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430 - Assign Seating Chart Seats through Secondary Gradebook

Select **Web Access**, **Educator Access Plus**, **Teacher Access**, **My Gradebook**.

What is Assign Seating Chart Seats tool?
This tool allows the teacher to easily clear the class seating chart, and then create a new seating chart using a number of pre sorted charts, or individual selection.

Why would I use Assign Seating Chart Seats?
A correct seating chart helps make attendance entry easier. Seating charts can also be printed for substitute teacher reference.

When would I use the Assign Seating Chart Seats?
Teachers would commonly use this tool at the beginning of a new grading period. However, it can be used anytime the class seating chart needs updating.

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Skyward Educator Access Plus - Microsoft Internet Explorer

SKYWARD
Teacher: Steve Teacher

[Home Page](#) | [My Gradebook](#) [View Tutorial](#) [Print Queue](#) [Back](#)

[Show All Classes](#)

400 High School

Dept	Subject	Terms	Period	Days Meet	Class	Description	
10	10	1 - 4	1	MTWRF	1160 / 01	Field Biology	Secondary Gradebook
10	10	1 - 4	2	MTWRF	1160 / 02	Field Biology	Secondary Gradebook
10	10	1 - 4	3	MTWRF	1160 / 03	Field Biology	Secondary Gradebook
10	10	1 - 4	4	MTWRF	1160 / 04	Field Biology	Secondary Gradebook
10	10	1 - 4	5	MTWRF	1160 / 05	Field Biology	Secondary Gradebook
10	10	1 - 4	6	MTWRF	1160 / 06	Field Biology	Secondary Gradebook
10	10	3 - 4	7	MT			Secondary Gradebook

Select the class,
click **Secondary Gradebook**.

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Skyward Educator Access Plus - Microsoft Internet Explorer

High School
Teacher: Steve Teacher Class: 1160 / 05 Prd:5 Field Bio

Home Page | My Gradebook | Main Screen

Print Queue Back

Other Access ▾ Classes ▾ Assignments ▾ Attendance ▾ Categories ▾ Grade Marks ▾ Post Grade ▾ Comments ▾ Reports ▾ Display Options ▾ Quick Scoring ▾ Excel Export ▾

Students Wed 06/13 Atnd

Take Daily Attendance - By Name
Take Daily Attendance - By Seating Chart
Take Survey
Assign Seats for Seating Chart
View Chart Legend

Select the Attendance button,
click Assign Seats for Seating Chart.

	Students	Wed 06/13 Atnd	Attendance	Grade Marks	Post Grade	Comments	Reports	Display Options	Quick Scoring	Excel Export
1	Alisha Long	B	80.16	67	95	*	100	B	*	
2	Andrew J Krause	B-	80.40	76	95	*	75	B-	*	
3	Ashley M Arneson	B+	88.00	77	88	*	ABS	B+	*	
4	Brittany Fallstad	C+	77.70	77	95	*	22	C+	*	
5	Christopher J Buman	C	74.40	55	66	77	88	95	*	C
6	Daniel C Borgstrom	C	73.10	55	66	77	88	82	*	C
7	Dustin B Gopinath	C	73.30	88	77	66	55	95	*	C
8	Dustin L Heinrich	B-	81.30	99	88	77	66	76	*	B-
9	Emily S Carlson	D+	68.90	66	55	66	77	95	*	D+
10	Jared T Mogensen	C-	71.70	88	77	66	55	79	*	C-
11	Jesse R Paulson	C	74.40	55	66	77	88	95	*	C
12	Joanna P Nuhn	C	74.80	88	77	66	66	99	*	C
13	John E Parks	A	93.10	77	88	99	99	95	*	A
14	Johnathan L Critchfield	B+	86.10	90	89	89	80	67	*	B+
15	Joseph Dalton	D+	69.10	67	66	66	66	95	*	D+
16	Joseph W Ihli	B	85.70	77	88	88	88	87	*	B
17	Katie L Chchic	B+	88.00	88	88	88	88	88	*	B+
18	Kayla J Medina	D+	69.80	67	67	67	67	95	*	D+
19	Kristin A Vogel	B+	87.40	78	89	90	90	89	*	B+
20	Kyle A Quiring	B	85.50	78	70	89	89	95	*	B
21	Matthew R Gholson	B+	87.70	90	90	90	90	67	*	B+
22	Michael A Maquire	B	83.80	60	89	89	89	95	*	B
23	Rebecca M Solfest	A-	90.20	100	90	89	89	78	*	A-
24	Terrie M Stevens	B+	87.20	69	84	93	90	95	*	B+
25	Zachary T Dunham	A	96.10	89	99	99	99	99	*	A

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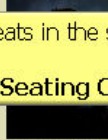
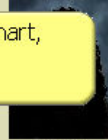












Skyward Educator Access Plus - Microsoft Internet Explorer

High School
Teacher: **Steve Teacher** Class: [01017 / 05 Prd:5 Field B1](#) [View Tutorial](#)

If you do not wish to display student pictures, click **Hide Pictures**.

