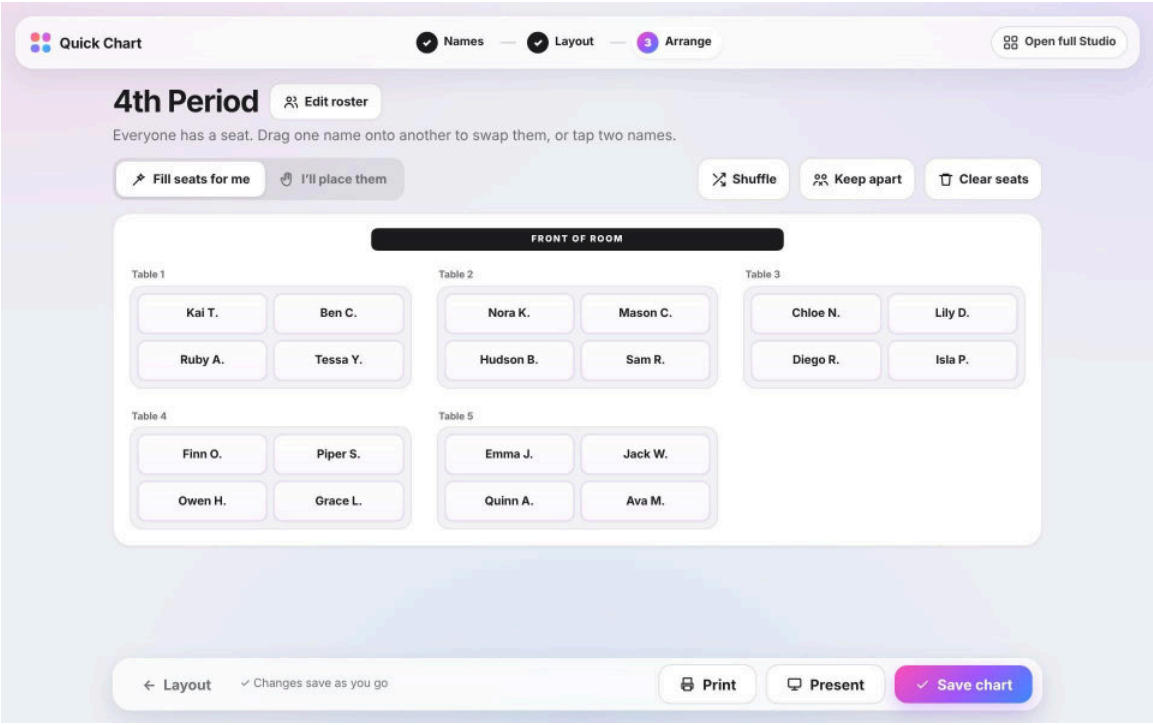
Step 2: Layout

1. If you already have a room, **Use a room you already set up** comes first. Pick the room from its dropdown. Rooms you built on the Room page keep their real layout.
2. Or pick a new layout: **Rows**, **Pairs**, **Groups of 4**, **Groups of 6**, **U-shape** or **Just groups** (no room map).
3. Use **−** and **+** to set how many desks, tables or groups. For Just groups, also set how many students go in each group. The **Preview** updates as you go.
4. Click **Next: place students →**.



Step 3: Arrange

- **Fill seats for me** seats everyone at once, filling whole tables so any empty seats end up together. **I'll place them** lets you drag names onto seats, or tap a name and then a seat.
- To swap two students, drag one name onto the other, or tap both names.
- **Shuffle** makes a new arrangement. **Clear seats** empties the room.
- **Keep apart**: choose two students who shouldn't sit at the same table. Fill and Shuffle follow it.
- **Edit roster** adds, removes or fixes names. Students already seated keep their seats.
- **Print** and **Present** are in the bottom bar. Changes save as you go. Click **Save chart** when you're done to see all your classes.



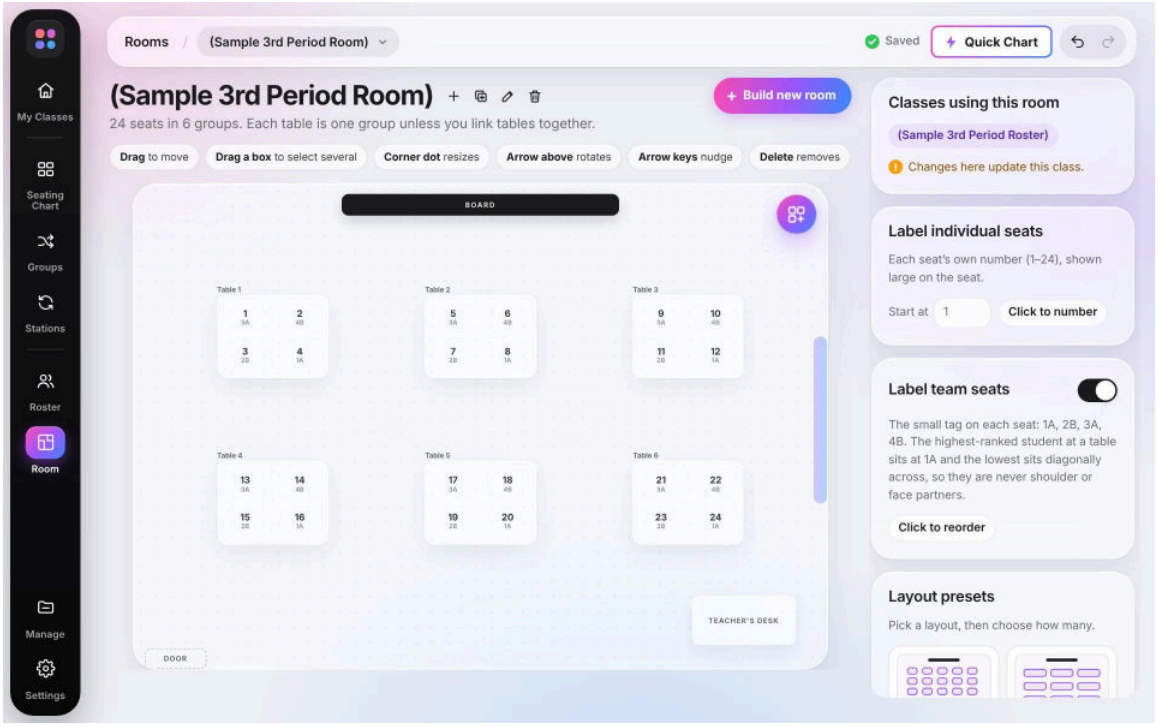
When You Need More

Click **Open full Studio** (top right) to use criteria, groups, seating rules and stations with the same class. A Quick Chart class that you change in the full Studio opens there from My Classes from then on. To go back, open the class and click **Quick Chart** in the top bar. Nothing is lost either way.

3. ROOM LAYOUTS

A room layout is a map of your classroom: the tables and desks students sit at, plus landmarks such as the board and door. Build it once; every class that meets in the room can share it. Each table is one group unless you link tables together.

There are two ways to build a room: add pieces one at a time with the round furniture button on the room grid, or use **Layout presets** to build a whole room at once, then adjust it.



Create, Choose or Rename a Layout

1. Click **Room** in the sidebar.
2. Use the controls at the top of the page:
    - **Rooms** dropdown (top bar): pick the layout to work on.
    - **Rename** (pencil, next to the room's name): type a new name and press **Enter**.
    - **New room** (+) or **+ Build new room**: start an empty room and type its name.
    - **Duplicate**: copy the current layout, for example to try a new arrangement.
    - **Delete** (trash): remove the layout (click twice to confirm).
3. To use this layout for the class shown at the top, click **Use for [class name]** in the **Classes using this room** panel.

> *Changes to a layout apply to every class that uses it. The panel lists which classes those are. To change one class only, **Duplicate** the layout first.*

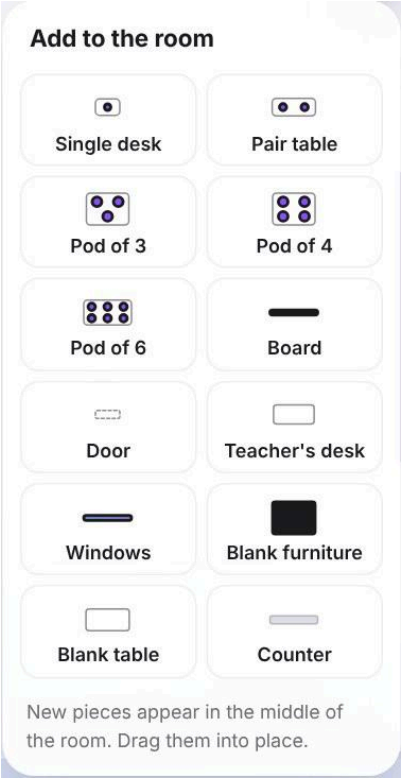
Layout Presets

The **Layout presets** panel builds a full room. Click a layout, choose how many, then click **Replace layout**:

- **Rows**: single desks in rows. Choose how many desks.
- **Pairs**: tables of 2. Choose how many tables.
- **Groups of 4** and **Groups of 6**: pods. Choose how many groups.
- **U-shape**: single desks around the edge. Choose how many desks.
- **Just groups**: tables of any size. Choose how many groups and how many seats in each.

A preset replaces everything in the current layout, so click **+ Build new room** first if you want to keep this one. When you make the first chart for a new class, the tool can also build a layout sized to your class (see section 6).

Add Furniture



1. Click the round furniture button in the top right corner of the room. The **Add to the room** list opens.
2. Click a piece. It appears in the nearest open space, near the middle of the room.
3. Drag it into place.

