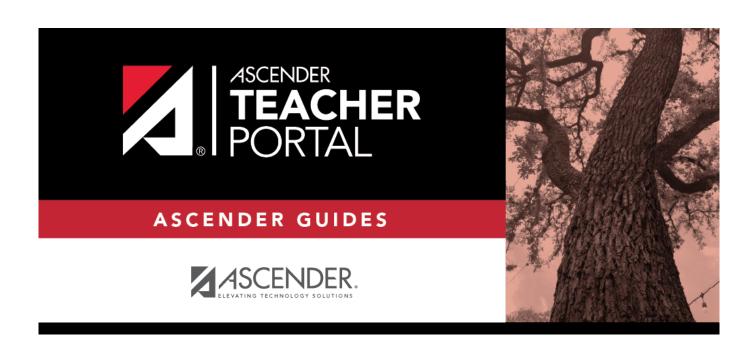
:



Seating Charts

2023/08/07 05:43 i Seating Charts

Table of Contents

| Seating Charts | |
|----------------|--|
| Seating Charts | |

Seating Charts

Reports > Seating Charts

This report prints a teacher's seating charts for all periods or one period. For each period, the seating chart is displayed followed by a list of students who are not assigned to seats. The seating chart lists the student name, gender, and ID.

If printed for all periods, each period prints on a separate page.

NOTE: If that field has been changed, and the seating charts have not been re-saved on Settings > Manage Charts since the setting was changed, a warning message is displayed when the report is generated indicating that the reports will not be accurate until the Manage Seating Charts page has been re-saved. You must review the seating chart for each period on the Manage Seating Charts page, make any necessary changes, and then re-save each chart.

Generate the report:

☐ Specify report options:

| Semester | The current semester is displayed. You can select a different semester. | | |
|------------------|---|--|--|
| Period | Select the period-course(s) to print the seating chart for, or select <i>ALL CLASSES</i> to print seating charts for all periods. | | |
| | If Combine Courses in Attendance is selected on your Settings > Update Profile | | |
| | page, the courses are combined by period. | | |
| width | Select the width setting for the report. | | |
| | Fixed Seat Width | Select to print a report in which all seats are the same width. | |
| | | This setting works for small and average-size classes. For larger classes, some seats may not print on the page. | |
| | Auto-Adjusted Seat Width | Select to print a report in which each column is adjusted to the student name. Each column is only wide enough to accommodate the longest name in the column; therefore, some columns are wider than others. This setting is a better option for larger classes. | |
| | For either width setting, you can adjust the orientation when you print. Select | | |
| | Landscape to increase the number of students that fit on the page. | | |
| Show Pictures | Select to display student photos in the seating chart. Photos are only available if they have been added by the district. | | |

☐ Click **Generate**.

- The report opens in a new window, and you can print the report from that window.
- The report selection page remains open on your desktop.