

Slide 1 - Slide 1

The screenshot shows the Skyward Educator Access Plus web application in a Microsoft Internet Explorer browser window. The browser title is "Skyward Educator Access Plus - Microsoft Internet Explorer". The application header includes the Skyward logo, navigation tabs for "EDUCATOR ACCESS™ plus", "PRODUCT SETUP", "STUDENT MANAGEMENT", "HUMAN RESOURCES", and "FINANCIAL MANAGEMENT", and a user name "Steve Teacher". A sidebar on the left contains a tree view of application modules. A yellow callout box is overlaid on the page, containing the following text:

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.

The background page shows the "Educator Access Plus" Home Page with a "Log in for your school." prompt and an "Edit this Page" link at the bottom right.

Slide 2 - Slide 2

The screenshot shows the Skyward Educator Access Plus interface in a Microsoft Internet Explorer browser window. The page title is "SKYWARD" and the user is identified as "Teacher: Steve Teacher". Navigation links include "Home Page", "My Gradebook", "View Tutorial", "Print Queue", and "Back".

At the top, there are two tabs: "Current Year Classes" and "Prior Years Classes". Below these are two dropdown menus: "Reports for All Classes" and "Grade Posting Status". A link "Show All Classes" is also present.

The main content area displays a table for "400 High School" classes. The table has the following columns: Dept, Subject, Terms, Period, Days Meet, Class, and Description. Each row includes a blue link labeled "Secondary Gradebook".

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

A yellow callout box with a pointer to the "Secondary Gradebook" link in the first row contains the text: "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

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

Students	Wed 06/13 Atnd	So	Take Daily Attendance - By Name	Newspaper WK38-Thu PRO 100 80.16	Chapter 12 WK40-Thu TST 100 89.00	Sample Hom WK41-Fri HWK 100 0.00	Bones Lab WK42-Mon LAB 100 65.67	T4 Options	SE2 Options		
1 Alisha Long	B		View Seat Legend	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 Ihi	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	*

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

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Skyward Educator Access Plus - Microsoft Internet Explorer


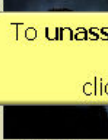
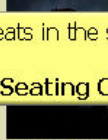
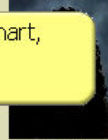












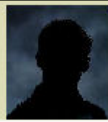


High School
Teacher: Steve Teacher Class: 01017 / 05 Prd:5 Field B1 [View Tutorial](#)

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

Number of Rows: 9 Refresh
Number of Seats Per Row: 5

[Hide Pictures](#) | [Clear Seating Chart](#) Save Undo Back

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

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

Slide 5 - Slide 5

The screenshot shows a software window titled "High School" with a teacher's name "Steve Teacher" and class "D1017 / 05 Prd:5 Field Bi". The interface includes a control panel with "Number of Rows: 9" and "Number of Seats Per Row: 5", and buttons for "Refresh", "Save", "Undo", and "Back". Below this is an "Auto Assign Seats" section with a dropdown menu and a "Process" button. The main area is a grid of "Fill Seat" buttons. On the left, an "Unassigned Seats" list shows student names and "Select" buttons. Three yellow callout boxes provide instructions: one at the top left explains seat availability and pod arrangements; one in the middle right instructs to click "Fill Seat" for an empty seat; and one in the bottom left instructs to click "Select" for manual assignments.

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

Number of Rows: 9 Refresh

Number of Seats Per Row: 5

Save Undo Back

Auto Assign Seats: [dropdown] Process

Unassigned Seats:

Alisha Long Select

Andrew J. Krause Select

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

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

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The screenshot shows the 'Assign Seats' interface in Skyward Educator Access Plus. At the top, the browser title is 'High School'. A yellow callout box at the top center contains the text: 'Seat assignments can also be autofilled randomly, assigned by last name, or by first name.' Below this, there is a 'Number of Seats Per Row:' field with the value '5'. To the right are 'Save', 'Undo', and 'Back' buttons. A 'Process' button is located below the 'Auto Assign Seats:' dropdown menu, which is currently set to 'By Last Name'. A second yellow callout box points to the 'Process' button and contains the text: 'Select the assignment method from the drop down menu, click Process.' On the left side, there is a list of student names with 'Select' buttons: 'Alisha . Long' and 'Andrew J. Krause'. The main area of the interface is a grid of 40 'Fill Seat' buttons arranged in 8 rows and 5 columns.

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Skyward Educator Access Plus - Microsoft Internet Explorer

High School
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

Hide Pictures | Clear Seating Chart

Auto Assign Seats: [] Process

Unassigned Seats:
Fill Seat
Fill Seat
Fill Seat
Fill Seat
Fill Seat

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

 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

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

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Skyward Educator Access Plus - Microsoft Internet Explorer

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

We value your feedback

Assign Seats

Number of Rows: 9 Refresh
Number of Seats Per Row: 5

Save
Undo
Back

Hide Pictures | Clear Seating Chart

Auto Assign Seats: [Dropdown] Process

Unassigned Seats:

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

 Brittany . Fallstad Select	 Daniel C. Borgstrom Select	 Christopher J. Buman Select	 Emily S. Carlson Select	 Katie L. Chchic Select
 Dustin B. Gopinath Select	 Dustin L. Heinrich Select	 Joseph W. Ihli Select	 Andrew J. Krause Select	 Alisha . Long Select

Click Save.
This concludes the tutorial.

Continue to make changes to your chart as needed.
If desired,
create empty spaces around students
by placing unassigned seats
in the corresponding area.