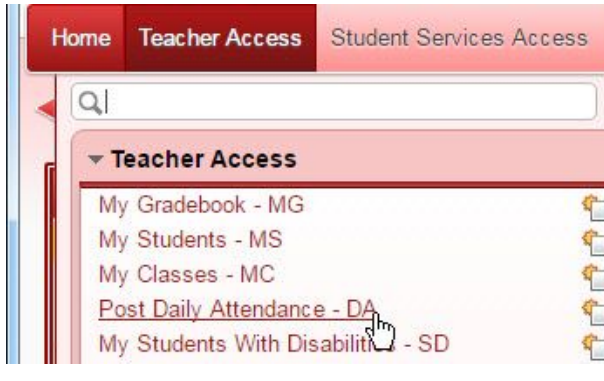
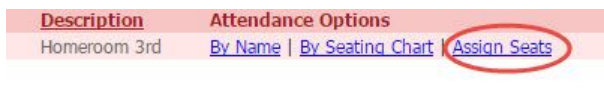
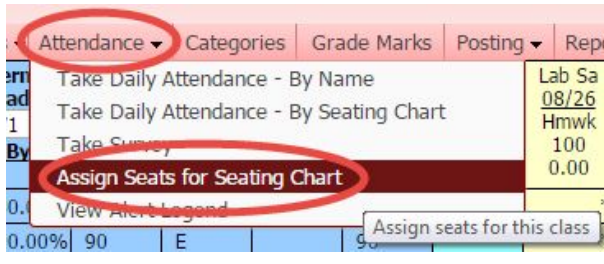
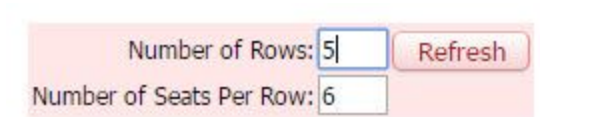



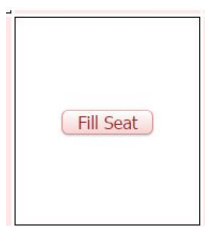


# Skyward Attendance & Gradebook

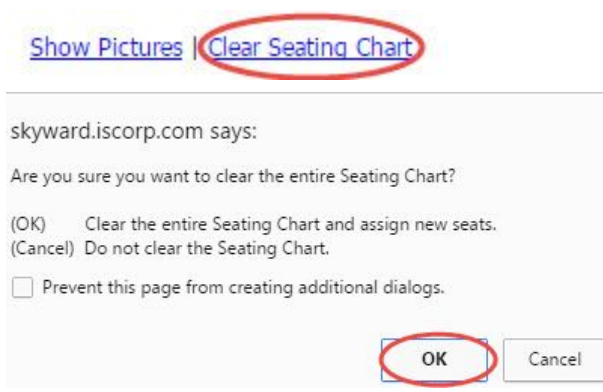
## Assign Seats for Seating Chart

<p>From the <b>Teacher Access</b> menu, select <b>Post Daily Attendance</b>.</p>	
<p>Click on <b>Assign Seats</b> next to the class you want to customize a seating chart for.</p>	
<p><b>NOTE:</b> To create a seating chart for a class where you do <b>not</b> take attendance, access the seating chart setup by opening the <b>Gradebook</b>, selecting the <b>Attendance</b> menu, and then <b>Assign Seats for Seating Chart</b>.</p>	
<p>Select the number of <b>Rows</b> and <b>Columns</b> you want in your chart.</p> <p>Click <b>Refresh</b> to save the <b>Row/Column</b> configuration.</p>	 <p><i>Tip:</i> If your students sit in table configurations, consider including an extra row and extra seats per row. You can leave the extra seats empty to represent pathways between the tables in your classroom.</p>
<p>Click <b>Select</b> under a student's name (the button will then change to say <b>Unselect</b>), then click <b>Swap</b> under another student to switch their seats.</p>	

Click **Select** under a student's name then click **Fill Seat** to move the student to an empty seat.



To completely redo your seating chart, click **Clear Seating Chart**, then click **OK** on the "Are you sure" warning that pops up.



All of your students will now appear in a list on the left side of the window. The seats in your chart will all say **Fill Seat**.

To assign a student to a seat, click **Select** under their name, then click **Fill Seat** in the box on the seating chart that you want to place them in.



Click **Save** at the top right of the seating chart to save all of your seating chart changes.

