

**Slide 1 - Slide 1**

**410 - Take Daily Attendance By Seating Chart through Standards Based Gradebook**

Select **Web Access, Educator Access Plus, Teacher Access, My Gradebook.**

**What is Take Daily Attendance By Seating Chart through Standards Based Gradebook?**  
This feature enables teachers to take attendance for students in their class by viewing a visual representation of the class layout and making the appropriate selections for each student.

**Why would you use Take Daily Attendance By Seating Chart through Standards Based Gradebook?**  
This option would be used to enter in attendance information from the classroom whenever a seating chart representation is preferred over the alternative "By Name" method.

**When would you use Take Daily Attendance By Seating Chart through Standards Based Gradebook?**  
This feature would be used whenever attendance entry is necessary from the classroom.

Slide 2 - Slide 2

The screenshot shows the Skyward Educator Access Plus interface in a Microsoft Internet Explorer browser window. The page title is "Elementary School" and the user is identified as "Teacher: Joe Teacher". The navigation bar includes "Home Page" and "My Gradebook". A "Reports for All Classes" dropdown menu is visible. Below it, a table lists classes for "100 Elementary School".

Dept	Subject	Terms	Period	Days Meet	Class	Description	
1 - 4	0	MTWRF	2HOME / 01	2ND GRADE HOMEROOM		<a href="#">Standards Gradebook</a>	
1 - 4	1	MTWRF	0002 / 1	2ND GRADE		<a href="#">Standards Gradebook</a>	

A yellow callout box with a pointer to the second row of the table contains the text: "Find the class to work with, click **Standards Gradebook**."

Slide 3 - Slide 3

The screenshot shows the Skyward Educator Access Plus interface in a Microsoft Internet Explorer browser window. The page title is "Elementary School" and the user is identified as "Teacher: Joe Teacher" for "Class: 0002 / 1 Prd:1 2ND GRADE". The main navigation bar includes "Home Page", "My Gradebook", and "Main Screen". A secondary navigation bar contains various menu items: "Other Access", "Classes", "Events", "Comments", "Attendance", "Grade Marks", "Reports", "Display Options", "Quick Scoring", and "Excel Export".

The "Attendance" menu is open, showing options: "Take Daily Attendance - By Name", "Take Daily Attendance - By Seating Chart", "Take Survey", "Assign Seats for Seating Chart", and "View Alert Legend". A yellow callout box points to the "Take Daily Attendance - By Seating Chart" option with the text: "Select the Attendance button, click Take Daily Attendance - By Seating Chart."

Below the menu is a table with the following structure:

Students	Mon 06/18 Atnd	LANGU	MATH	SCIE		
1  Burne Patri						
2  Burne Savan						
3  Diess Shani						
4  Pavak Josep						
5  Ramad Shawn						
6  Rice Tommy						
7  Rosen Katel						
8  Schro Willi						

Slide 4 - Slide 4

Skyward Educator Access Plus - Microsoft Internet Explorer

Elementary School 2ND GRADE [View Tutorial](#)

Take Daily Attendance - By Seating Chart

You can also choose a seating chart view that allows display of student pictures.  
Click **Show Pictures**.

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

Save  
Undo  
Back

Patrice Burnell Absent: 0 Grade: 02 Present	Savanna Burnell Absent: 0 Grade: 02 Present	Shanie B. Diessner Absent: 0 Grade: 02 Present	Joseph Pavek Absent: 1 Grade: 02 Present
Shawn P. Ramadan Absent: 0 Grade: 02 Present	Tommy Rice Absent: 0 Grade: 02 Present	Grade: 02 Present	William Schroeder Absent: 0 Grade: 02 Present

Student names appear in the appropriate seating chart block.

Slide 5 - Slide 5

Skyward Educator Access Plus - Microsoft Internet Explorer

EDUCATOR SKYWARD ACCESS plus

Take Daily Attendance - By Seating Chart

Tea  
Take

Once attendance has been recorded for each student and you are ready to save the entries on this screen, click **Save**.

We value your feedback

Save  
Undo  
Back

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

<p>Patrice Burnell Absent: 0 Grade: 02 Present</p>	<p>Savanna Burnell Absent: 0 Grade: 02 ABSENT</p>	<p>Shanie B. Diessner Absent: 0 Grade: 02 Present</p>	<p>Joseph Pavsek Absent: 1 Grade: 02 Present</p>
<p>Shawn P. Ramadan Absent: 0 Grade: 02 Present</p>	<p>Tommy Rice Absent: 0 Grade: 02 Present</p>		

The default value for all students is present.

If a student is **not present**, select drop down list below the student's name and indicate if the student is absent or tardy.

Current, **unsaved** entries show up in **red**.

Previously entered and **saved** entries show up in **green**.

**This concludes the tutorial.**