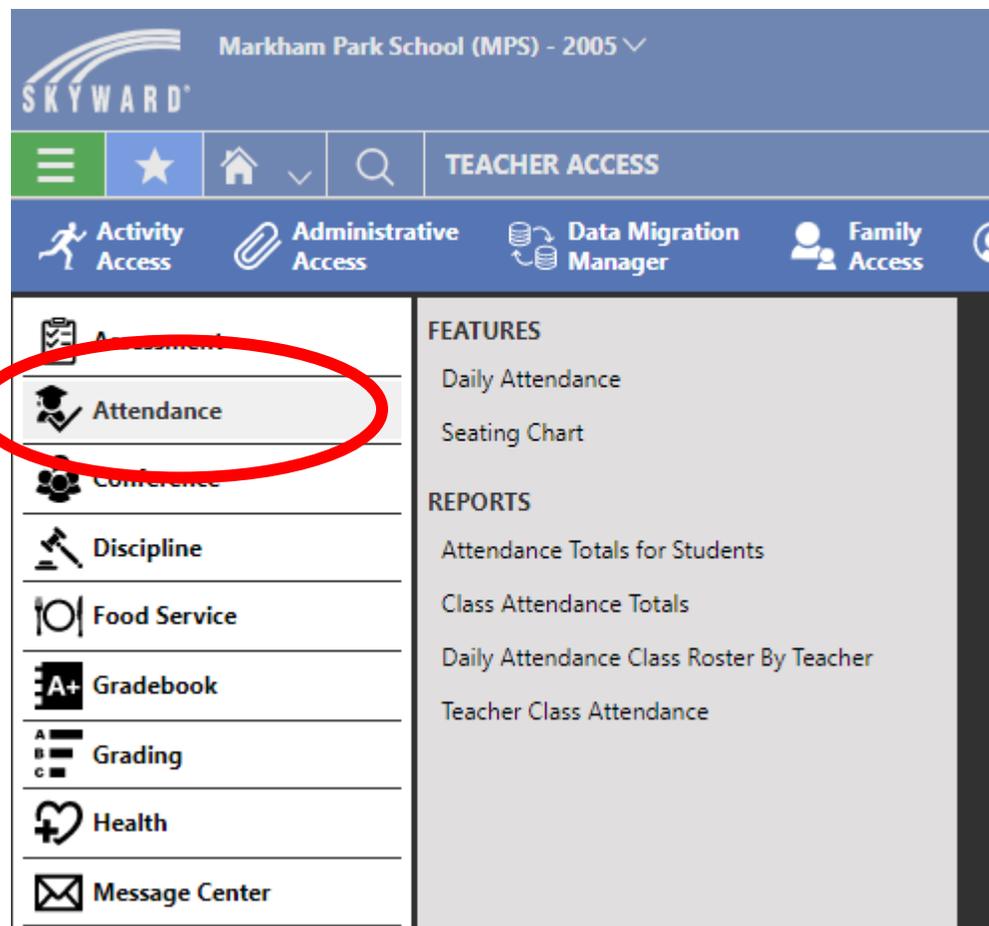


Skyward - How to Create a Seating Chart: Creating a Room Layout

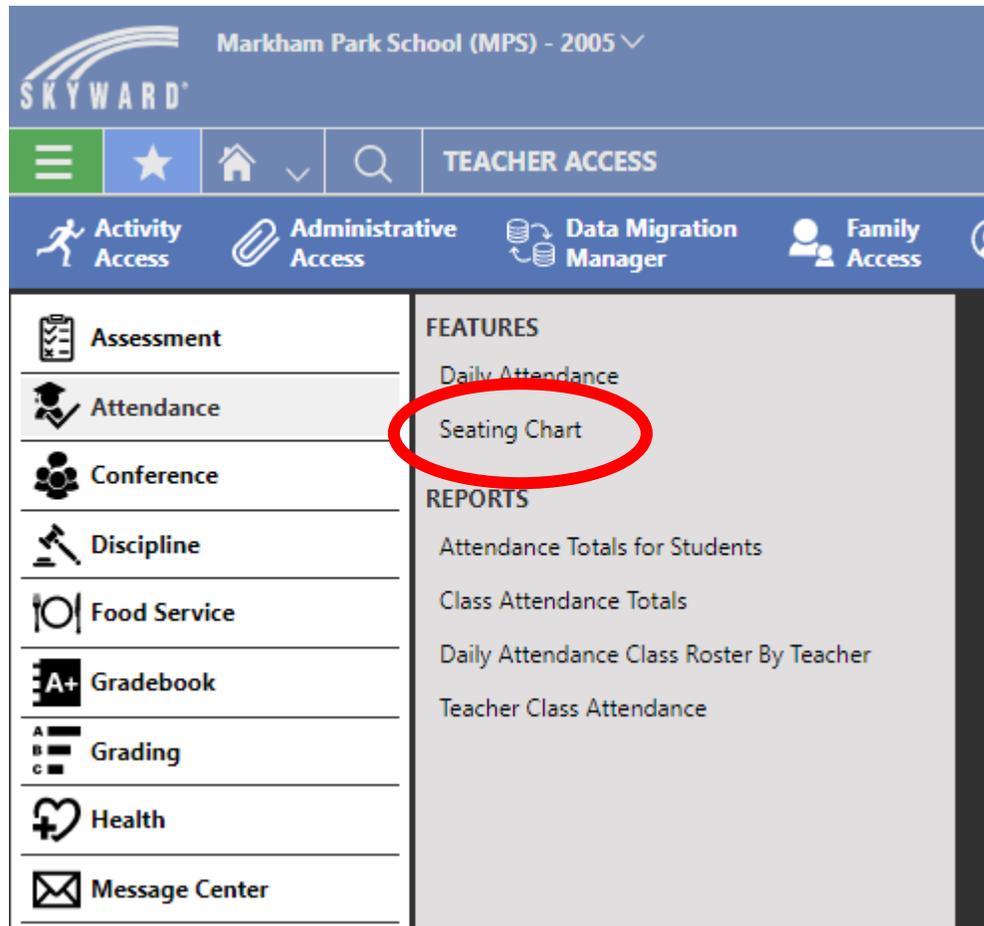
1. Click on the green main menu.



