

SeatGen: Seating Chart and Photo Roster

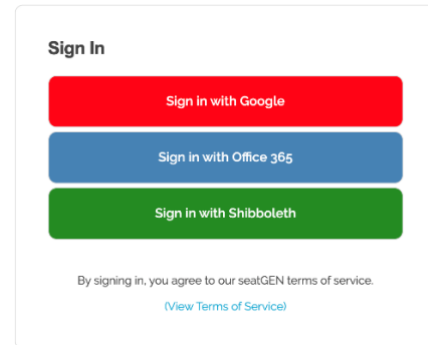
SeatGen is a new tool for Georgetown Law faculty and staff that allows for the creation and printing of photo seating charts as well as flash cards and tent cards. SeatGen is replacing the eSeat seating chart tool as well as the Photo Roster Law tool.

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.

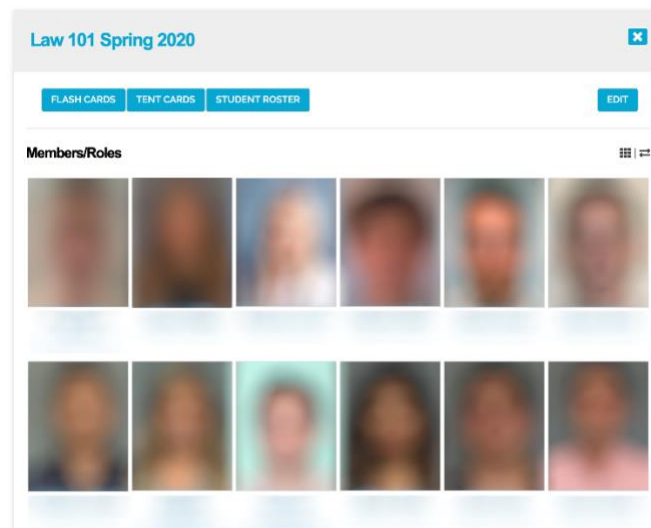
[Instructions for adding an item to your course's navigation menu can be found here.](#)

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:

Select a Place:
m_156

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

FLASH CARDS | TENT CARDS | STUDENT ROSTER

Room Associations

Members/Roles

m_156

SELF SEAT

SEATING

CLASS ATTENDANCE

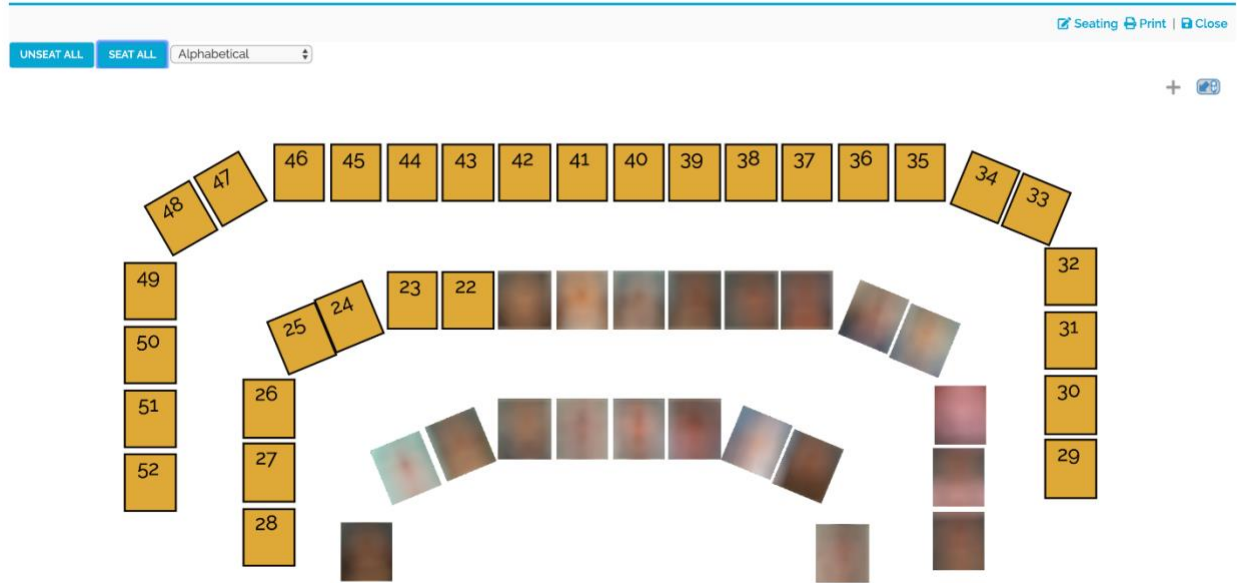
PRINT SEATING CHART

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.



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**

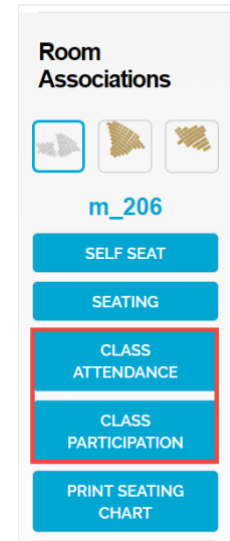
After clicking **Generate PDF**, you will be shown the finished document, which you may either print directly from your browser or save to your computer. If there are any problems with the finished document, modify your print settings to find the best layout for your class.

Taking Attendance Using SeatGen

From the course photo roster, you can click on **Class Attendance** or **Class Participation** to edit the relevant data for any course meeting date.