Number of Rows: Refresh
Number of Seats Per Row:
[Hide Pictures](#) | [Clear Seating Chart](#) [Save](#) [Undo](#) [Back](#)

To unassign all seats in the seating chart, click **Clear Seating Chart**.

 Ashley M. Arneson Select	 Daniel C. Borgstrom Select	 Christopher J. Buman Select	 Emily S. Carlson Select	 Katie L. Chchic Select
 Johnathan L. Critchfield Select	 Joseph . Dalton Select	 Zachary T. Dunham Select	 Brittany . Fallstad Select	 Matthew R. Gholson Select
 Dustin B. Gopinath Select	 Dustin L. Heinrich Select	 Joseph W. Ihli Select	 Andrew J. Krause Select	 Alisha . Long Select
 Select	 Select	 Select	 Select	 Select

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Seat availability can be changed to reflect the **size** of the classroom.

Note: If a **pod** style arrangement is necessary simply add **additional** rows and columns so that unassigned seats represent **space** around the pod.

[Hide Pictures](#) | [Clear Seating Chart](#)


High School
Steve Teacher Class: [D1017 / 05 Prd:5 Field Bi](#) [View Tutorial](#)

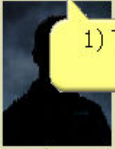
Number of Rows: Refresh

Number of Seats Per Row: Save
Undo
Back

Auto Assign Seats: Process

Unassigned Seats:


Alisha . Long
Select


Andrew J. Krause
Select

Fill Seat	Fill Seat	Fill Seat	Fill Seat	Fill Seat
Fill Seat	Fill Seat	Fill Seat	Fill Seat	Fill Seat
Fill Seat	Fill Seat	Fill Seat	Fill Seat	Fill Seat
Fill Seat	Fill Seat	Fill Seat	Fill Seat	Fill Seat
Fill Seat	Fill Seat	Fill Seat	Fill Seat	Fill Seat
Fill Seat	Fill Seat	Fill Seat	Fill Seat	Fill Seat
Fill Seat	Fill Seat	Fill Seat	Fill Seat	Fill Seat
Fill Seat	Fill Seat	Fill Seat	Fill Seat	Fill Seat
Fill Seat	Fill Seat	Fill Seat	Fill Seat	Fill Seat
Fill Seat	Fill Seat	Fill Seat	Fill Seat	Fill Seat


2) Select an empty seat to assign the student, select **Fill Seat**.

1) To manually assign individual seat assignments click **Select** below the student's name.

[illegible]

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Skyward Educator Access Plus - Microsoft Internet Explorer

High School

Teacher: Steve TeacherClass: 01017 / 05 Prd:5 Field B1

View Tutorial

Assign Seats

Number of Rows: 9Refresh

Number of Seats Per Row: 5

SaveUndoBack

Hide Pictures | Clear Seating Chart

Auto Assign Seats: [dropdown]Process

Unassigned Seats:

Fill Seat

Fill Seat

Fill Seat

Fill Seat

Fill Seat



Ashley M. Arneson

Unselect




Daniel C. Borgstrom

Swap Seats




Christopher J. Buman

Swap Seats



Emily S. Carlson

Swap Seats




Katie L. Chchic

Swap Seats




Johnathan L. Critchfield

Swap Seats



Joseph . Dalton

Swap Seats




Zachary T. Dunham

Swap Seats



Brittany . Fallstad

Swap Seats



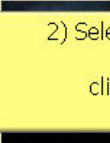
Matthew R. Gholson

Swap Seats



Dustin B. Gopinath

Swap Seats




Dustin L. Heinrich

Swap Seats




Joseph W. Ihli

Swap Seats



Andrew J. Krause

Swap Seats



Alisha . Long

Swap Seats


1) To swap seats with another student, select the student.

2) Select the seat to switch, click Swap Seats.

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Skyward Educator Access Plus - Microsoft Internet Explorer



High School

We value your feedback

Teacher: Steve Teacher Class: 01017 / 05 Prd:5 Field B1

Assign Seats

Number of Rows: 9 Refresh

Number of Seats Per Row: 5

Save

Undo

Back

Click Save.

This concludes the tutorial.

Hide Pictures

Clear Seating Chart

Auto Assign Seats: Process

Unassigned Seats:

Fill Seat





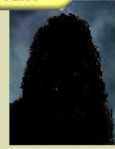


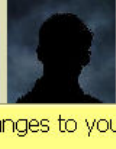
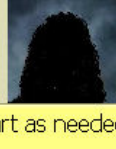






Fill Seat

Fill Seat

Fill Seat

Fill Seat

Fill Seat

 <div>Brittany . Fallstad Select</div>	 <div>Daniel C. Borgstrom Select</div>	 <div>Christopher J. Buman Select</div>	 <div>Emily S. Carlson Select</div>	 <div>Katie L. Chchic Select</div>
				
<div>Continue to make changes to your chart as needed.</div> <div>If desired, create empty spaces around students by placing unassigned seats in the corresponding area.</div>				
 <div>Dustin B. Gopinath Select</div>	 <div>Dustin L. Heinrich Select</div>	 <div>Joseph W. Ihli Select</div>	 <div>Andrew J. Krause Select</div>	 <div>Alisha . Long Select</div>