2. Click "Attendance."

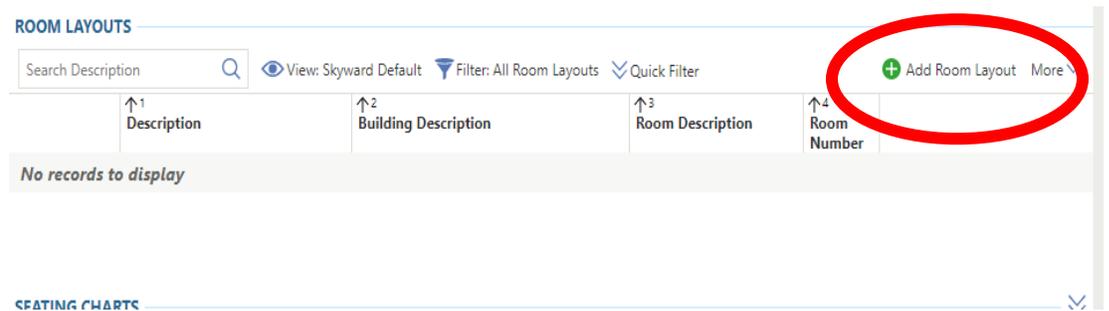


3. Click
“Seating Chart.”



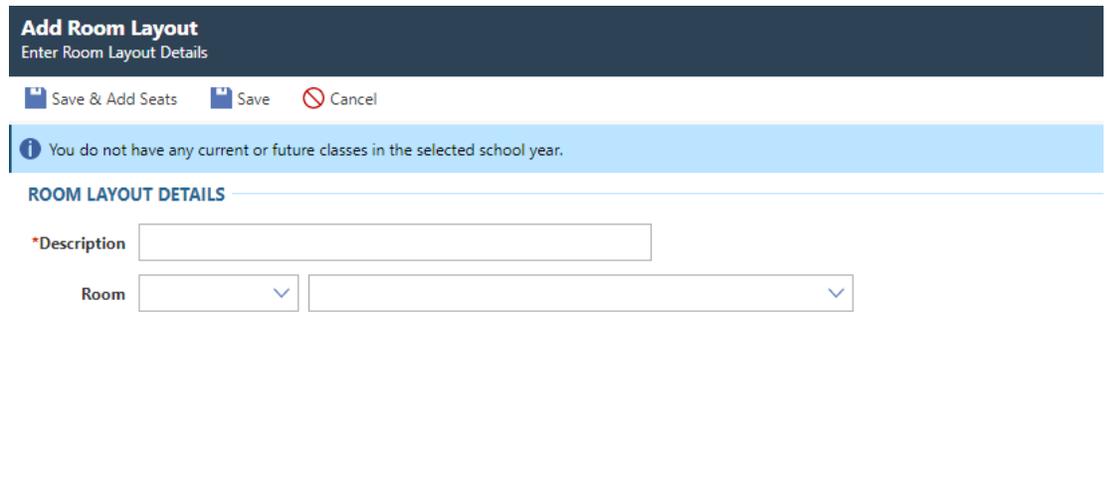
The screenshot shows the Skyward Teacher Access interface for Markham Park School (MPS) - 2005. The top navigation bar includes 'Activity Access', 'Administrative Access', 'Data Migration Manager', and 'Family Access'. A left sidebar lists various modules: Assessment, Attendance, Conference, Discipline, Food Service, Gradebook, Grading, Health, and Message Center. The main content area is divided into 'FEATURES' and 'REPORTS'. Under 'FEATURES', 'Seating Chart' is circled in red. Other features listed are 'Daily Attendance'. Under 'REPORTS', several attendance-related reports are listed, including 'Attendance Totals for Students', 'Class Attendance Totals', 'Daily Attendance Class Roster By Teacher', and 'Teacher Class Attendance'.

