

Admin Setup Guide for SeatSmart

This guide helps school or MAT administrators set up SeatSmart for staff. Most schools are ready to use SeatSmart in around 20–30 minutes.

If you need help at any point, email support@seatsmart.co.uk and we'd be happy to help.

1. Approve Access (5-10 minutes)

Microsoft Schools:

1. Open your school's SeatSmart onboarding link.
2. Sign in with a Microsoft 365 admin account for your school tenant.
3. Approve SeatSmart permissions when prompted (admin consent).

Google Schools:

1. Sign in to SeatSmart with your Google Workspace admin account.
2. In SeatSmart Tenant Admin, add your school with Provider = Google and your school domain.
3. In Google Admin Console, approve SeatSmart domain-wide delegation for the provided service account/scopes.
4. Teachers sign in with Google and connect Google Classroom once (their own consent).
5. Classes then import automatically for connected teachers.

Notes for admins:

- Access is controlled by Google or Microsoft group membership.
- SeatSmart reads only the class/student data required for seating plans.
- Other data is stored securely in UK/EU cloud services.
- No changes are made to your Microsoft or Google data.

Tip: Teachers still sign in with Microsoft or Google for secure access and role control.

Class data can come from either:

1. Connected Class Teams / Google Classroom (automatic), or
2. Manual entry / CSV upload (no classroom integration required).

2. Set up access (10-15 minutes)

If your school did not provide staff groups during setup, SeatSmart will create three default groups:

- Admins
- Teachers
- SLT / View-only

These groups control who can access the app and what they can do. Please add the appropriate staff to each group before rollout.

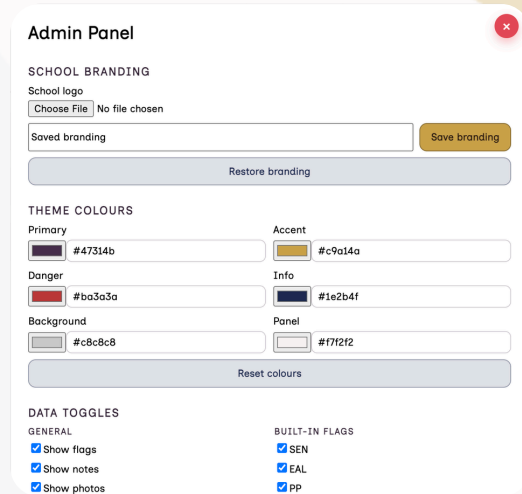
Tip: Start with a small group of teachers first, then expand school-wide.

3. Check School Settings and Branding (5-10 minutes)

In the Admin Panel, you can set:

- School name
- Logo
- School colours
- Data flags and toggles

This allows you to customise the data visible to staff for your setting. And helps printed plans look familiar and professional for staff and cover teachers.



Admin Panel

SCHOOL BRANDING

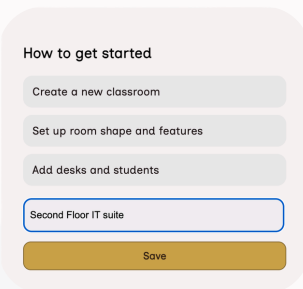
School logo
 No file chosen

THEME COLOURS

Primary <input type="text" value="#47314b"/>	Accent <input type="text" value="#c9a14a"/>
Danger <input type="text" value="#ba3a3a"/>	Info <input type="text" value="#1e2b4f"/>
Background <input type="text" value="#c8c8c8"/>	Panel <input type="text" value="#f1f2f2"/>

DATA TOGGLES

GENERAL	BUILT-IN FLAGS
<input checked="" type="checkbox"/> Show flags	<input checked="" type="checkbox"/> SEN
<input checked="" type="checkbox"/> Show notes	<input checked="" type="checkbox"/> EAL
<input checked="" type="checkbox"/> Show photos	<input checked="" type="checkbox"/> PP



How to get started

Shared room

4. Set up shared rooms (30 minutes)

Shared rooms are useful when multiple teachers use the same classroom.

To create a shared room:

- Add a new room name and press save
- Choose the room shape and add features
- Ensure the shared box is ticked

Teachers can then select the room and generate seating plans instantly.

This is helpful for:

- Shared classrooms
- Specialist rooms
- ICT suites
- Science labs



5. Share with staff (1-2 minutes)

Send staff:

- Login link
- Teacher Quick Start Guide

Most teachers create their first seating plan in under 15 minutes.

Need help?

Email: support@seatsmart.co.uk

We aim to reply within one working day.

