

SeatGen: Seating Chart and Photo Roster

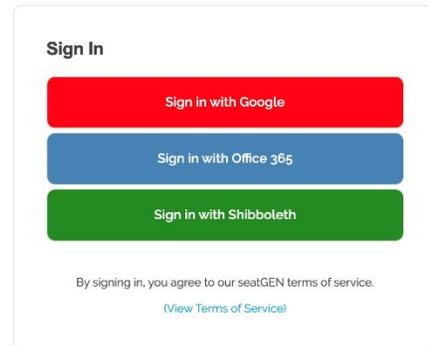
SeatGen is a new tool for Georgetown Law faculty and staff that allows for the creation and printing of photo seating charts as well as flash cards and tent cards. SeatGen is replacing the eSeat seating chart tool as well as the Photo Roster Law tool.

How do I access SeatGen?

SeatGen can be accessed through your Canvas course space, but it must first be added to your course's navigation menu.

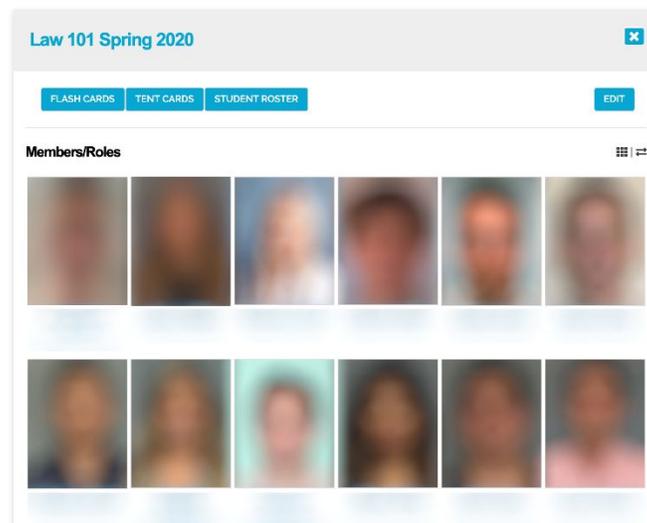
[Instructions for adding an item to your course's navigation menu can be found here.](#)

Once SeatGen has been added to your course's navigation menu, you can access it at any time via Canvas. You may be asked to sign in to SeatGen; always use the **Sign in with Shibboleth** option, which will prompt you to login using Georgetown SSO.



Navigating SeatGen

Once you have logged in to SeatGen, you will see a photo roster of the students enrolled in your course. The roster includes names, photos, and enrollment status of all students. Buttons at the top of this roster allow you quick access to **Flashcards**, **Tent Cards**, **Student Roster**, and **Edit**.



Assigning Rooms

Click the **Edit** button to access a number of options for your course, most notable the option to add a room association.

After clicking on **Add Place / Time**, select your class's meeting space from the dropdown menu.

You may optionally select a class meeting time and modify self-seating options.

Once finished, click **Save**.

Room Association:

Add Place / Time

↓

Room Association: [Delete] [Cancel] [Save]

Room Association:

Select a Place:
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Meeting Schedule (Optional)

Starting: mm/dd/yyyy Time: --:-- --
Ending: mm/dd/yyyy Time: --:-- --

Seating Settings

Self Seating (Enabled)
⊙

DELETE

Seating Students

Once a meeting area has been selected, you will have access to seating options from the main course view.

Adv Constitutional Law Seminar.Spring2020 [Close]

FLASH CARDS | TENT CARDS | STUDENT ROSTER [EDIT]

Room Associations

Members/Roles [Grid Icon] [List Icon]

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SELF SEAT

SEATING

CLASS ATTENDANCE

PRINT SEATING CHART

PRINT ATTENDANCE REPORT

SEATING SETTINGS

SEATING SETTINGS

Note the **Seating** button underneath the graphical representation of the meeting area. Clicking this option will take you to the seating chart editor, which will allow you to manually or automatically place students into a graphical seating chart. You may drag and drop students onto individual seats, or click on **Seat All** to automatically seat all students. A dropdown box to the right of the **Seat All** button allows you to choose between Alphabetical, Reverse Alphabetical, or Random seating.

UNSEAT ALL SEAT ALL Alphabetical

Seating Print Close

+ [Share]

Note that, while student names will not appear underneath seating assignments in the seating chart editor, names will be displayed when printing out or viewing finalized seating charts.

Click **Save** in the upper-right hand corner when you are done seating students.

Printing Seating Charts, Tent Cards, and Flash Cards

From the main course view, select **Flash Cards**, **Tent Cards**, **Student Roster**, or **Print Seating Chart** to print customizable PDFs for your class. On the PDF Options menu, you can customize students' name display as well as page size, orientation, number of pages, and font size. SeatGen will recommend a set of default page settings, but you can customize these settings by selecting the **Manually Select Print Page Settings** radio button. You will be able to preview the finished document before printing.

Create PDF Options

Flash Cards Tent Cards **Print Seating Chart** Student Roster Print Attendance Report

Standard Field Print Options: [Show Advanced Print Options \(Optional\)](#)

First Last

Select Style Option: Stylized

Select Font Size: Auto

Auto-Fit Text for Custom Font Size

Print Using Recommended Page Settings (1 Page - 8.5x11 Landscape)

Manually Select Print Page Settings

Page Size: 11 X 17 Page Orientation: Landscape # Pages: 1

CANCEL GENERATE PDF

After clicking **Generate PDF**, you will be shown the finished document, which you may either print directly from your browser or save to your computer. If there are any problems with the finished document, modify your print settings to find the best layout for your class.

Who has access to SeatGen?

Currently, only faculty and faculty support members (those with the Teacher, Unofficial Teacher, or Law Faculty Assistant Role in Canvas) have access to SeatGen. Students do not currently have access to SeatGen, but they may be granted access in the future.