Piece	Seats	Notes
Single desk	1	One student. Link several desks to make a group.
Pair table	2	Partners.
Pod of 3, 4 or 6	3, 4 or 6	Small-group tables.
Board		Marks the front of the room. Seats closest to it count as "near the front."
Door		Seats closest to it count as "near the door."
Teacher's desk, Windows, Counter		Landmarks that help you and students get oriented.
Blank table, Blank furniture		Any other object. Blank furniture is solid black, like the board.

Move, Rotate and Resize Pieces

- **Move**: drag a piece. It lines up on a light grid and snaps flush against the walls.
- **Nudge**: select a piece and press the arrow keys.
- **Rotate**: drag the round arrow above a selected piece. It snaps every 15°; hold **Shift** for any angle. Or click **Rotate 90°**.
- **Resize**: drag the dot in the selected piece's corner.
- **Exact size and angle**: click the pencil in the **Editing** panel and type the length, depth and angle.
- **Copy**: click **Duplicate**.
- **Remove**: click **Remove** twice, or press **Delete**.

Table numbers stay with each table when you move it. **Undo** (top right) reverses any change.

Zoom the Room

- **Touch screens**: pinch with two fingers on the room to zoom in, up to 400%. Only the room zooms, not the whole page. Drag with two fingers, or with one finger on empty floor, to move around.
- **Trackpad or mouse**: pinch on a trackpad, or hold **Ctrl** (**Cmd** on a Mac) and scroll, with the pointer over the room.
- **Fit room**: while zoomed in, a bar above the room shows the zoom level. Click **Fit room** to see the whole room again.

Phones open the room fitted so you see every table. Zoom in to read names or to move pieces precisely. Zooming works the same way on the Seating Chart page.

On a touch screen, a one-finger drag on empty floor moves around the room instead of drawing a selection box. Use a mouse or trackpad to drag a box around several pieces.

Drag and Select to Move Several Pieces

1. With a mouse or trackpad, drag a box across empty floor to select every piece it touches, or **Shift**-click pieces one at a time.
2. Drag any selected piece to move them all together.
3. Use **Rotate 90° together** or **Remove all** in the panel, or click **Clear selection**.

Link Tables into One Group

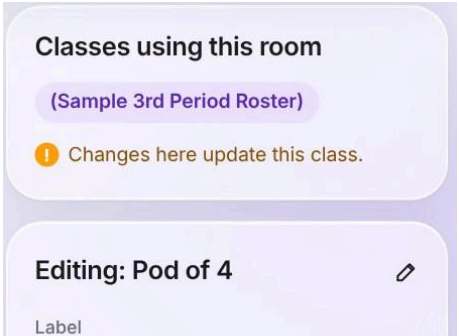
Linked tables seat one group, such as a pod of 4 pushed against a pair table to seat 6.

1. Select two or more tables (drag a box or **Shift**-click).
2. Click **Link as one table**. The tables now share one table number and a purple outline.
3. To undo, select a linked table and click **Unlink this table**.

Clicking any table in a linked group selects the whole group. Hold **Alt** (**Option** on a Mac) and click to select just one table. With a linked group selected, type a **Name** for it in the **Editing** panel.

Labels and Shapes

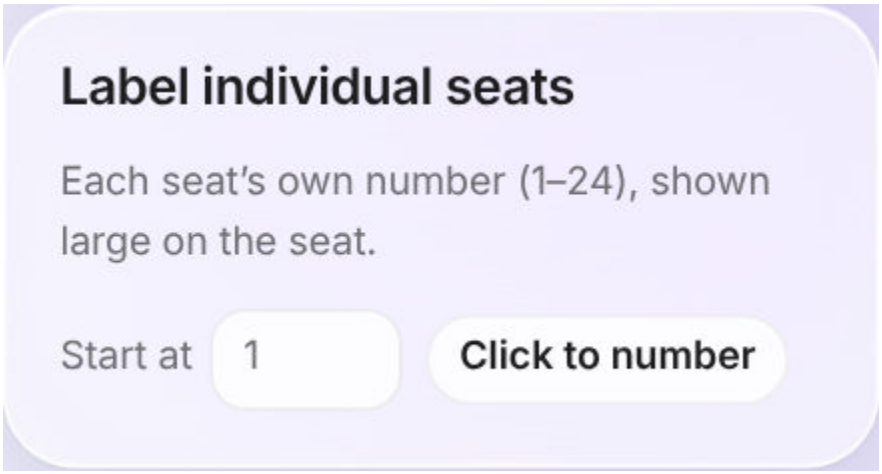
Click any piece to open the **Editing** panel.



- **Label**: type a name such as "Science lab bench." Leave it blank to keep the automatic "Table 3."

- **Shape**: choose **Rectangle**, **Square**, **Circle** or **Triangle**.
    - **Square** keeps the sides equal while you resize.
    - On circle and triangle tables, seat cards shrink and move inward so the shape stays visible. Make these tables a little larger so names fit.

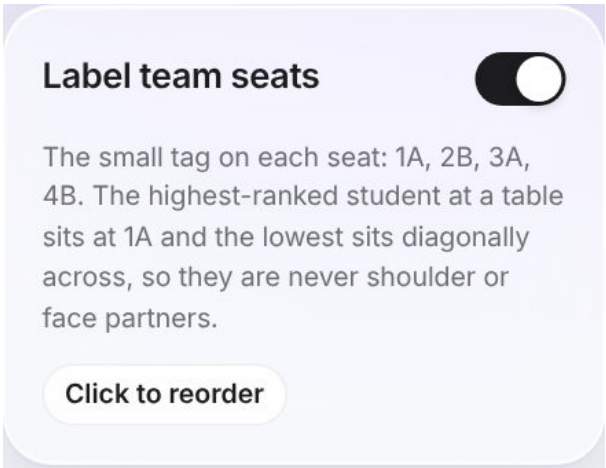
Number Individual Seats



Every seat has its own number (1, 2, 3 and so on), counted table by table from the front left. Students can use it to find their seat.

1. In **Label individual seats**, set **Start at** (usually 1).
2. Click **Click to number**.
3. Click each seat in the order you want.
4. After you finish one table, choose:
    - **All [N] tables like it**: the same pattern is copied to every matching table, continuing the count.
    - **Just [table]**: keep numbering by hand.
5. Click **Done**. Use **Undo last** to step back or **Cancel** to stop.
6. To return to the automatic numbers, click **Reset**.

Team Seats (1A, 2B, 3A, 4B)



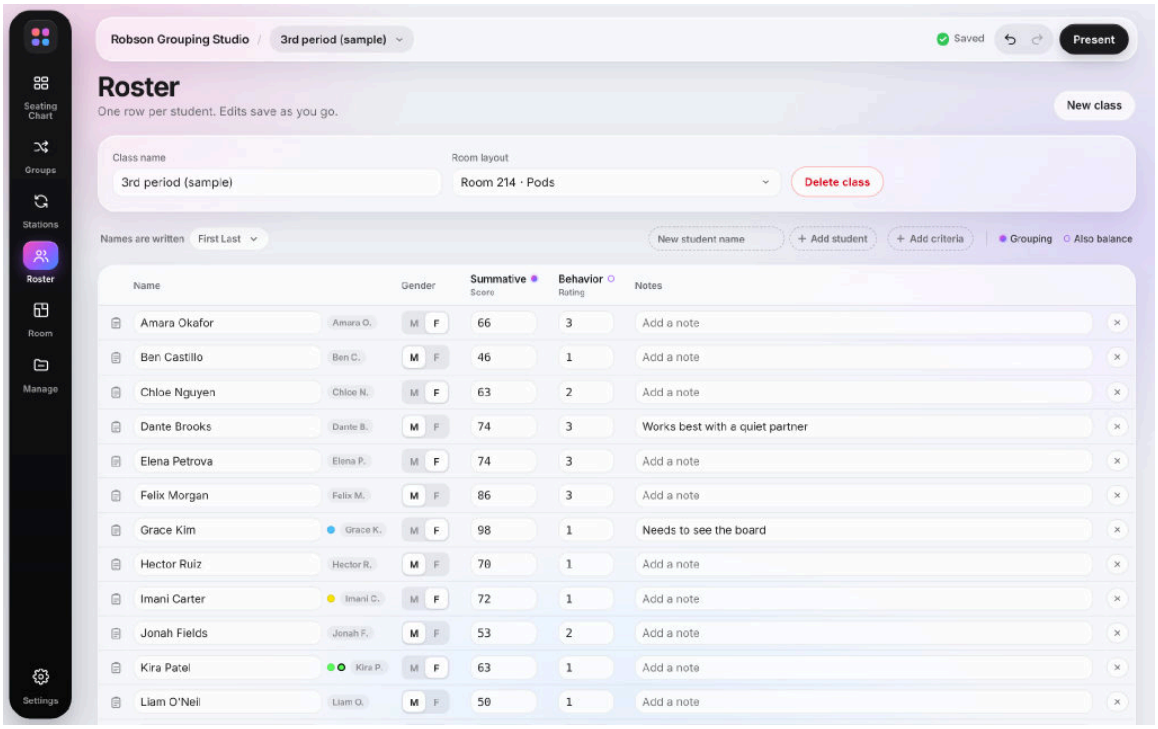
Team seats are the small tags used for Kagan-style partner work. When the tool seats a group, it places students by rank: **1A** gets the highest-ranked student at the table, **2B** the next, **3A** the lowest and **4B** the second lowest. The highest and lowest students sit diagonally apart, so they are never shoulder or face partners. Tables of 3 use 1A, 2B and 3C.

- Turn the tags on or off with the **Label team seats** switch.
- To change the order, click **Click to reorder**, then click a table's seats in order: 1A, 2B, 3A, 4B. Then choose **All [N] tables like it** or **Just [table]**.
- To change one table, select it and click **Reorder this table** in the **Editing** panel.
- **Reset all** returns every table to the standard order.

