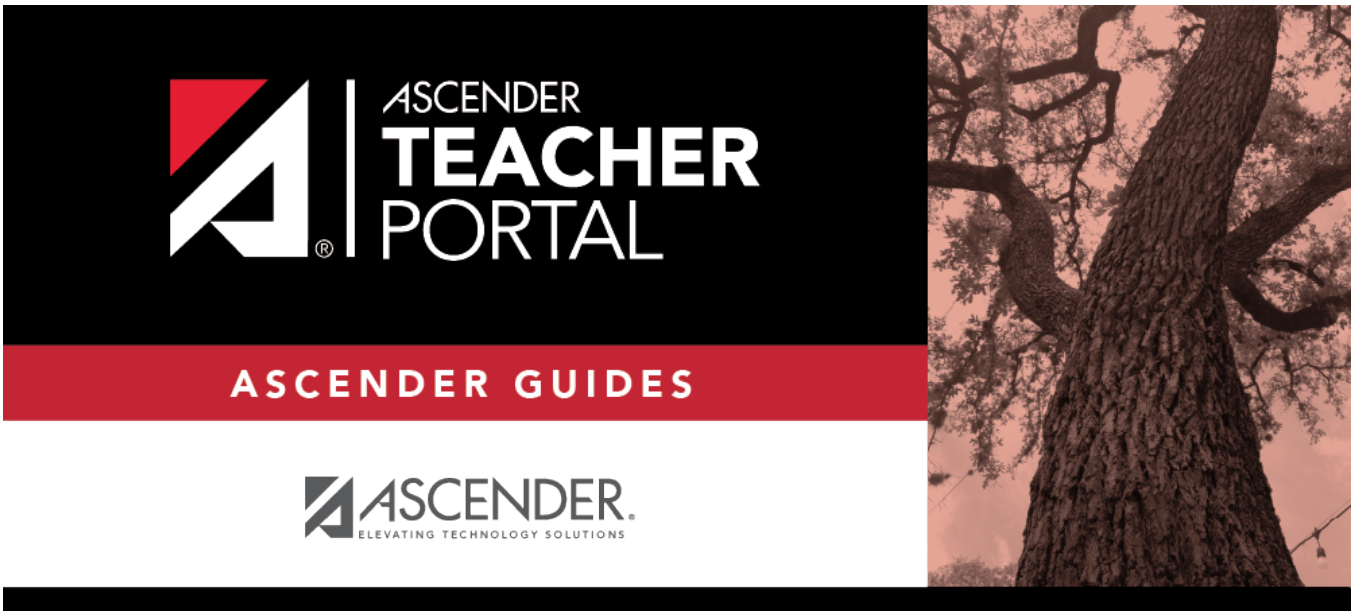

Seating Charts

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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:

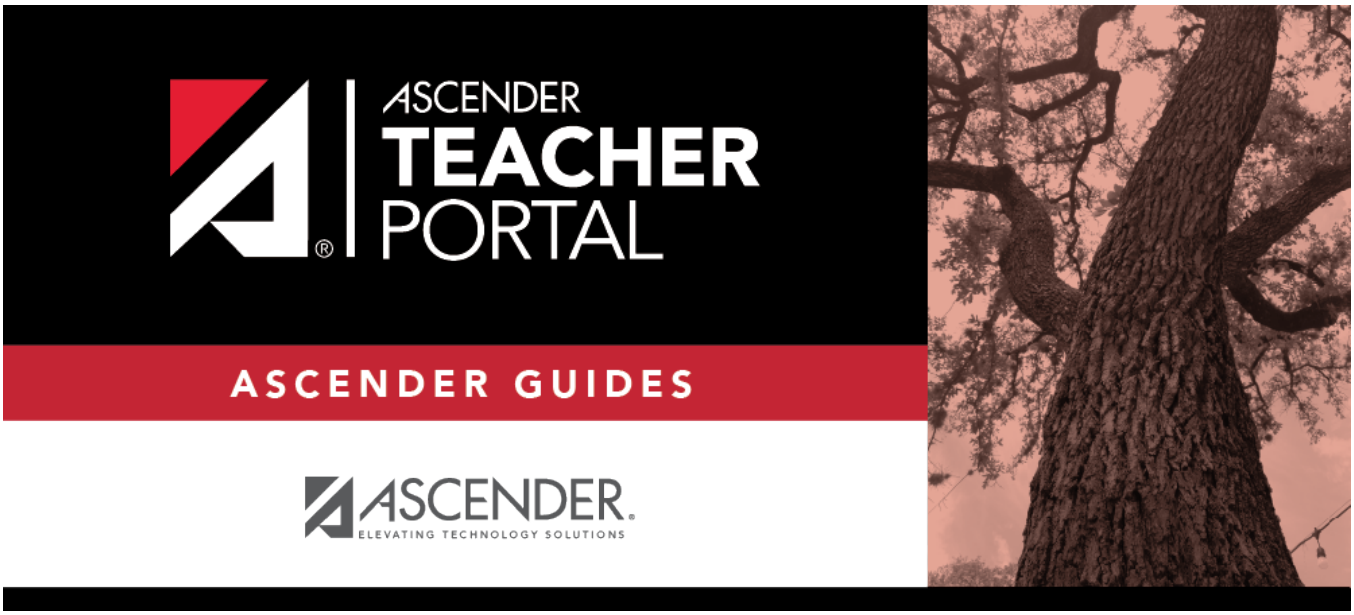
❑ Specify report options:

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. 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.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