Class Attendance

After clicking on **Class Attendance**, confirm the meeting date and then click on **Edit Attendance**. You can then use the button in the upper right to switch between either a **Roster View** or a **Chart View** (if you have set a room association and created a seating chart). From either one of these views, you can click on a student and mark that student as Excused, Absent, or Tardy for that meeting date. From this same view, you can also view a student's historical attendance data.

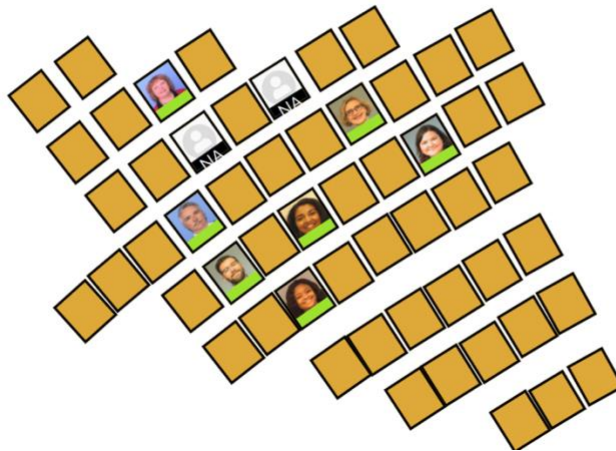


Room Associations

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- SELF SEAT
- SEATING
- CLASS ATTENDANCE
- CLASS PARTICIPATION
- PRINT SEATING CHART

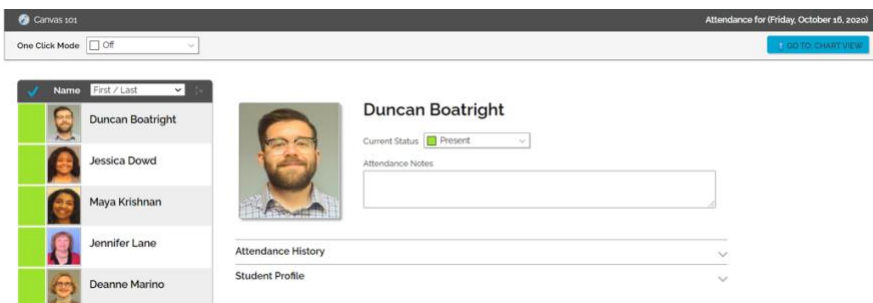
One Click Mode Off



GO TO: ROSTER VIEW

GO TO: ROSTER VIEW

vs://zd.appointlink.com/appageselinst



Canvas LMS Attendance for (Friday, October 16, 2020)

One Click Mode Off

Name: First / Last

- Duncan Boatright
- Jessica Dowd
- Maya Krishnan
- Jennifer Lane
- Deanne Marino

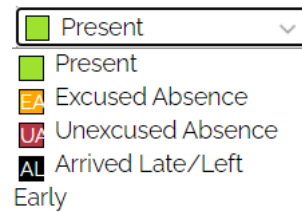
Duncan Boatright

Current Status: Present

Attendance Notes

Attendance History

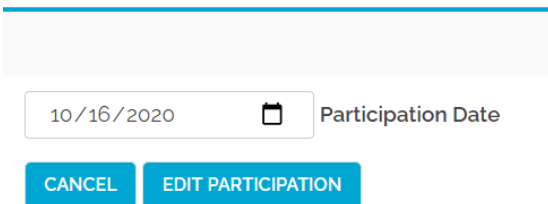
Student Profile



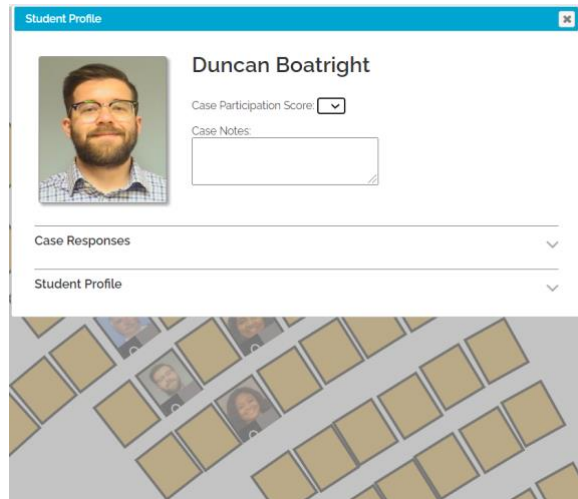
- Present
- Present
- EA Excused Absence
- UA Unexcused Absence
- AL Arrived Late/Left Early

Class Participation

After clicking on **Class Participation**, confirm the meeting date that you would like to edit participation data for, and then click on **Edit Participation**. Using the same procedures as for editing attendance data, from this view you can edit a student's daily Case Participation Score.



A screenshot of a web interface showing a date selection process. At the top, there is a light blue horizontal bar. Below it, a date input field contains "10/16/2020" and a calendar icon, followed by the text "Participation Date". At the bottom, there are two buttons: a blue "CANCEL" button and a blue "EDIT PARTICIPATION" button.



A screenshot of a "Student Profile" window for a student named Duncan Boatright. The window has a blue header with the title "Student Profile" and a close button. On the left is a profile picture of a man with glasses and a beard. To the right of the picture, the name "Duncan Boatright" is displayed. Below the name, there is a "Case Participation Score" dropdown menu and a "Case Notes" text area. At the bottom of the window, there are two expandable sections: "Case Responses" and "Student Profile", each with a downward arrow. The background of the window shows a grid of student profile icons.

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.