4. ROSTERS

The roster is your class list plus the data the tool groups by: scores, levels, ratings and categories, called **criteria**. Each class has its own roster, criteria, supports and seating rules. Edits save as you type.

There are three ways to add students: **copy and paste** rows from a spreadsheet with the header row, **Import from Google Sheets**, or **type in** the names.



Create a Class

1. Click **Roster** in the sidebar.
2. Click **New class** (top right).
3. Type the **Class name**.
4. Choose the **Room layout** the class meets in.

Switch between classes with the class dropdown in the top bar, or from **My Classes**. **Delete class** removes the class and all its charts (click twice to confirm).

Import a Google Sheet from Your Drive

If your class list lives in Google Sheets, you can bring it in without copying anything.

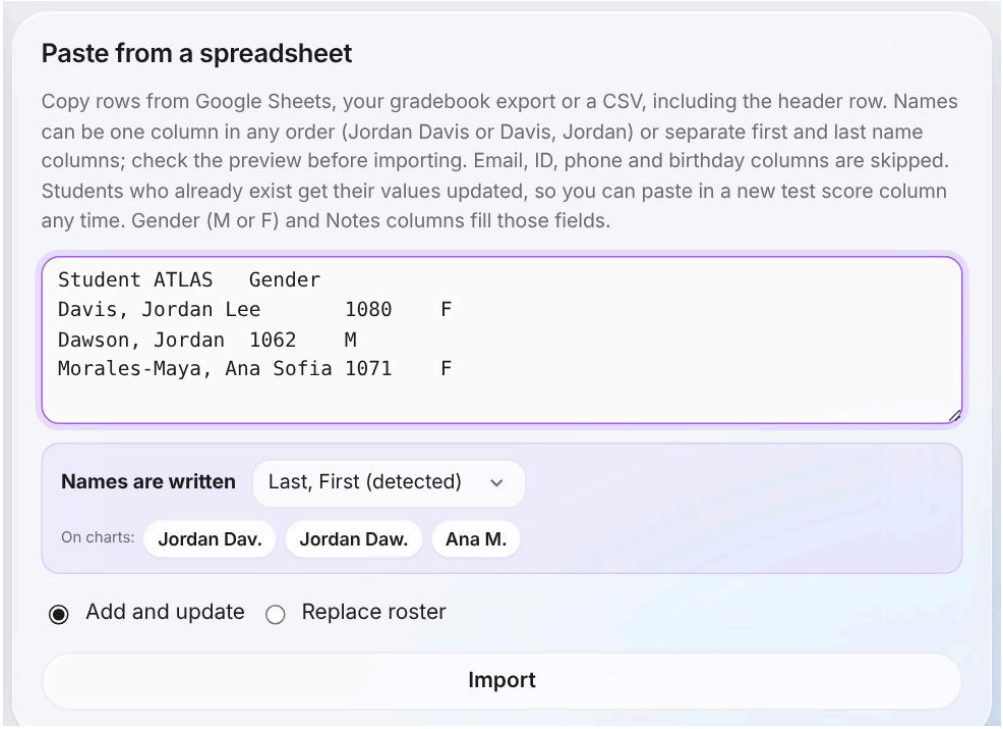
1. On the Roster page, click **Import from Google Sheets** above the paste box.
2. Sign in with your Google account. The first time, Google asks you to allow RobsonEDU Grouping Studio to open the files you choose.
3. Pick your roster sheet from your Drive.
4. The sheet's rows appear in the paste box with the purple preview, exactly as if you had pasted them. If the file has more than one tab, use the tab menu next to the file name to switch tabs.
5. Check the preview, choose **Add and update** or **Replace roster**, and click **Import**. The steps and column rules in the next section apply the same way.

Good to know:

- **Only the file you pick.** The tool can open only the sheet you choose in the picker. It cannot see the rest of your Drive.
- **Nothing leaves your browser.** The sheet goes straight from Google to your browser. RobsonEDU does not receive or store it.
- **Make sure it's a Google Sheet.** The picker shows Google Sheets files only. An Excel file stored in Drive needs to be opened and saved as a Google Sheet first, or copied and pasted instead.
- **Works on the website.** Import from Google Sheets works at robsonedu.com. It does not work in a copy of the tool saved to your computer.
- **"Access blocked" from Google?** Your school district may limit which apps can use Google accounts. Ask your district's technology department to trust RobsonEDU Grouping Studio in the Google Admin console. Until then, copying and pasting from Google Sheets still works.

Paste a Class List from a Spreadsheet

Pasting works with Google Sheets, Excel, a gradebook export or a CSV file, and needs no sign-in.



1. In your spreadsheet, select the rows to bring in, **including the header row**, and copy.
2. In **Paste from a spreadsheet**, click the box and paste.
3. Check the purple preview:
    - **Names are written** shows the name format the tool detected: *First Last*, *Last, First* or *Last First (no comma)*. Change it if it is wrong.
    - **On charts** shows how the first few names will appear on seating charts.
4. Choose what happens to students already in the class:
    - **Add and update**: adds new students and updates existing ones. Use this to bring in a new test score column later.
    - **Replace roster**: removes the current students and rules first.
5. Click **Import**.

How columns are handled:

- **Names**: one name column in any order, or separate First and Last name columns.
- **Gender**: a column named Gender or Sex with M/F (or Male/Female) fills the gender buttons.
- **Notes**: a column named Notes or Comments fills each student's note.
- **Supports**: columns named IEP, 504, Medical, EL or Interpreter with Yes/X/Y mark those supports.
- **Skipped**: email, ID, phone, address, birthday and parent columns are left out on purpose.
- **Everything else** becomes a criterion column. The tool guesses its type; you can change it.
- **Copied from a document or email?** Rows with spaces between the columns instead of tabs work too, as long as the header row comes first, for example First Last Score Gender.

Add or Edit Students by Hand

- **Add a student**: click the **New student name** box above the table, type the name and press **Enter** (or click **Add student**).
- **Edit a name or value**: click the cell and type.
- **Gender**: click **M** or **F**. Click again to clear.
- **Notes**: type in the Notes column. Notes show when you point at a student on the Seating Chart and never appear when presenting.
- **Remove a student**: click the × at the end of the row twice.
- **Hide a student**: click the clipboard icon at the start of the row, then **Hide from charts**. Hidden rows are faded and show a **Hidden · Show** button. Click it to put the student back on charts and groups. See section 6.

How Names Appear on Charts

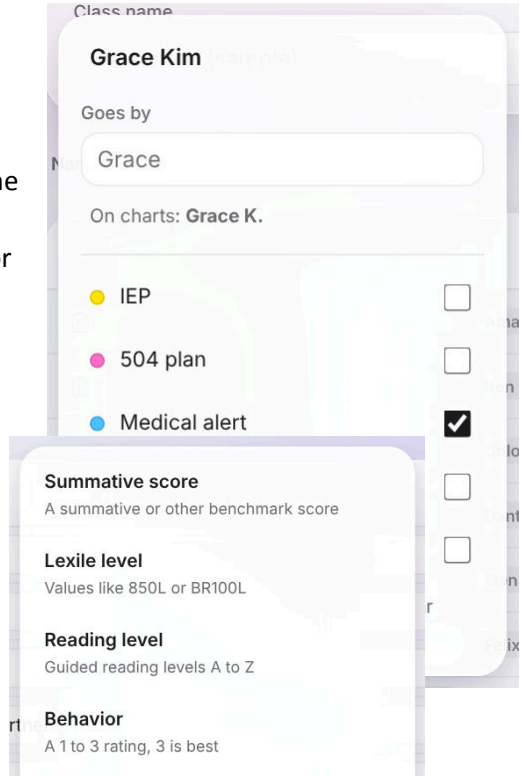
The small gray tag after each name shows exactly how it will appear on charts, for example **Jordan D.**

- Names with a comma (*Davis, Jordan Lee*) are always read as last name first.
- **Names are written** (left of the add buttons) switches the whole class between *First Last* and *Last First* for names without a comma.
- When two names would look the same, extra letters are added: *Jordan Dav.* and *Jordan Daw.*
- To change the style for all classes (first name and last initial, first name only, or full name), see section 10.

Preferred Names and Student Supports

Click the clipboard icon at the start of a student's row.

- **Goes by**: a preferred first name, such as *Alex* for *Alexander*. It replaces the first name everywhere, including Present.
- **Supports**: IEP, 504 plan, Medical alert, English learner (EL), Interpreter for parent contact. Each shows as a colored dot next to the name on your screen only. Supports never appear when presenting.



