

SeatGEN: Seating Chart and Name Pronunciation Recordings

SeatGEN is a tool for Georgetown Law students that allows them to view class seating charts, use self-seating to assign themselves a seat on a seating chart, and record the pronunciation of their name for the instructor's use.

How do I access SeatGEN?

If SeatGEN has been enabled in a course, it will appear in the navigation sidebar of the Canvas space. Your SeatGEN profile applies to all courses; if you edit elements of your profile including photo, pronouns, and name pronunciation recording, it will apply to all of your courses.

Fall2021

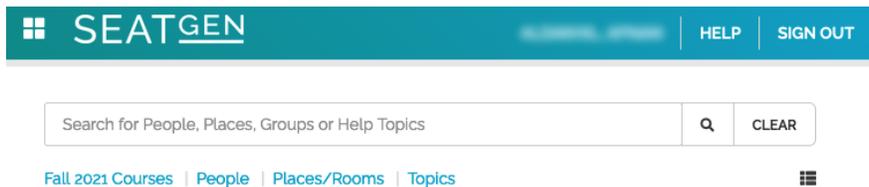
Home

seatGEN

Announcements

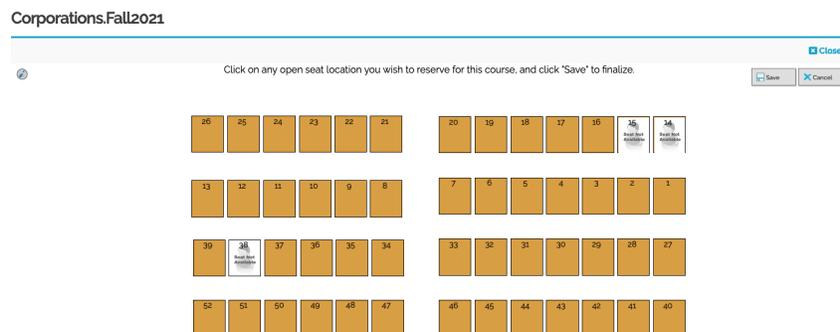
Join Online Class

Once you open SeatGEN, you will see links for your *Courses*, as well as *People*, which is where you will be able to edit your personal profile.



How do I use self-seat in SeatGEN?

Click on *Courses* and find the relevant course. If self seating has been enabled, you will be able to click an open seat to assign yourself a seat number. Remember to click *Save* before exiting.



How do I record the pronunciation of my name in SeatGEN?

Click the *People* link to find your personal profile. Click *Edit* in the upper-right corner of your profile.

Fall 2021 Courses | [People](#) | Places/Rooms | Topics



You have the option of adding personal details to your profile, including a name recording, a phonetic pronunciation, pronouns, and title. Select a field from the dropdown box to add it to your profile.

Person > Add / Edit

Cancel | Save



In the zone above, drag and drop user photos or name recordings or click here to associate files with the profile...

Person Attributes

ADVANCED ROLE & GROUP OPTIONS (OPTIONAL)

Add Additional Attributes (Optional)

✓ Select a field to add...

- Audio
- Phonetic
- Pronoun
- Title

Name Recording

RECORD

To record your name, click *Record* in the lower left corner after adding an *Audio* field to your profile. Remember to click *Save* in the upper right before finishing. You will then be able to preview your audio recording. This recording will be visible to faculty and staff.

Name Recording



RECORD

