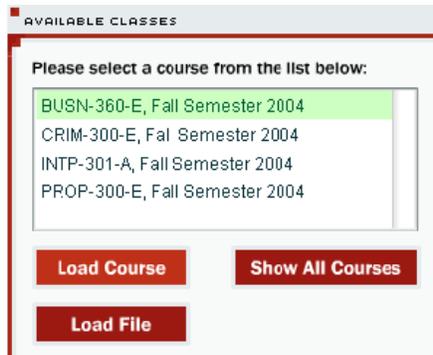


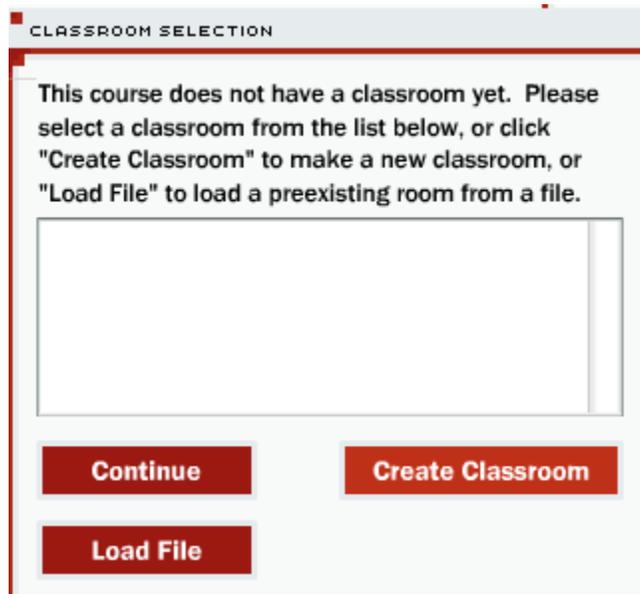


To start, double click on the SeatingChartGenerator shortcut on our desktop. You will be shown a list of available classes that you can choose from.

To enter a course, click on the course to highlight it and then click “Load Course” button.



If you have not previously loaded this course, you will be prompted to select from existing classrooms or to build a new classroom. To build a new classroom, click the “Create Classroom” button. You may have to navigate to the folder L:\Seating Chart Generator\Semester to load the classroom file called rooms_SullivanHall.xml.



You will be given the opportunity to select from general classroom designs, to designate the number of rows, and to designate the number of seats per row:

CREATE A NEW CLASSROOM

1. Select a room type:   

2. Specify number of rows:

3. Specify number of seats per row:
or seats per each row, starting
with the front row:

Row 1	<input type="text" value="12"/>
Row 2	<input type="text" value="14"/>
Row 3	<input type="text" value="16"/>

Cancel **Continue**

Next, give your new classroom a name and click the continue button. You will return to the Classroom Selection window where you will now see your classroom:

CLASSROOM SELECTION

This course does not have a classroom yet. Please select a classroom from the list below, or click "Create Classroom" to make a new classroom, or "Load File" to load a preexisting room from a file.

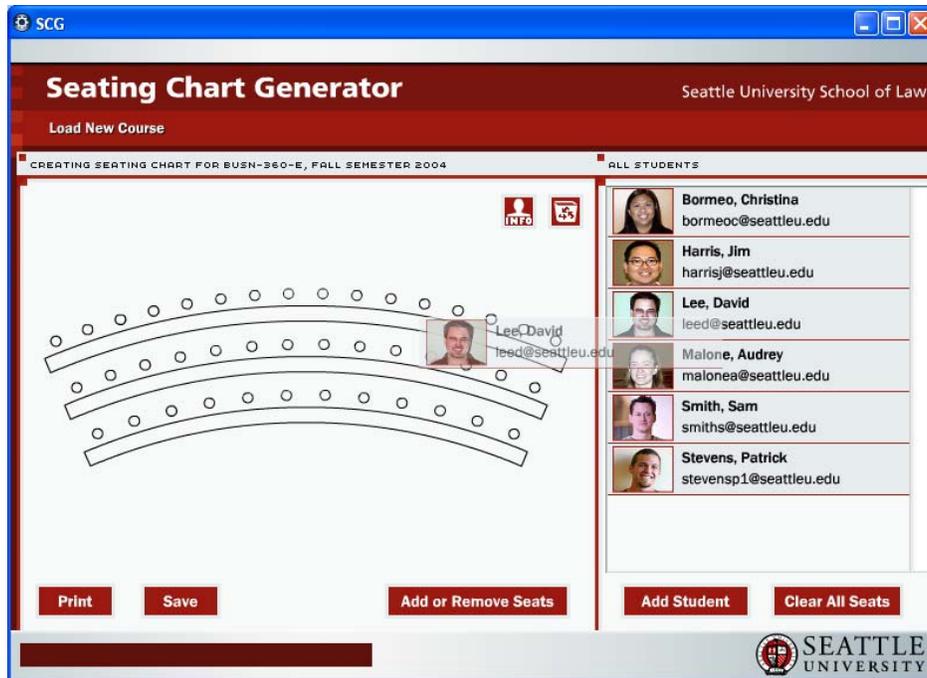
Sample Classroom

Continue **Create Classroom**

Load File

Select the classroom you would like to use and click the "Continue" button. You should now see your classroom and a list of students on

the class roster. To create your seating chart, simply drag a student from the list on the right to any open seat on the seating chart.



You can change seats for an individual by clicking the student's seat and dragging to a new seat. You can also return a seated student to the list of unseated students on the right by dragging the student back. Or, you can clear your seating chart by clicking the "Clear All Seats" button.

If you need to add or remove seats from your classroom, click the "Add or Remove Seats" button. You will be given the opportunity to edit your seat numbers per row.

If you need to add a student to your roster, click the "Add Student" button. You will be shown a list of all students enrolled at your institution. Simply select the student from the list and click the "Add Student" button.

To remove a student from the class roster, simply drag their icon to the trash can.

If you would like to add personal information or edit a student's name or email address, drag the student to the "Info" button. You will be given the opportunity to change the name to a nickname, for example:

STUDENT INFORMATION

David

Lee

Title: none

leed@seattleu.edu

OK Cancel

Click the “Save” button to save your seating chart for future use. You will notice a new .xml file for each course you save. These will store any additional information you add.

Printing: Finally, to print your complete seating chart, click the “Print” button. You will be given the opportunity to designate what information you would like included in the printout and how many pages you would like the printout to span. The more pages it spans, the larger the photos and type.

CREATE A NEW CLASSROOM

Choose the number of pages on which to print:

Choose text to appear with each student:

First Name

All caps

First Name

All caps

OK Cancel

Once you have set your preferences, click the OK button and you will be prompted to select your printer. You have now printed your class seating chart with student names and pictures.