Criteria: The Data You Group By

Add a Criterion

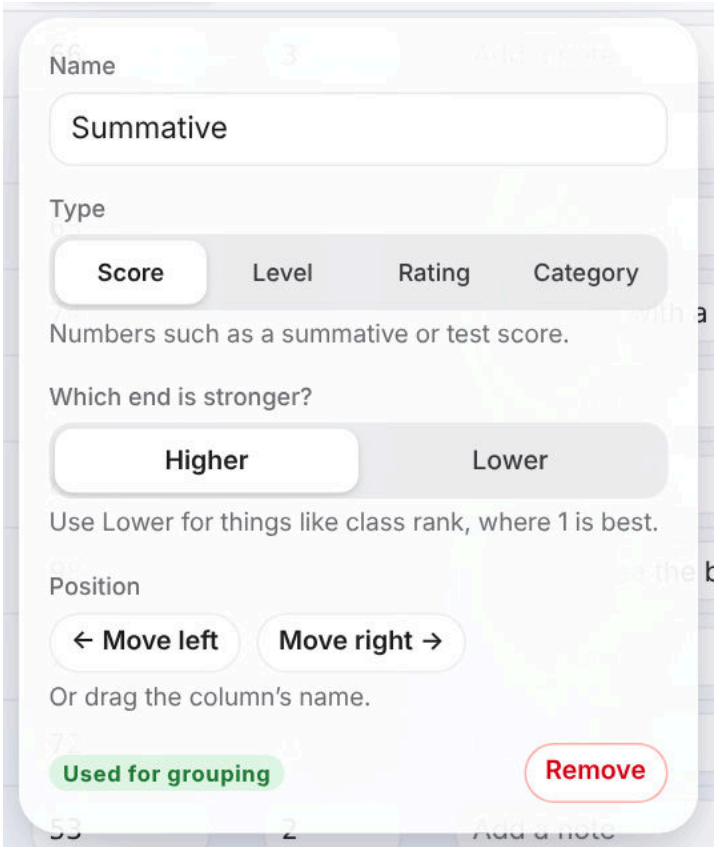
1. Click **Add criteria** above the table.
2. Pick a ready-made type (Summative score, Lexile level, Reading level, Behavior, Personality, Personality color) or **Custom**.
3. Type each student's value in the new column. Personality color uses a dropdown.

Edit a Criterion

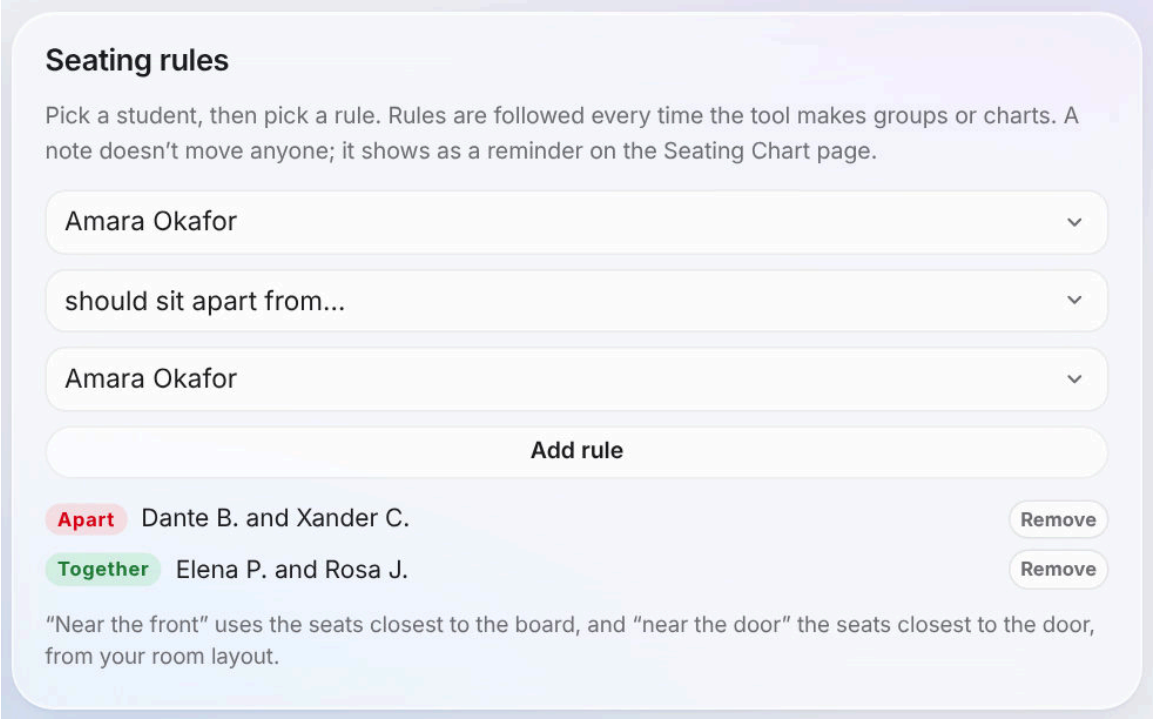
Click the column's name to open its menu:

- **Name**: rename the column.
- **Type**:
  - **Score**: numbers, such as test scores.
  - **Level**: Lexile measures (850L, BR100L) or reading levels A–Z.
  - **Rating**: a small scale, such as 1–3.
  - **Category**: labels, such as Leader, Thinker or Connector.
- **Which end is stronger?**: choose **Lower** for data like class rank, where 1 is best.
- **Position**: move the column left or right, or drag its name.
- **Group by this** / **Remove** (click twice).

The purple dot marks the criterion used for **Grouping**; the hollow dot marks one that is **Also balanced**.



Seating Rules

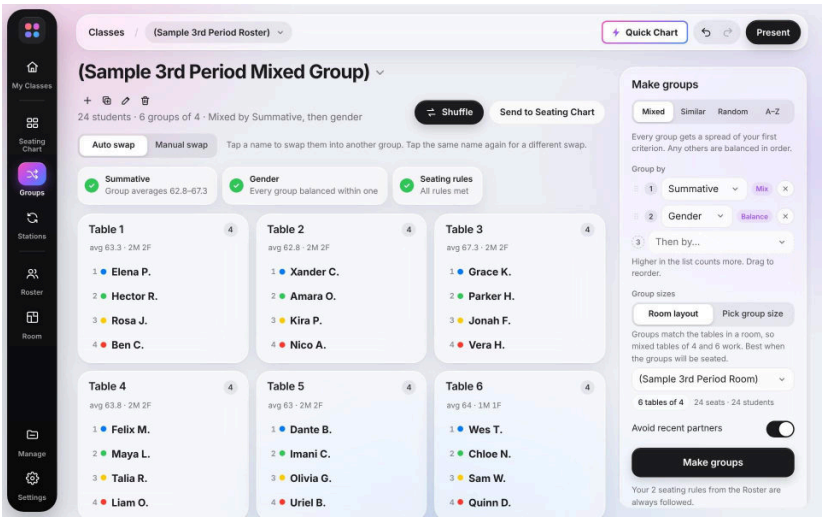


Rules are followed every time the tool makes groups or charts.

1. Pick a student.
2. Pick a rule:
    - **should sit apart from…** a second student.
    - **should sit with…** a second student.
    - **should sit near the front**: one of the seats closest to the board.
    - **should sit near the door**: one of the seats closest to the door.
    - **custom note (reminder only)**: type a reminder. It moves no one; it shows as a note on the Seating Chart page. Choose **Whole class** for a class-wide reminder.
3. Click **Add rule**.

Remove a rule with its **Remove** button. If a hand-made change breaks a rule, the Seating Chart shows a warning.

5. GROUPS



The Groups page makes groups without assigning seats. Use it to review and fine-tune groups, save sets for activities, present them, or send them to a seating chart. This step is optional: if you only need a seating chart, you can go straight from the Roster to the Seating Chart page (section 6).

Choose How to Group

In the **Make groups** panel on the right:

1. Pick the grouping type:
    - **Mixed**: every group gets a spread of your first criterion. Groups of 4 get one high, one medium high, one medium low and one low student. Pairs are matched high with medium low, and medium high with low.
    - **Similar**: students are ranked by the first criterion and grouped in bands: highs together, lows together.
    - **Random**: a fair shuffle. Seating rules still apply.
    - **A–Z**: alphabetical order by last or first name (choose in **Sort by**). Group 1 gets the start of the list. Seating rules don't move anyone, but broken rules still show as warnings. Useful for testing days, the first week of school or RTI.
2. Set **Group by** (Mixed and Similar only):
    - The first criterion decides the mix (**Mix**) or the bands (**Match**).
    - Each criterion below it is **Balanced** across groups, in order. Higher in the list counts more.
    - Add one with **Then by…**, reorder by dragging, remove with ×.
    - Gender is available when genders are filled in.
3. Set **Group sizes**:
    - **Room layout**: groups match the tables in a room, so a mix of tables of 4 and 6 works. Pick the room; the panel shows the table sizes and seat count. Best when the groups will be seated.
    - **Pick group size**: every group is the same size (for example, **Groups of 3**), whatever the room. Good for partner work and activities.
4. Leave **Avoid recent partners** on to steer students away from partners they had in recent charts of the same type.
5. Click **Make groups**.

Your seating rules from the Roster are followed for Mixed, Similar and Random. If no data columns exist yet, only **Random** and **A–Z** are available.

Read the Results

- **Check cards** at the top confirm how well the groups meet your criteria, for example *Summative: group averages 61.5–67.5*, *Gender: every group balanced within one*, *Seating rules: all rules met*. A warning icon means a goal was not fully met.
- Each **group card** shows the table name, number of students, the group's average and gender count, and each student with a colored ability dot (blue H, green MH, yellow ML, red L).
- **Shuffle** (top) makes a new set with the same settings.

Swap Students Between Groups

- **Auto swap**: tap a name and the tool swaps that student with the best match in another group, keeping the balance. Tap the same name again for a different swap.
- **Manual swap**: tap one name, then tap a name in another group to trade them.

Save and Manage Group Sets

Unsaved groups are a draft. Save the ones you want to keep.

- **Save group set** (pink button): saves the current groups. Name it in the box that appears.
- **Unsaved changes ▾**: appears after you change a saved set. Choose **Update "[name]"**, **Save as new set** or **Revert to saved**.
- **Title dropdown**: opens any saved set. **Manage saved groups…** opens the Manage page.
- **Icons next to the title**: **New groups** (+), **Duplicate**, **Edit name** (pencil) and **Delete** (trash, click twice).

