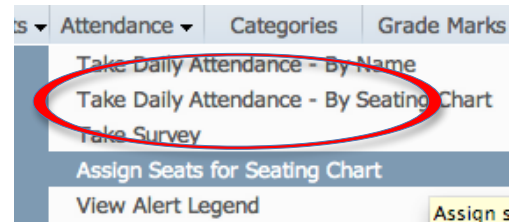


How to Create Seating Charts in Skyward

Canyons School District
Education Technology Department
9361 S. 300 E.
Sandy, UT 84070
Help Desk: 801-826-5544

1. From any class **hover** your mouse over the Attendance menu and **select** "Assign Seats for Seating Chart" (Image 1)
2. **Click** "Clear Seating Chart" and then verify that you want to clear the **selecting** "OK"

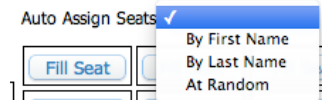


[Clear Seating Chart](#)

3. The next step is to determine the layout of your class. Decide how many rows and the number of seats per row. For sample seating charts see page 2.

*****SKYWARD TIP***** When you add extra rows and/or seats between students seats, it will print with a small space between creating a walking path.

4. There are two ways to add students to your seating chart:
 - a. Auto Assign Seats: Underneath "Clear Seating Chart" you can auto assign students by first name, last name, or by random. If you want to have walking paths this will not work for your seating chart.



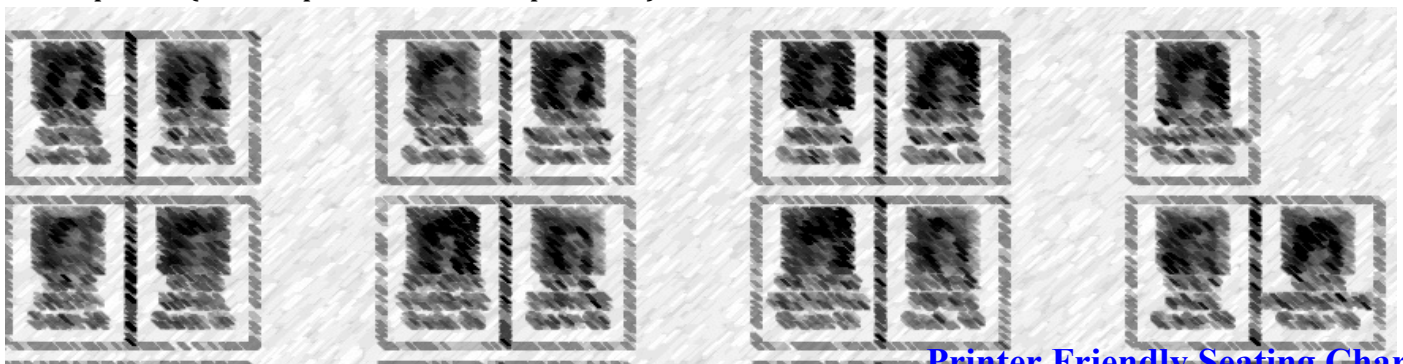
- b. To assign students one by one select the student you want to place on the seating chart on the left side of the screen by **clicking** on "Select" under the student's name. Then **click** "Fill Seat" on the seating chart where you want to place the student.



5. Finish adding all students to your seating chart. You may swap students seats by **clicking** on the first student and then **click** on "Swap" under the second student.
6. Once you have placed all students onto the seating chart **select** "Save"

TO VIEW SEATING CHART AND PRINT SEATING CHART

1. **Hover** over "Attendance" and **select** "Take Daily Attendance- By Seating Chart"
2. To print your seating chart click the "Printer Friendly Listing" link [Printer Friendly Listing](#)
3. A new window will pop-up displaying your seating chart (notice the "walking paths" if you included blank seats between students)
4. To print **hold** CTRL + P (PC) or Command +P (Apple) on your keyboard. Choose your print options (landscape, number of copies, etc.) and then **select** the "Print" button.



[Printer Friendly Seating Chart](#)



Students Name Grade: 8	Students Name Grade: 8	Students Name Grade: 8	Students Name Grade: 8	Students Name Grade: 8	Students Name Grade: 8	Students Name Grade: 8	Students Name Grade: 8
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Row Seating Chart

This sample seating chart is the traditional row seating. Empty seats are not needed between columns for this layout.

Rows: 8 Seats per row: 6

FRONT OF ROOM

Group Seating

This seating chart is groups of four with walking paths between the groups. By placing empty seats between the groups it is easy to visualize the groups.

Rows: 8 Seats per row: 8

Students Name Grade: 8	Students Name Grade: 8	Blank Row	Students Name Grade: 8	Students Name Grade: 8	Blank Row	Students Name Grade: 8	Students Name Grade: 8
Students Name Grade: 8	Students Name Grade: 8	Blank Row	Students Name Grade: 8	Students Name Grade: 8	Blank Row	Students Name Grade: 8	Students Name Grade: 8
Students Name Grade: 8	Students Name Grade: 8	Blank Row	Students Name Grade: 8	Students Name Grade: 8	Blank Row	Students Name Grade: 8	Students Name Grade: 8
Students Name Grade: 8	Students Name Grade: 8	Blank Row	Students Name Grade: 8	Students Name Grade: 8	Blank Row	Students Name Grade: 8	Students Name Grade: 8
Students Name Grade: 8	Students Name Grade: 8	Blank Row	Students Name Grade: 8	Students Name Grade: 8	Blank Row	Students Name Grade: 8	Students Name Grade: 8
Students Name Grade: 8	Students Name Grade: 8	Blank Row	Students Name Grade: 8	Students Name Grade: 8	Blank Row	Students Name Grade: 8	Students Name Grade: 8
Students Name Grade: 8	Students Name Grade: 8	Blank Row	Students Name Grade: 8	Students Name Grade: 8	Blank Row	Students Name Grade: 8	Students Name Grade: 8
Students Name Grade: 8	Students Name Grade: 8	Blank Row	Students Name Grade: 8	Students Name Grade: 8	Blank Row	Students Name Grade: 8	Students Name Grade: 8

FRONT OF ROOM

Students Name Grade: 8	Students Name Grade: 8	Blank Row	Students Name Grade: 8	Students Name Grade: 8	Blank Row	Students Name Grade: 8	Students Name Grade: 8
Students Name Grade: 8	Students Name Grade: 8	Blank Row	Students Name Grade: 8	Students Name Grade: 8	Blank Row	Students Name Grade: 8	Students Name Grade: 8
Students Name Grade: 8	Students Name Grade: 8	Blank Row	Students Name Grade: 8	Students Name Grade: 8	Blank Row	Students Name Grade: 8	Students Name Grade: 8
Students Name Grade: 8	Students Name Grade: 8	Blank Row	Students Name Grade: 8	Students Name Grade: 8	Blank Row	Students Name Grade: 8	Students Name Grade: 8
Students Name Grade: 8	Students Name Grade: 8	Blank Row	Students Name Grade: 8	Students Name Grade: 8	Blank Row	Students Name Grade: 8	Students Name Grade: 8

FRONT OF ROOM

Pair Seating

This seating chart is showing pair groups. This is perfect for many reading strategies and think-pair-share strategies.

Rows: 8 Seats per row: 5