

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.

Sign In

Sign in with Google

Sign in with Office 365

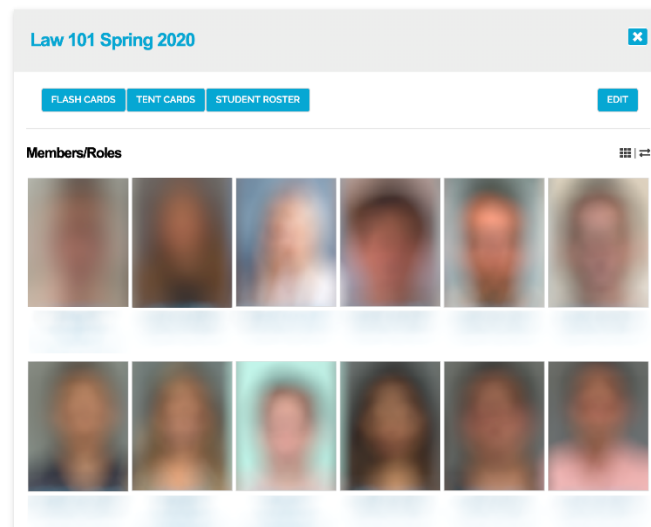
Sign in with Shibboleth

By signing in, you agree to our seatGEN terms of service.

[\(View Terms of Service\)](#)

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

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

EDIT

Room Associations

m_156

SELF SEAT

SEATING

CLASS ATTENDANCE

PRINT SEATING CHART

PRINT ATTENDANCE REPORT

SEATING SETTINGS

SEATING SETTINGS

Members/Roles

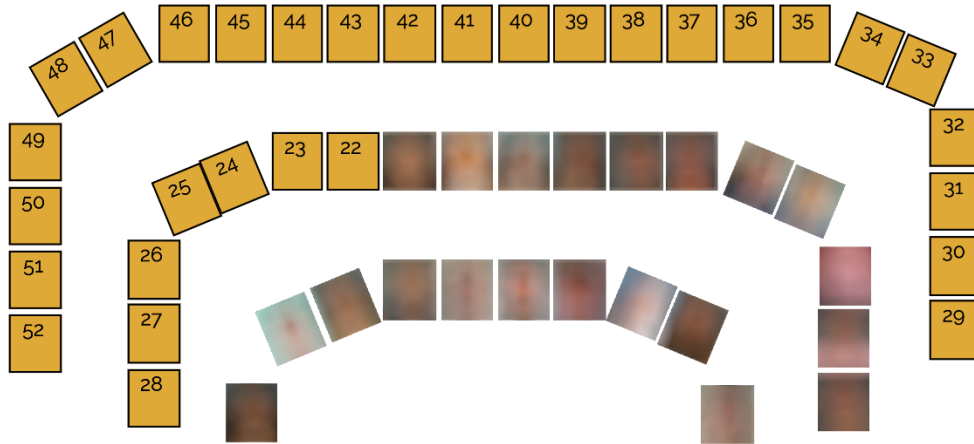
Seating chart editor showing a graphical representation of the meeting area (m_156) and a list of students (Members/Roles) to be seated.

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.

[Seating](#) [Print](#) | [Close](#)

UNSEAT ALL SEAT ALL Alphabetical

+



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

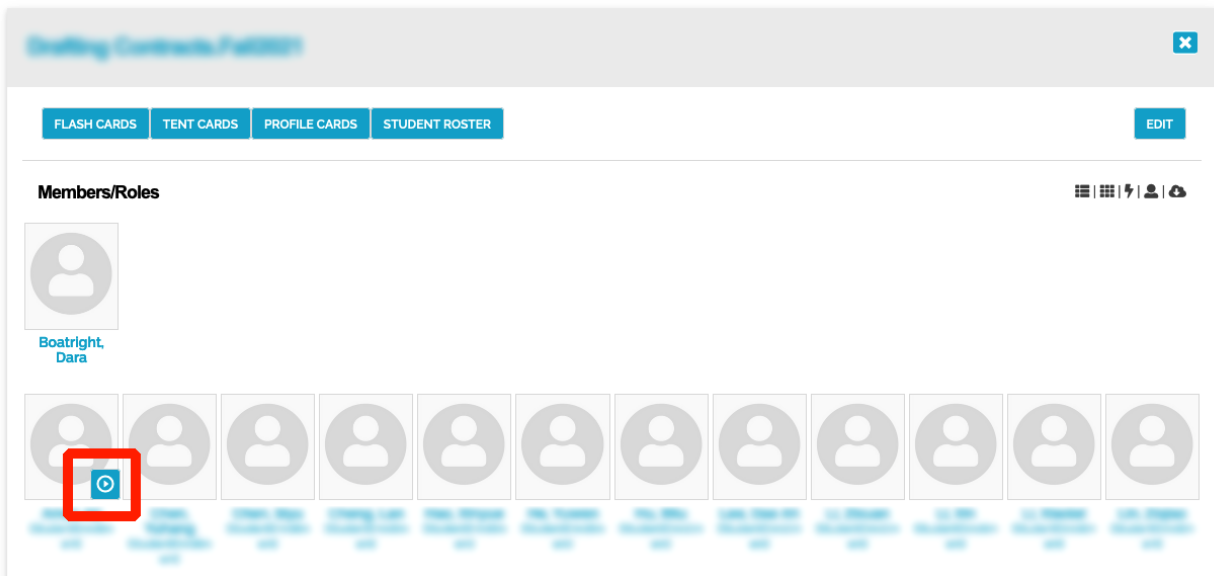
Pages:
1

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.

Student Name Recordings

If a student has added a recording of the pronunciation of their name to their profile in SeatGEN, there will be a playback icon on their portrait while looking at your course's photo roster. Click the Play button to hear their recording.



Who has access to SeatGEN?

Students, faculty, and staff have access to SeatGEN. Students are only able to view and edit their profile (including recording their name pronunciations), view the course seating chart, and utilize self-seat.

[Student Instructions for SeatGEN may be found at this link.](#)