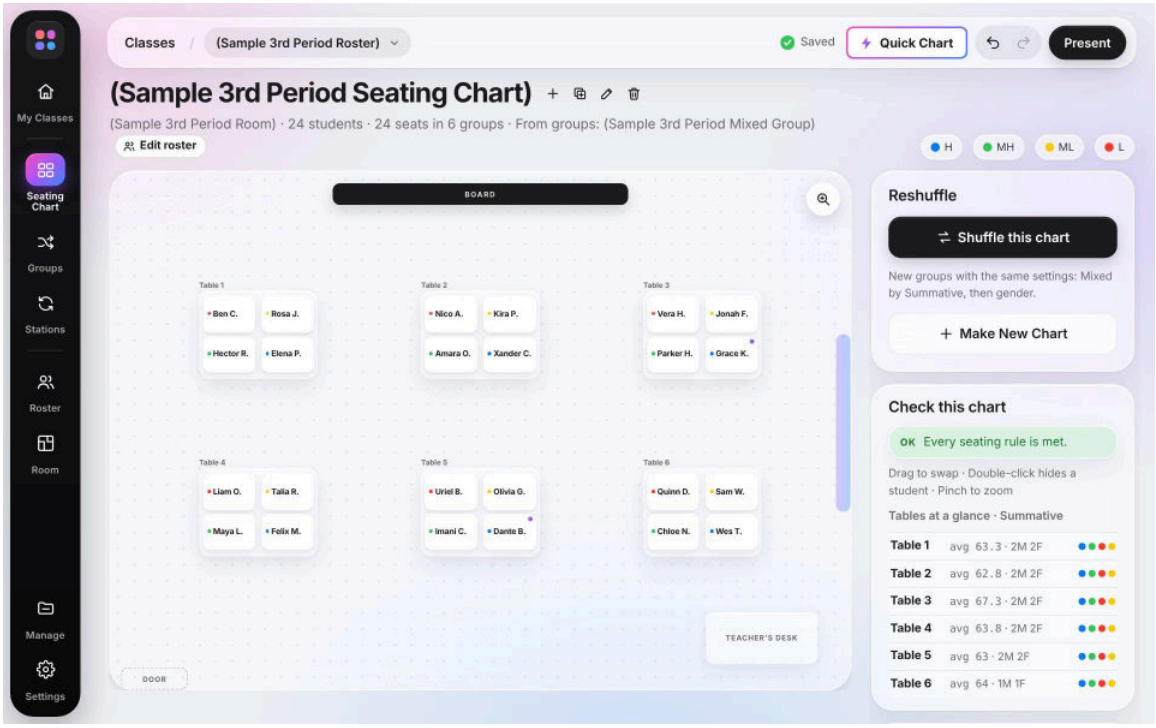
Use Your Groups

- **Send to Seating Chart**: creates a new seating chart that seats these exact groups, including any swaps you made. Each group is placed at a table that fits it.

- **Present** (top right): shows the groups full screen for the class. See section 7.
- **Stations**: uses groups for timed rotations. See section 8.

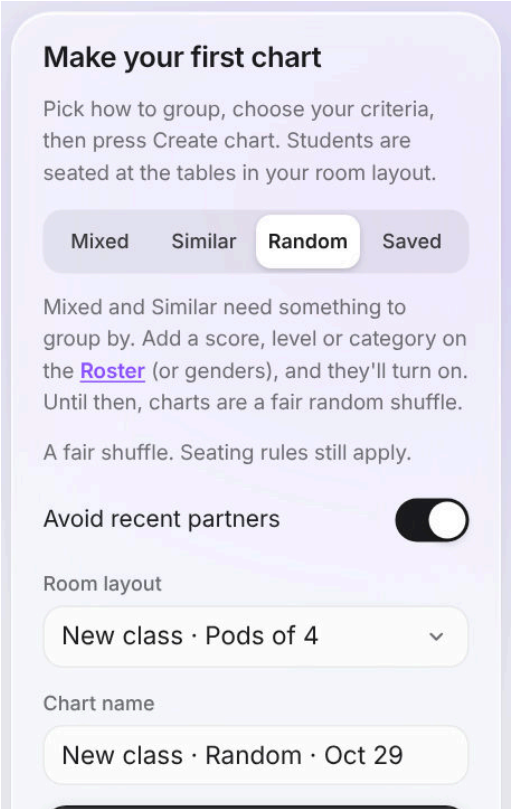
6. SEATING CHARTS

A seating chart places every student in a seat in your room layout. Make one directly from the roster, with no Groups step needed, or from a saved group set. Charts save automatically and can be reshuffled, duplicated, presented and printed.



Make Your First Chart for a Class

1. Click **Seating Chart** in the sidebar.
2. If the class's room has never been set up, **Set up your room first?** appears. Choose:
    - **Pods of 4**, **Pods of 6**, **Pair tables** or **Individual desks**: a layout sized to your class is built and assigned to it. Each option shows how many tables and seats it makes.
    - **Build my own on the Room page**: opens the room editor (see section 3).
    - **Keep "[room name]"**: use the current layout.
3. In **Make your first chart** (right):
    - Choose **Mixed**, **Similar**, **Random** or **A–Z**. With no data columns yet, only Random and A–Z are available; add data on the Roster to turn on the others.



- Check **Group by**. The first data column (and gender, if filled in) is chosen for you.
- Leave **Avoid recent partners** on.
- Confirm the **Room layout** and **Chart name**. The name defaults to *class · type · date*.
- Click **Create chart**.

After the first chart, the right panel shows **Reshuffle** and **Make New Chart**.

Find Your Way Around a Chart

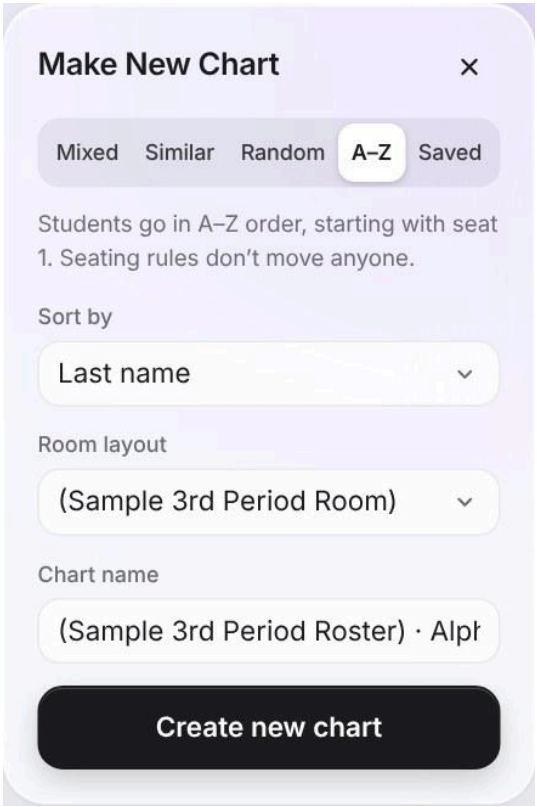
- **Title dropdown**: switch between saved charts for this class.
- **Icons next to the title**:
  - **New chart** (+): choose how to start. Options include the same settings as the last chart, **Build groups** (opens the Groups editor), **Use saved groups**, **Copy a chart**, **Random** or **Empty** (arrange by hand).
  - **Duplicate**: copy this chart.
  - **Edit details** (pencil): rename the chart and choose whether it **Counts for repeat partners**.
  - **Delete** (trash): click twice.
- **Subtitle**: room, number of students and seats, and how the chart was made, for example *Mixed by Summative, then Behavior*.
- **Edit roster** (next to the subtitle): opens this class's roster.
- **H / MH / ML / L** (top right): the color key for the ability dots.
- **Repeat partners notice** (orange): appears when pairs at the same table were together in recent charts of the same type. Click **Show** to see who.

Reshuffle or Make a New Chart

Shuffle this chart makes new groups with the same settings as the open chart.

- The first time on a saved chart, you are asked to choose **Save as new chart** (keeps the original) or **Shuffle this chart anyway** (replaces its seats).

Make New Chart builds a fresh chart without touching the open one.



1. Click **Make New Chart**.
2. Choose **Mixed**, **Similar**, **Random**, **A–Z** or **Saved** (seat a saved group set exactly as it is, including hand swaps). For A–Z, pick **Sort by** last or first name; students fill the seats in order from seat 1.
3. Set **Group by** and **Avoid recent partners** (not used for A–Z or Saved).
4. Choose the **Room layout** and type a **Chart name**.
5. Click **Create new chart**.

Within each table, students are placed by rank in the team seats: highest at 1A, lowest diagonally across at 3A (see section 3).

Move Students by Hand

- **Drag** a student onto another seat to swap them, or onto an empty seat to move them.
- **Touch screens**: tap one student, then tap where they should go.

- Students without a seat appear in the red **Not seated** tray below the room. Drag them to a seat.
- Changes save automatically. **Undo** reverses them.

Hide a Student from Charts

Use this when a student has dropped or moved but is still on the roster, or is out for a while. A hidden student stays on the roster but is left out of seating charts, groups and stations until you show them again.

1. Double-click the student's seat, or double-tap it on a touch screen. You can also click or tap the student once, then click **Hide from chart** in the black bar at the bottom of the screen.
2. The student leaves their seat, and the seat is left empty. Fill it by dragging someone into it, or use **Reshuffle** or **Make New Chart**.
3. The student now appears in **Hidden from charts**, below the room.

Changed your mind? Click **Undo** at the top right.

