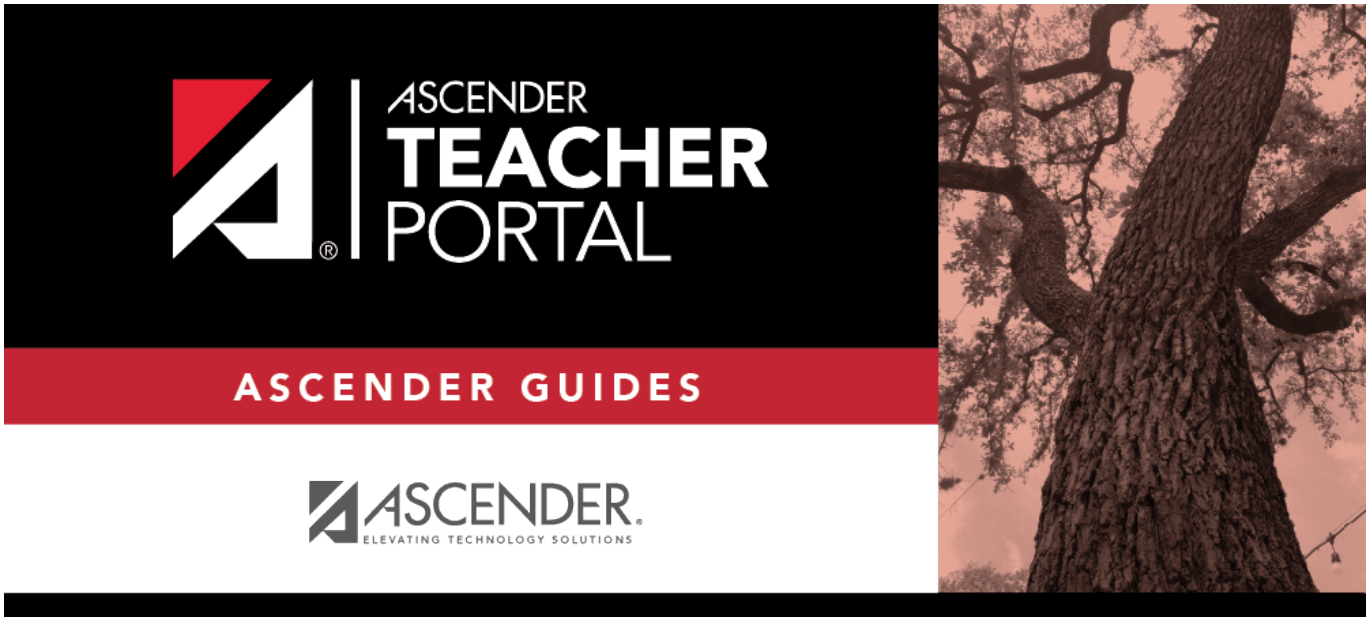



# Seating Charts

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# 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 *ALL CLASSES* to print seating charts for all periods.<br><br>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.<br><br>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.

❑ Specify report options:

| | | |
|---|---|---|
| **Semester** | The current semester is displayed. You can select a different semester. | |
| **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.<br><br>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** | | |

❑ 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.