4. Click “Add
Room Layout.”



The screenshot shows the 'ROOM LAYOUTS' page in Skyward. At the top, there is a search bar for 'Description' and navigation options: 'View: Skyward Default', 'Filter: All Room Layouts', and 'Quick Filter'. A red circle highlights the '+ Add Room Layout More' button. Below the navigation, there is a table with columns: 'Description', 'Building Description', 'Room Description', and 'Room Number'. The table currently displays 'No records to display'. At the bottom of the page, there is a section for 'SEATING CHARTS'.

5. Create a description of the room. Then click “Save & Add Seats.”



Add Room Layout
Enter Room Layout Details

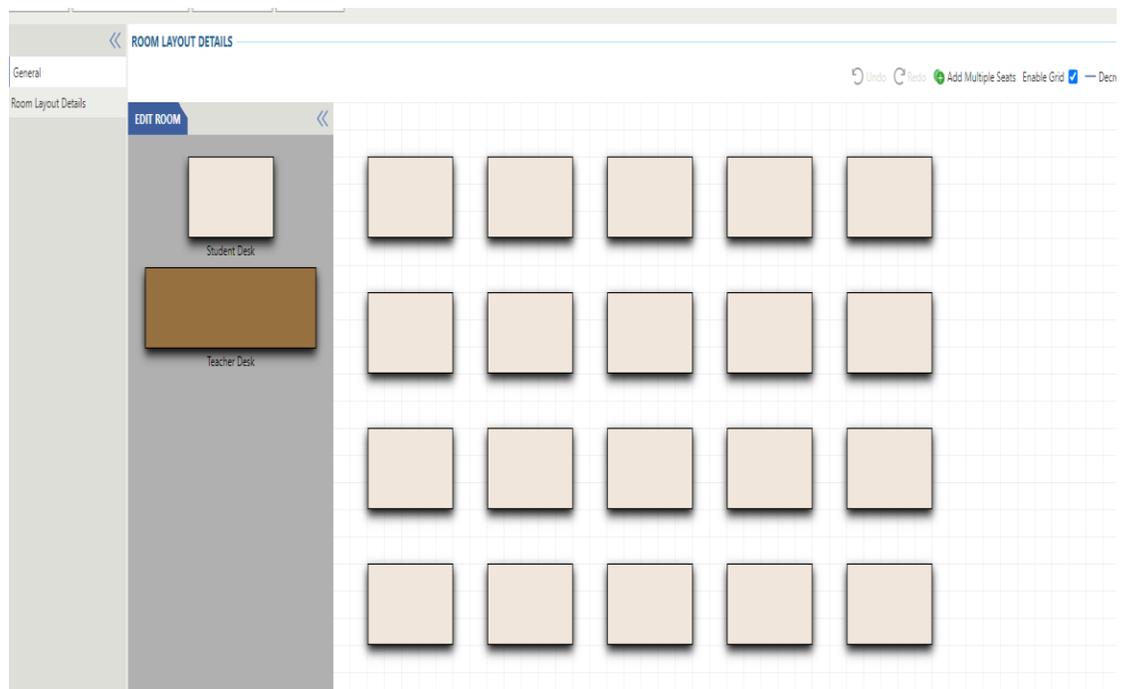
i You do not have any current or future classes in the selected school year.

