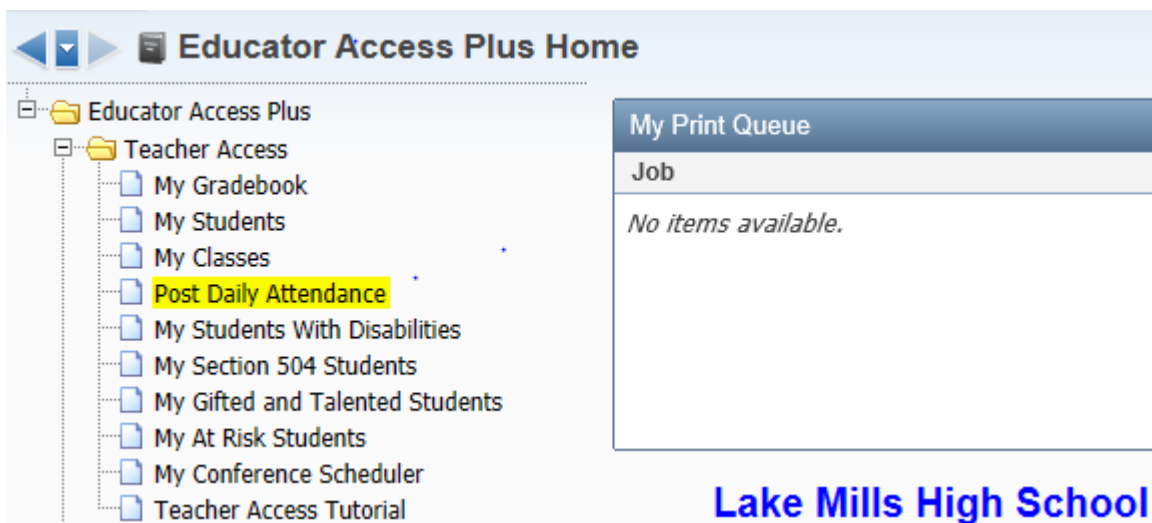


Print Seating Chart with Student Pictures

Gradebook (Skyward Educator Access Plus) allows you to print a classroom seating chart with student pictures, a perfect piece to leave for a substitute teacher.

1. Click *Post Daily Attendance*



2. Click *By Seating Chart*

[View Attendance by Period](#) | Only Display Classes that Meet Today

400 LAKE MILLS HIGH SCHOOL

Dept	Subject	Terms	Period	Days	Meet Class	Description	Attendance Options		
BUS	BUS	1 - 2	1	1	J-INBU / 01	J-INTERNATIONAL BUSINESS	By Name	By Seating Chart	Assign Seats
LAT	ENG	1 - 2	1	1	J-STYL / 01	J-STYLE/RHETORIC	By Name	By Seating Chart	Assign Seats
SCI	SCI	1 - 4	1	1	J-APBI / 01	J-AP BIOLOGY	By Name	By Seating Chart	Assign Seats

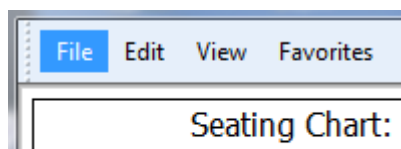
3. Click *Printer Friendly Listing*

Take Daily Attendance - By Seating Chart

Take Attendance for **Monday, November 5, 2012**

[Alert Legend](#) | [Hide Pictures](#) | [Printer Friendly Listing](#)

4. Click *File* and *Print*



4.