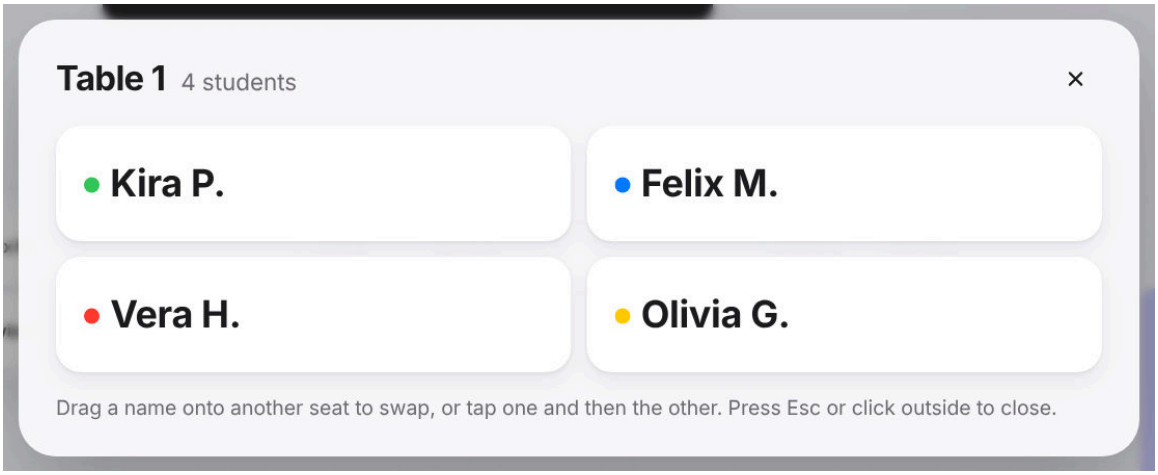
Manage Hidden Students

Click a name under **Hidden from charts** to choose what happens next:

- **Show on chart**: brings the student back. They appear in the red **Not seated** tray; drag them to a seat.
- **Move**: pick another class from the menu, then click **Move**. The student's data comes along for every column with the same name in the new class. A message lists any columns that don't exist there.
- **Delete from class**: removes the student and their seating rules. Click twice to confirm. Use **Undo** right away if you change your mind.
- **Leave them hidden**: do nothing. They stay on the roster, out of every chart and group, until you decide.

Read and Adjust the View

- **Zoom** (round magnifier button, top right of the room): click it to show **−**, **100%** and **+**. They make seat cards and names larger on your screen, stopping before tables overlap. Click the percentage to return to 100%.
- **Zoom the room**: pinch the room on a touch screen, or pinch on a trackpad, to zoom in. Click **Fit room** to see the whole room again. See section 3.
- **Table close-up**: click a table's name to open it large, with full names and data. Swap seats inside it by dragging or tapping. Close with ×, **Esc** or a click outside.



- **Notes**: a purple dot on a seat means the student has a note. Point at the seat to read it.
- **Show details** (right, click to open) chooses what appears on your screen:
    - **Quartile colors**: the H/MH/ML/L dots.
    - **Each criterion** and **Gender**: values under each name.
    - **Individual seats**: seat numbers.

- **Team seats**: 1A, 2B, 3A, 4B tags.
- **Repeat partners**: highlights repeated pairs.
- Present mode never shows scores, colors or notes.

Check for Problems

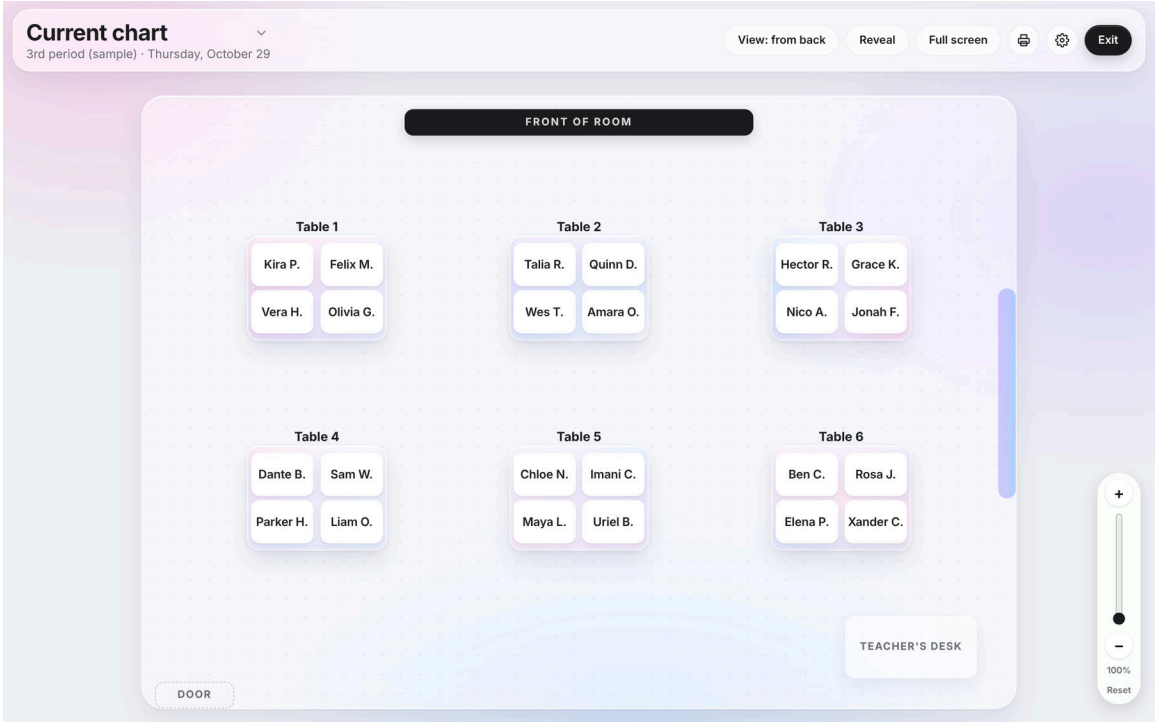
The **Check this chart** panel on the right (below the room on phones and tablets) flags anything to review:

- **Fix** (red): a broken rule, such as two students who should sit apart at the same table, or students without a seat.
- **Check** (yellow): something to look at, such as a student who should sit near the front or door, or a table with only one student.
- **Note** (purple): your custom reminders from the Roster.
- **OK** (green): every seating rule is met.

Under it, **Tables at a glance** lists each table's students, average and gender count.

7. PRESENT VIEW & PRINTING

Present View shows a chart or group set to the class with names only: no scores, colors, supports or notes. It is also where you print.



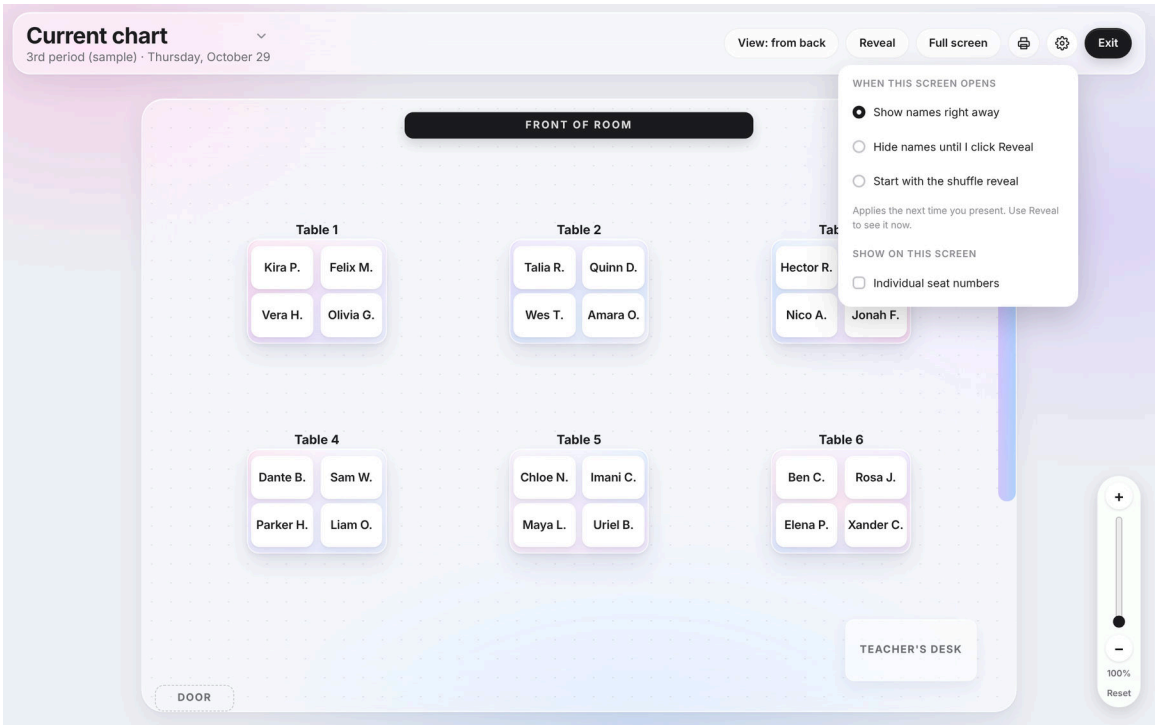
Start Presenting

1. Open the chart (Seating Chart) or group set (Groups) you want to show.
2. Click **Present** at the top right.
3. If **Present in a separate window** is on (Settings), a new window opens. Drag it to the projector or shared screen and click **Full screen**. Your own screen keeps the data; students see only names.
4. Click **Exit** to close Present View.

Controls

- **Title dropdown** (top left): switch to another saved chart or group set without leaving Present View.
- **View: from back / View: from front**: flips the room. *From back* shows the room as students see it from their seats, with the front at the top. *From front* shows it as you see it from the board.
- **Reveal**: plays the shuffle animation and shows the names. Use it when names are hidden at the start (see Presenting settings).
- **Full screen**: fills the screen (separate window only).
- **Print** (printer icon): prints or saves as PDF. See below.
- **Settings** (gear): presenting options. See below.
- **Zoom** (right edge): **+** and **−** make the seats and names larger in place, up to the point where tables would overlap. **Reset** returns to 100%.

