


## Creating Seating Charts

1. Login to Teacher Entry
2. Click the Grey Bell (the 2<sup>nd</sup> icon from the left.)
3. Choose the GradeBook
4. Choose the tab “Attendance Seating Chart
5. Enter the number of rows and Seats
6. Click the lower Blue Floppy Disk to save  (Floppy icon is on the right side of the words, “Seating Chart Definition”)
7. You can Choose to Select . . .
  - a. Alpha by Row
  - b. Alpha by Seat
  - c. Random
8. Or you can manually add students to seats.
  - a. Click on a student name
  - b. Click on “Add” on the seat where you want them placed.

Period Attendance Entry - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address http://209.175.23.42/sdsweboffice/teacherweb/AttendanceEntry.aspx?4D6A2CAF95ED52F705C429B197E6F12DC8969D1B4A

Google Search

Popups okay Check AutoLink AutoFill

Period Attendance Entry

Period Attendance Show Time In/Out

Attendance - List Attendance - Seating Chart

Date: 01/19/2006 Course: Math Period: 1-1

Seating Chart Definition


Rows: 6  
Seats: 4

Alpha by Row  
 Alpha by Seat  
 Random

Auto Assign  
Remove All

Students without seat assignments

Empty Seat Add	Empty Seat Add	Empty Seat Add	Empty Seat Add	Empty Seat Add	Empty Seat Add
Empty Seat Add	Empty Seat Add	Empty Seat Add	Empty Seat Add	Empty Seat Add	Empty Seat Add
Empty Seat	Empty Seat	Empty Seat	Empty Seat	Empty Seat	Empty Seat

9. Save again, by clicking the lower Blue Floppy Disk 
10. To Exit the Seating Chart Screen Click on the Green Arrow  
**SAVE BEFORE EXITING**