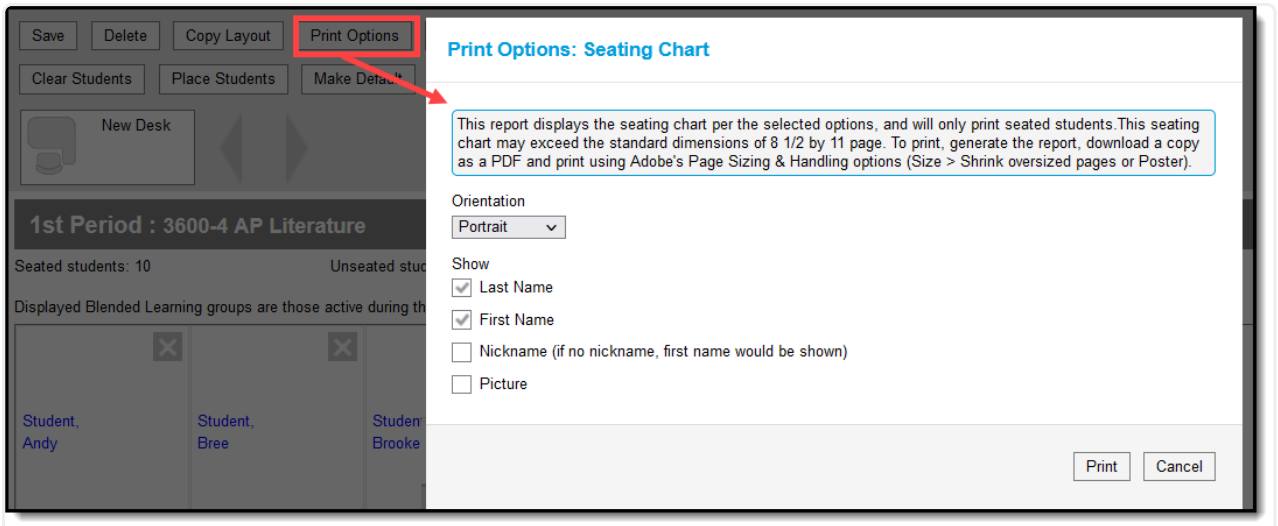
Printing Seating Charts [.2403 - .2623]

Last Modified on 08/04/2026 11:30 am CDT

Location: Seating Charts > click Print Options

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



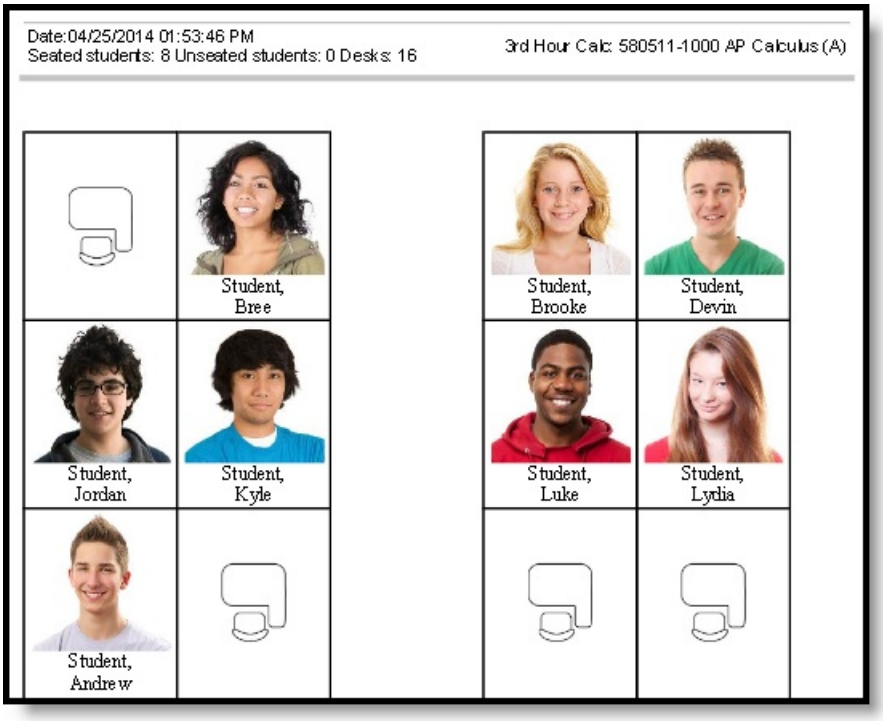
Click Print Option to see options for formatting a printed seating chart.

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.



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.