Presenting Settings



Click the gear to choose:

- **When this screen opens**:
  - **Show names right away**.
  - **Hide names until I click Reveal**: build suspense, then click **Reveal**.
  - **Start with the shuffle reveal**: plays the animation as soon as the screen opens.
- **Show on this screen**: **Individual seat numbers** on each seat.

The opening choice applies the next time you present. The same options are in Settings (section 10).

Shuffle Groups While Presenting

When presenting a group set:

- **Shuffle** makes new groups on screen for a quick activity. Nothing is saved or changed.
- **Keep these groups** saves the shuffled groups as your current groups.

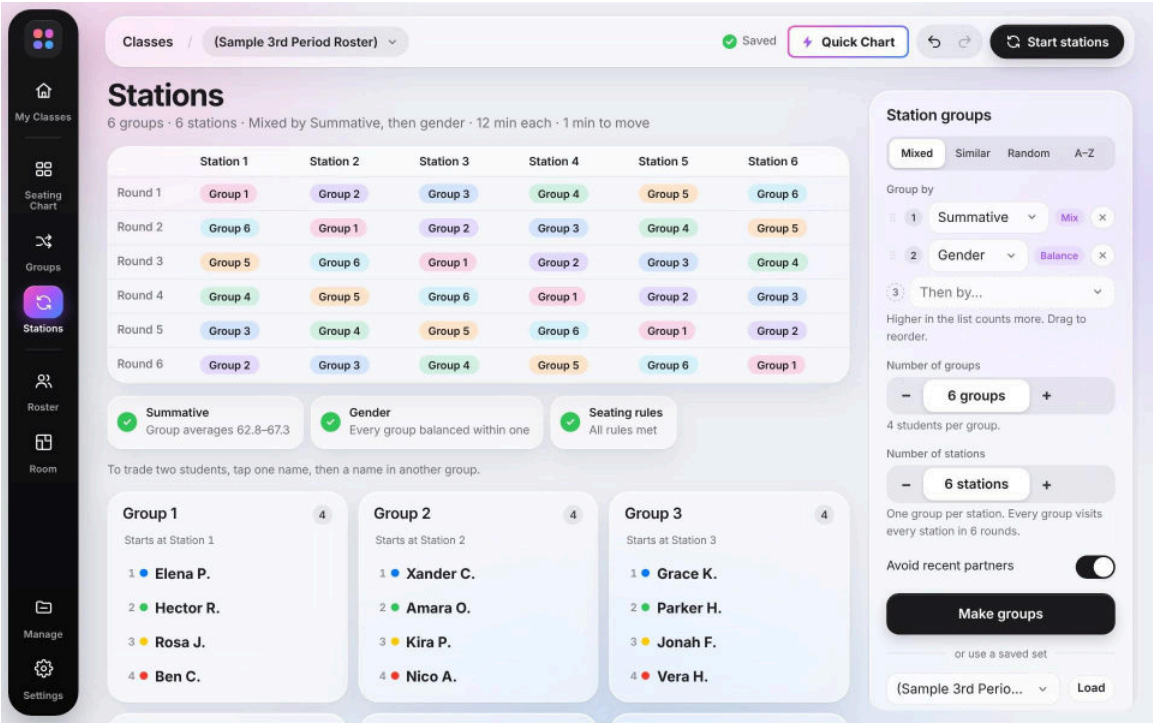
Print a Seating Chart

1. Open the chart and click **Present**.
2. Click the **Print** (printer) icon.
3. In your browser's print window:
    - Choose your printer, or **Save as PDF** to share or email.
    - Set **Layout** to **Landscape** for the best fit.
4. Click **Print** or **Save**.

The printout shows the room with names, plus a list of each group, which is handy for a substitute. Controls and buttons are left off the page.

8. STATIONS

Stations rotates groups through activities on a timer. Every group visits every station, one round at a time, and the screen shows each group where to go now and next.



Set Up the Rotation

In the right panel:

1. **Station groups**: choose **Mixed**, **Similar**, **Random** or **A–Z**, and the **Group by** criteria, the same way as on the Groups page (section 5).
2. **Number of groups**: use **−** and **+**. The panel shows how many students that puts in each group.
3. **Number of stations**: usually one per group. The panel confirms how many rounds it takes for every group to visit every station.
4. Leave **Avoid recent partners** on, then click **Make groups**.
5. **Timing**:
    - **Work time (min)**: minutes at each station.
    - **Transition**: time to move between stations (None to 3 minutes).

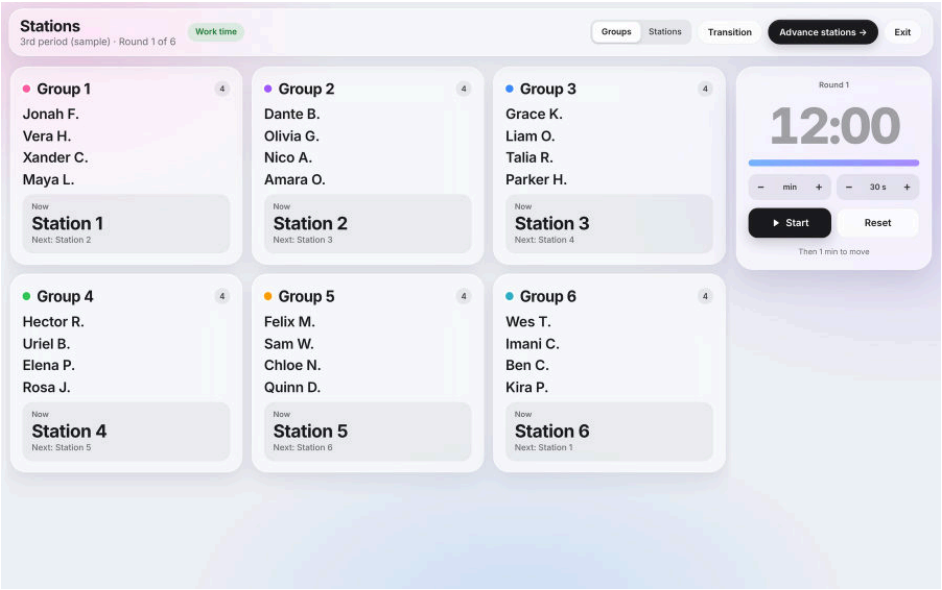
- **Start the transition when work time ends**: when on, the move timer starts by itself, and the next round starts on its own after it.

6. **Station names**: type a name for each station, such as Lab, Reading or Teacher table. The rotation grid updates as you type. Blank stations show as Station 1, Station 2 and so on.
    - Delete stations by hovering over its number and clicking, select undo if deleted by mistake.
    - Add a station by clicking the plus

Review the Plan

- The **rotation grid** shows which group is at each station in every round.
- **Check cards** confirm balance and seating rules, as on the Groups page.
- **Group cards** list each group's students and where it starts.
- To trade two students, tap one name, then a name in another group.

Run the Stations

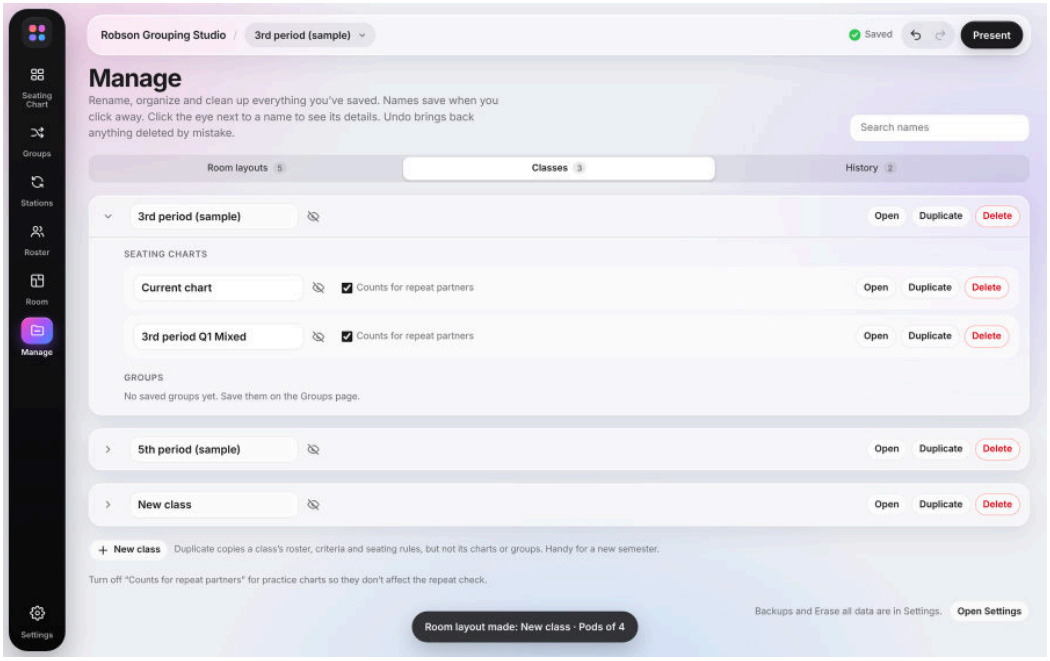


1. Click **Start stations** (circular arrows, top right). Stations opens in Present View, in a separate window if that setting is on.
2. Each group card shows its students, the station they are at **Now**, and where they go **Next**.
3. Use the timer at the bottom:
    - **Start** / **Pause** runs the work timer.
    - **− min +** and **− 30 s +** adjust the time.
    - **Reset** returns to the full work time.
4. When work time ends, the transition timer runs (if turned on), then the next round begins.
5. Click **Advance stations** → to move to the next round yourself at any time.
6. Click **Exit** when you are done.