ROOM LAYOUT DETAILS

*Description

Room

6. Drag the teacher desk and student desks to their correct location. *You can only assign one student per student desk, so if you have tables for groups you'll have to cluster multiple student desks together.*



ROOM LAYOUT DETAILS

General

Room Layout Details

EDIT ROOM

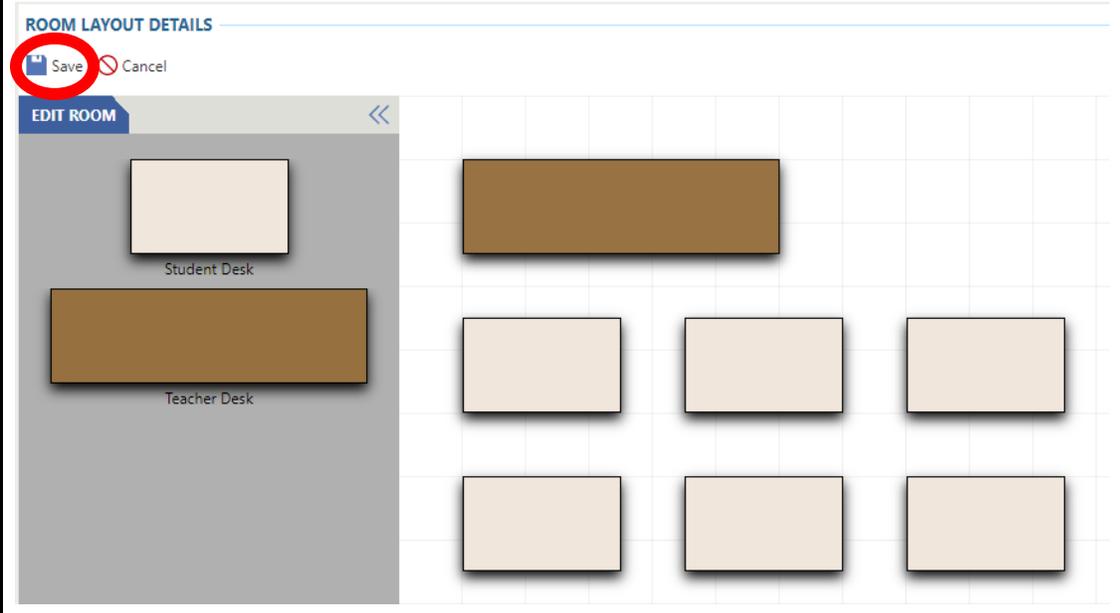
Student Desk

Teacher Desk

Undo Redo Add Multiple Seats Enable Grid Decn

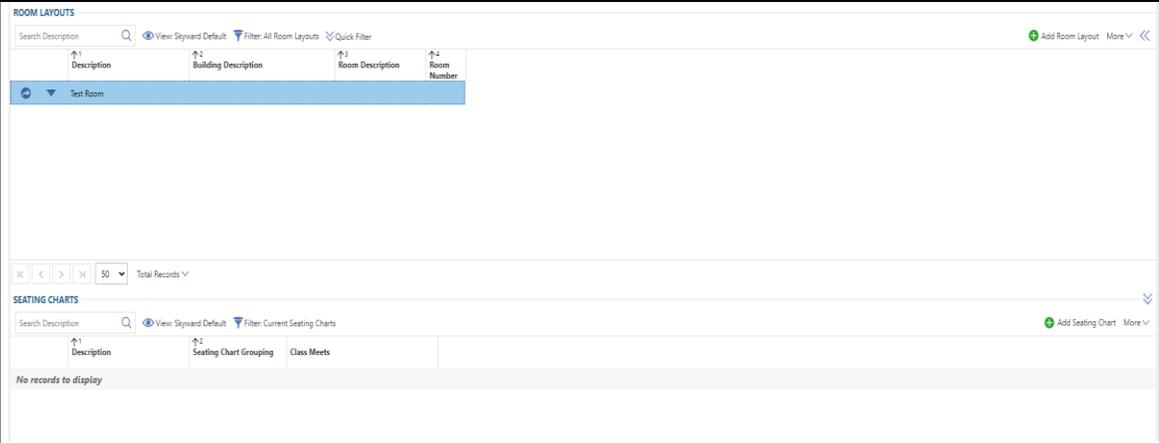
The screenshot shows a grid-based room layout editor. On the left, there is a vertical sidebar with a 'Student Desk' icon (a small square) and a 'Teacher Desk' icon (a larger rectangle). The