

Printing Seating Charts

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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:

Save Delete Copy Layout Print Options Clear Students Place Students Make Deta			
New Desk	00-4 AP Literature	e	This report displays the seating chart per the selected options, and will only print seated students. This seating chart may exceed the standard dimensions of 8 1/2 by 11 page. To print, generate the report, download a copy as a PDF and print using Adobe's Page Sizing & Handling options (Size > Shrink oversized pages or Poster). Orientation Portrait
Seated students: 10 Unseated students: 10 Un			Show Last Name First Name Nickname (if no nickname, first name would be shown)
Student, Andy	Student, Bree	Studen Brooke	Picture Print Cancel
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.