

Printing Seating Charts

Last Modified on 01/16/2026 2:53 pm CST

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:

Print Options: Seating Chart

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

Show
☒ Last Name
☒ First Name
☐ Nickname (if no nickname, first name would be shown)
☐ 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.

Date: 04/25/2014 01:53:46 PM Seated students: 8 Unseated students: 0 Desks: 16		3rd Hour Calc: 580511-1000 AP Calculus (A)	
	 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.