Timer colors at a glance:

- **Gray**: paused or not started.
- **Black**: work time running.
- **Pink-to-blue gradient**: transition (moving between stations).
- **Blinking**: time is up.

9. MANAGE



Manage is the filing cabinet: one place to rename, organize and clean up your room layouts, classes, charts and group sets, and to look back at past charts.

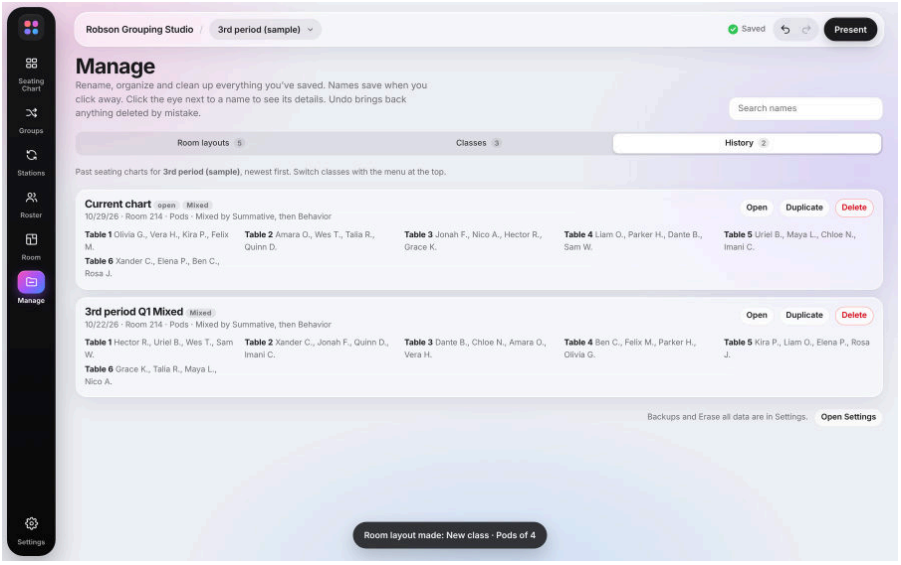
Tabs

- **Room layouts**: every layout, with the classes that use it.
- **Classes**: each class, with its **Seating charts** and **Groups** listed underneath. Click the arrow to expand or collapse a class.
- **History**: past charts for the class in the top bar, newest first, with each chart's groups listed.

What You Can Do

- **Search names**: type in the search box to filter the list.
- **Rename**: click a name and type. Names save when you click away.
- **See details**: click the eye icon on a row to show its room, size and how it was made.
- **Open**, **Duplicate** or **Delete** (click twice) any item.
- **Counts for repeat partners**: untick it for practice or one-off charts, so they are ignored when the tool avoids recent partners.
- **Duplicate a class**: copies the roster, criteria and seating rules, but not its charts or groups. Handy for a second section of the same course.

Review Past Charts (History)

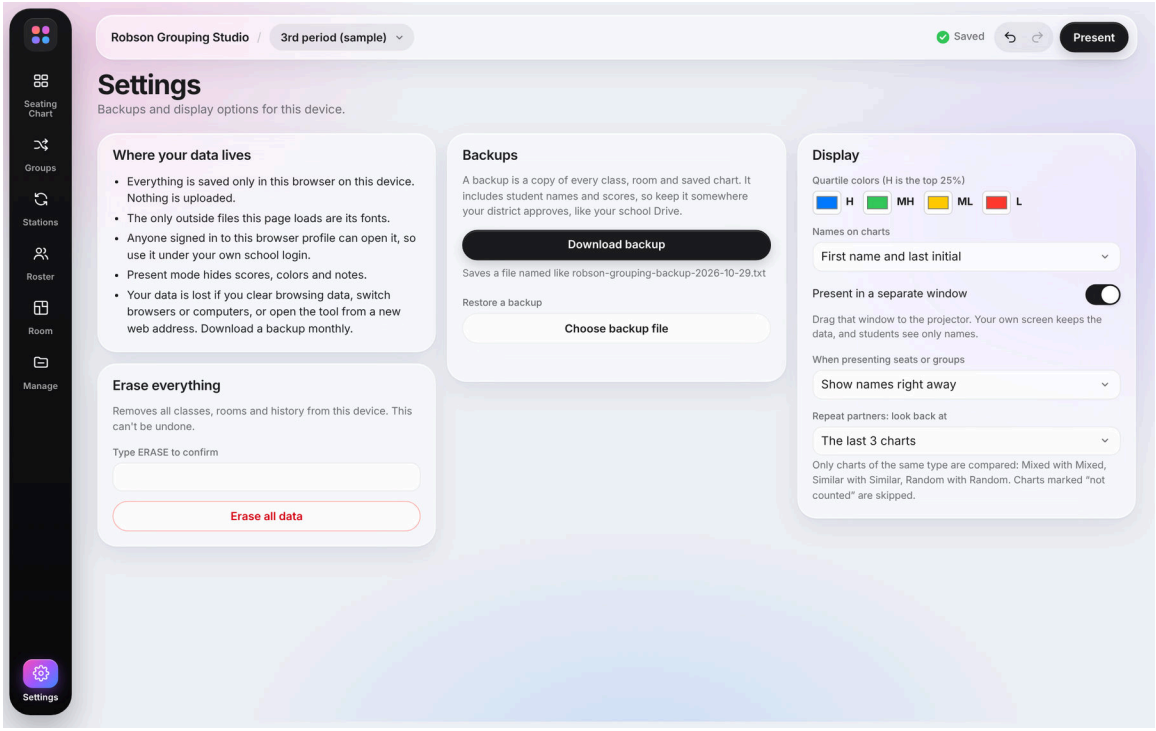


1. Choose the class in the top bar.
2. Click the **History** tab.
3. Each card shows the chart's name, date, room, how it was made and every table's students.
4. Click **Open** to bring that chart back on the Seating Chart page, or **Duplicate** to start a new chart from it.

Deleted something by mistake? Click **Undo** at the top right straight away.

10. SETTINGS, BACKUPS & TROUBLESHOOTING

Settings holds display options that apply to every class, plus backups. Click **Settings** (gear) at the bottom of the sidebar.



Display Options

- **Quartile colors**: the colors used for the H, MH, ML and L ability dots. H is the top 25%.
- **Names on charts**: **First name and last initial** (Jordan D.), **First name only** or **Full name**.
- **Present in a separate window**: when on, Present opens a second window you can drag to the projector, so students never see your data screen.
- **When presenting seats or groups**: **Show names right away**, **Hide names until I click Reveal** or **Start with the shuffle reveal**.
- **Repeat partners: look back at**: how many recent charts count when avoiding repeat partners (the last chart up to every saved chart). Only charts of the same type are compared: Mixed with Mixed, Similar with Similar, Random with Random.

Getting Started (Tour)

- **Take the tour** walks through Room, Roster, Groups, Seating Chart and Present using the sample class. If you deleted the sample class, the tour adds it back.
- **Add the sample class** appears only after the sample has been deleted. It adds the sample room, roster, Mixed group and seating chart, all named **(Sample 3rd Period …)**.

Back Up Your Data

A backup is a single file holding every class, room and chart. It includes student names and scores, so keep it somewhere your district approves, such as your school Drive.

1. Click **Download backup**. A file named like *robsonedu-grouping-backup-2026-10-29.txt* is saved.
2. Repeat about once a month, and before switching computers or browsers.

If you have not backed up in 30 days, a yellow reminder appears at the top of the screen. **Download backup** saves one; **Remind me later** hides it for 7 days.

Restore a Backup

1. Under **Restore a backup**, click **Choose backup file** and pick your backup.
2. Click **Restore this backup**, then click again to confirm.

Restoring replaces everything currently in the tool. Download a backup first if you want to keep what is there now.

Erase Everything

Removes all classes, rooms and history from this device. Type **ERASE** in the box, then click **Erase all data**. This cannot be undone.

Troubleshooting

Problem	What to do
My classes are gone.	Check that you are using the same browser, computer and web address as before. If browsing data was cleared, restore your latest backup.
A chart says Mixed, but tables look unbalanced.	Check the chart's subtitle. If it says *Random shuffle*, use **Make New Chart** and choose **Mixed**. Make sure the class has a data column to group by.
Mixed and Similar are grayed out.	The class has no data to group by. Add a score, level or category on the Roster, or fill in genders.
Names show last name first.	On the Roster, set **Names are written** to the right order, or use **Goes by** for one student.
Two students look like the same name.	The tool adds letters automatically (Jordan Dav. and Jordan Daw.). Use **Goes by** to choose your own.
Groups don't match my tables.	On Groups, set **Group sizes** to **Room layout** and pick the class's room.
Names are small on the chart.	Use the round zoom button on the room, pinch the room to zoom in, or click a table’s name for a close-up.
A student is in the Not seated tray.	The room has fewer seats than students. Add tables on the Room page, or drag the student to an empty seat.
A student dropped, but they're still on the chart.	Double-click (or double-tap) their seat to hide them. Then use **Hidden from charts** below the room to delete them or move them to another class.
A student is missing from new groups and charts.	They may be hidden. Look under **Hidden from charts** on the Seating Chart page, or for a faded row on the Roster, and choose **Show**.
The whole page zooms instead of the room.	Pinch with both fingers on the room itself. Pinching outside it zooms the page.
Present shows an old version.	Refresh the page (on a Mac, Cmd+Shift+R; on Windows, Ctrl+Shift+R).
I made a mistake.	Click **Undo** (top right), or press Ctrl+Z (Cmd+Z on a Mac).