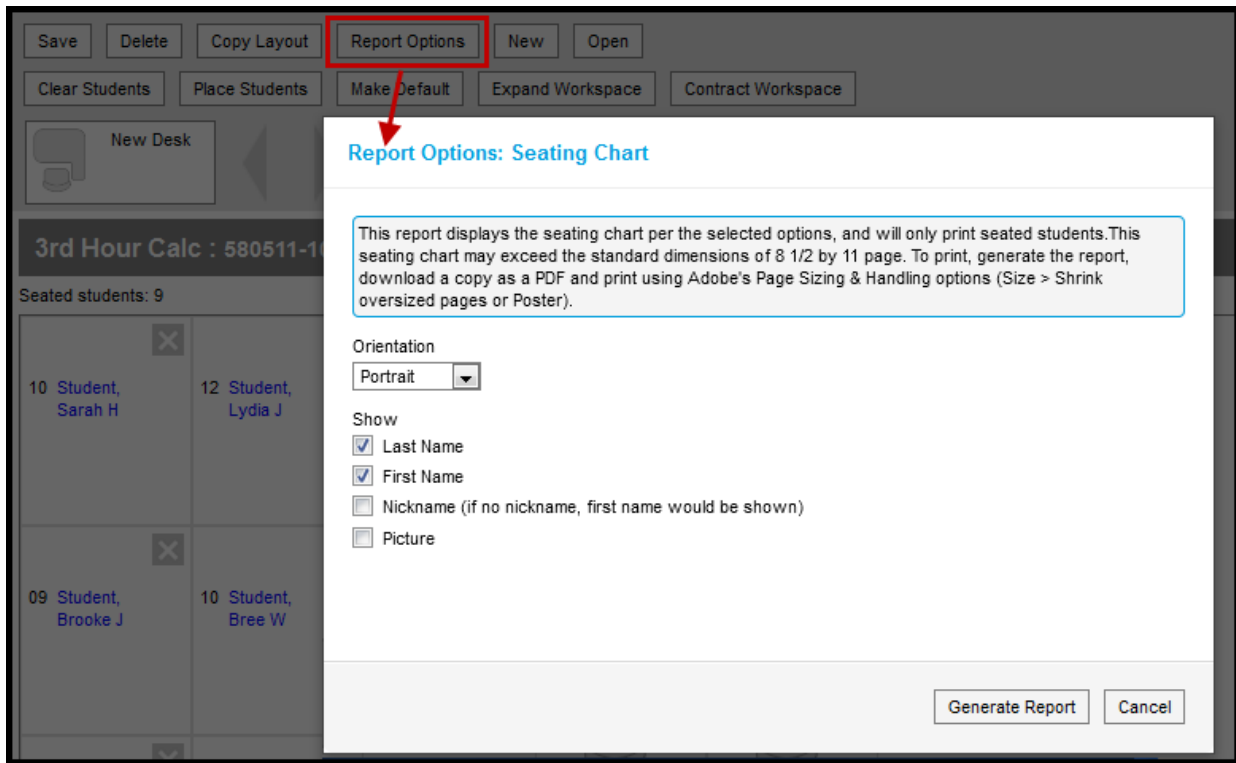


Printing Seating Charts

Last Modified on 10/22/2022 9:29 am CDT

PATH: *Campus Instruction > Seating Charts*

To print a seating chart, select the Section and Seating Chart and click **Open Chart**. From the chart, click **Report Options** to open the print options window:















Report Options for Printing a Seating Chart

Indicate the **Orientation** in which you'd like to print the chart, *Portrait* or *Landscape*.

Select **Nickname** and/or **Picture** to show that information in the printed chart. Student's first and last name are selected by default. These values are entered on the [Demographics](#) tab.

Click **Generate Report** to view the printable seating chart.

Seated, Unseated students, and total Desks are printed at the top of the report. Student names print in 9 pt font with pictures and in 12 pt font without pictures.

Date: 04/25/2014 01:53:46 PM		3rd Hour Calc: 580511-1000 AP Calculus (A)	
Seated students: 8 Unseated students: 0 Desks: 16			
	 Student, Bree	 Student, Brooke	 Student, Devin
 Student, Jordan	 Student, Kyle	 Student, Luke	 Student, Lydia
 Student, Andrew			

Example of a Printed Chart

If the seating chart is larger than the printable area of the page, anything extra is cut off. Campus recommends first downloading your chart as a PDF and then using Adobe's *Page Sizing and Handling* options to make sure the whole chart prints correctly.