1. Click on the Teacher Access tab in Educator Access Plus.

2. Select Post Daily Attendance.

3. On the right side of the screen, click “Assign Seats” for the class in which you need to make a seating chart.

4. Enter the number of rows and seats per row according to how your classroom is set up.

   Click Refresh
5. Students were placed in seats according to alphabetical order.

6. To change the seating chart, click on Clear Seating Chart.

A message window will open.

7. In the message window, you can either:

Click “OK” to remove all the students from the current seating chart.

OR

Click “Cancel” and not make any changes.

8. Select a student.

The box under the student’s name will change from “Select” to “Unselect.”
9. Once the student has been selected, click “Fill Seat” in the box that you want the student to be located in on the seating chart.

10. Repeat until all students have been placed in the seating chart.

11. You can choose to Auto Assign seats.

   There are 3 options what to assign by:
   - By First Name
   - By Last Name
   - Random

   Click Process after the students have been added to the seating chart.
12. The student can still be moved by selecting them and putting them in the seat as in steps 8 and 9.

13. You can have students swap seats by selecting the student and then clicking “Swap” on the box where you want the student to go.

14. Once you have all the students placed in the seating chart, click Save.

15. This will take you back to the Attendance Screen.