

# Skyward Seating Charts – Printing

For this task, you will use two programs: *Microsoft Word* and *Skyward Attendance*. Open up both programs. *Minimize* Microsoft Word down to the bottom of your screen.

- Click the **Attendance** tab in the *Skyward Gradebook*.
- Click **Assign Seats for Seating Chart**.
- Arrange your seats the way the seats are in your classroom.
- Once you have your students the way you want them, take your mouse and click and drag to *highlight* all the cells on your seating chart.
- Anywhere in the highlighted area, RIGHT mouse click once.
- Select **Copy**.
  
- Now, maximize *Microsoft Word*.
- On a blank page, RIGHT mouse click once.
- Select **Paste**.

**Do you want to get rid of the word “select” from underneath each student’s name?**

- Hold down the <Ctrl> key and press the <F> key.
- In the pop-up screen, select the **Replace** tab.
- Find What: **Select**
- Click **Replace All**.
- Then close out the pop-up screen.
  
- Print as normal out of Microsoft Word document.
- You can even save this file if you want to.