main area is a grid of 20 small square icons, arranged in 4 rows and 5 columns. The top right corner contains a toolbar with icons for Undo, Redo, Add Multiple Seats, Enable Grid, and Decn.

7. Click “Save.”

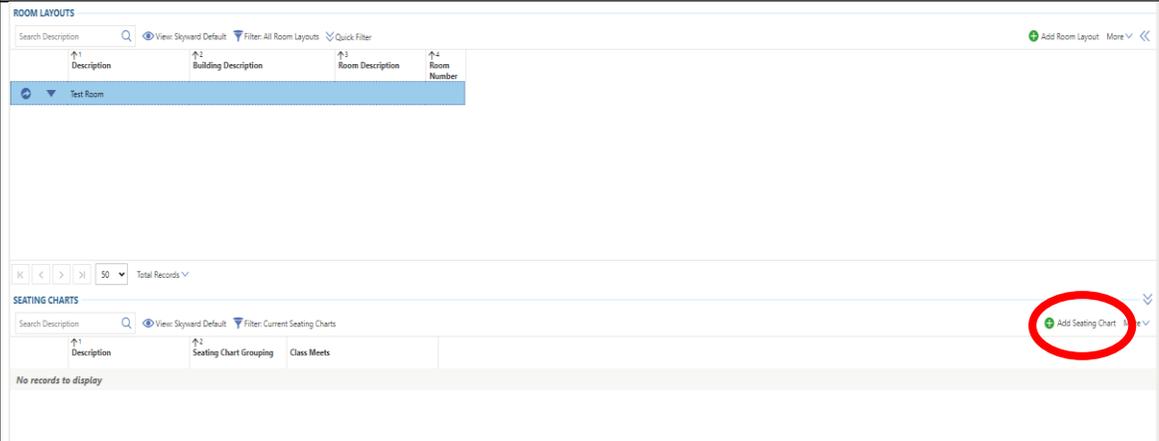


Assigning Seats in a Seating Chart

1. Make sure the room layout you want is highlighted.



2. Click “Add Seating Chart.”



3. Create a description of the seating chart. Choose *By Class* or *By Period* in Seating Chart Grouping section.

Add Seating Chart

Enter Seating Chart Details

i You do not have any current or future classes with students in this Room Layout for the selected school year.

