



# Seating Charts



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## 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:

<b>Semester</b>	The current semester is displayed. You can select a different semester.	
<b>Period</b>	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 <b>Combine Courses in Attendance</b> is selected on your <a href="#">Settings &gt; Update Profile</a> page, the courses are combined by period.	
<b>width</b>	Select the width setting for the report.	
	<b>Fixed Seat Width</b>	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.
	<b>Auto-Adjusted Seat Width</b>	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 <b>Landscape</b> to increase the number of students that fit on the page.	
<b>Show Pictures</b>	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:

<b>Semester</b>	The current semester is displayed. You can select a different semester.	
<b>Period</b>		
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<b>Show Pictures</b>		

Click **Generate**.

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