Room Layout Description Test Room	Building Description	Room Description	Room Number
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SEATING CHART DETAILS

***Description**

***Seating Chart Grouping** By Class **i**
 By Period

***Section Lengths Filter**

4. Choose the correct period/class from the dropdown menu. Click *Save & Assign Seats* at the top to move to next step.

SEATING CHART DETAILS

***Description**

***Seating Chart Grouping** By Class **i**
 By Period

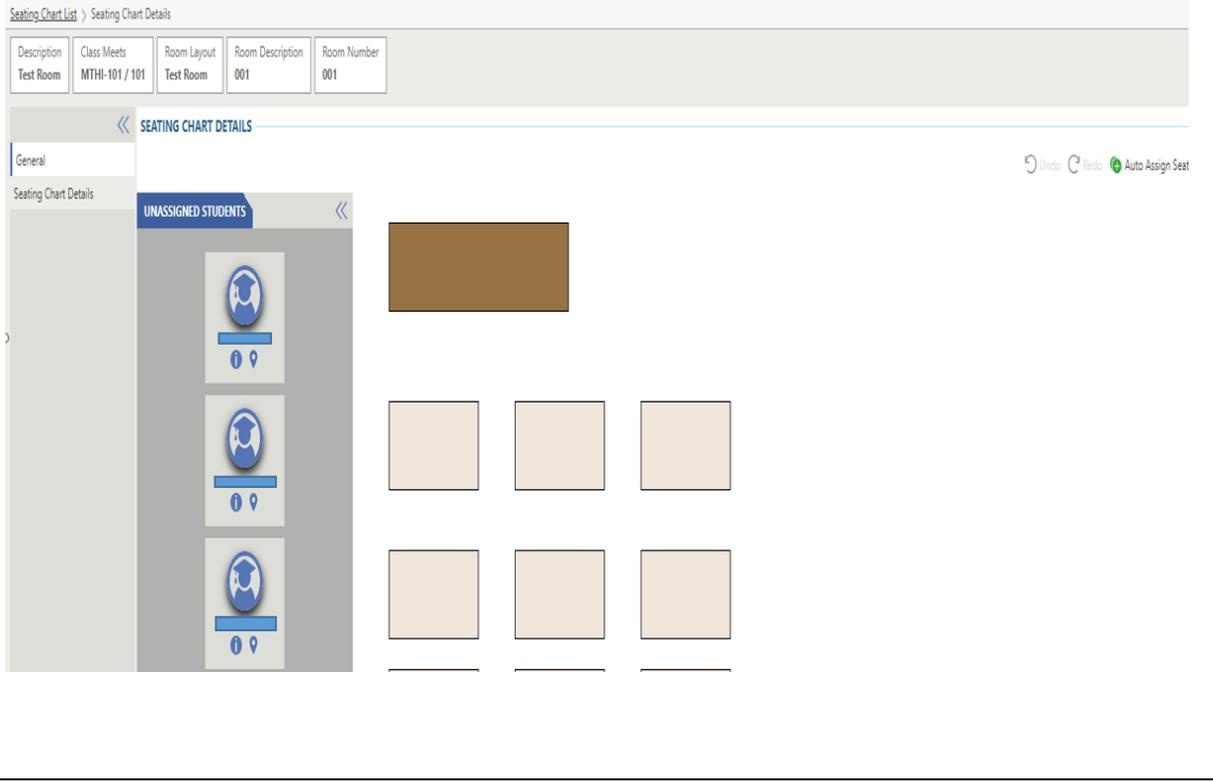
***Section Lengths Filter**

***Class Filter**

***Class Meets**

Student Count

5. Drag the student tiles to their assigned seats or click “Auto Assign Seats” to assign students to random seats. The layout will be saved automatically.



The screenshot shows the 'Seating Chart Details' interface. At the top, there are tabs for 'Description', 'Class Meets', 'Room Layout', 'Room Description', and 'Room Number'. Below these, the 'Seating Chart Details' section is visible, featuring a 'UNASSIGNED STUDENTS' panel on the left with three student icons. To the right of this panel is a seating chart with a large brown rectangle at the top and a 2x3 grid of smaller tan rectangles below it. In the top right corner of the interface, there are buttons for 'Undo', 'Redo', and 'Auto Assign Seat'.