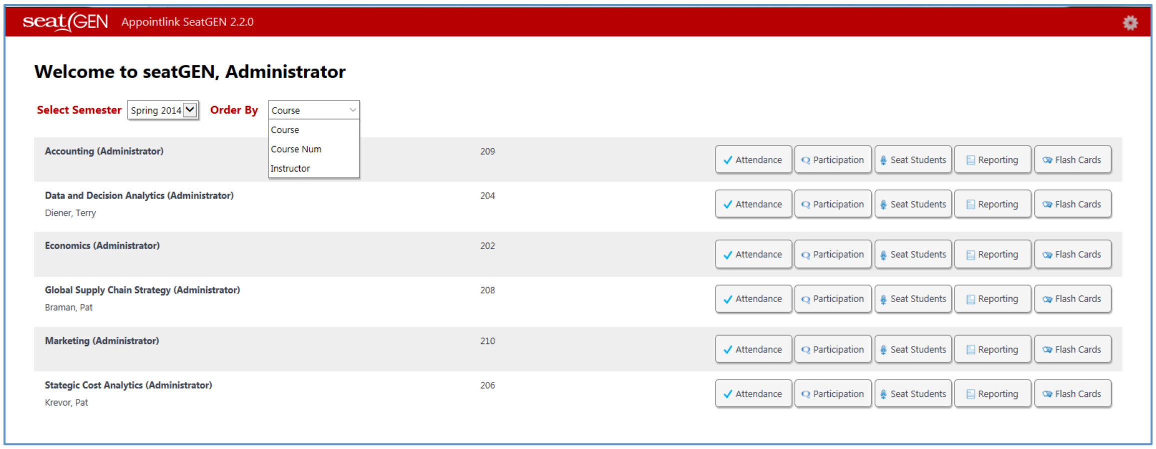
seatGEN

Version 2.0 - End User Documentation

Overview

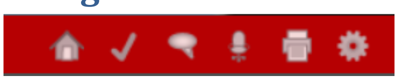
The purpose of this document is to provide guidance through the SeatGen 2.0 application for Faculty and Administrator level users.

Home Page/Main Menu



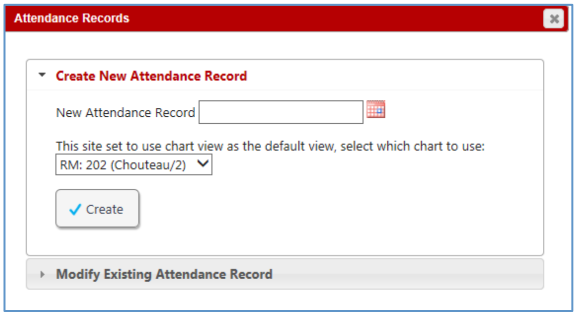
The main menu page for Faculty and Administrator users allows you to select the semester, as well as options to sort the results by Course Name, Course Number, or Instructor name. The buttons to the right of each course will navigate you to the feature page for that select course.

Navigation Menu Icons



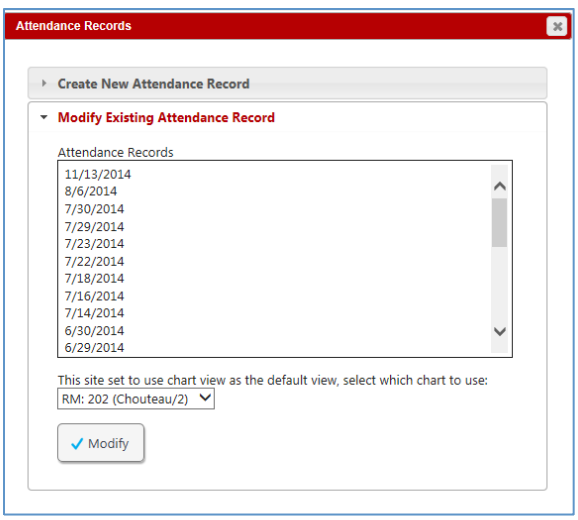
When you're on a page, besides the main home page, you will see a navigation menu bar at the top of the screen. The icons from left to right are Home, Attendance, Participation, Seating Chart, Print Options, and Settings.

Create New Attendance Record



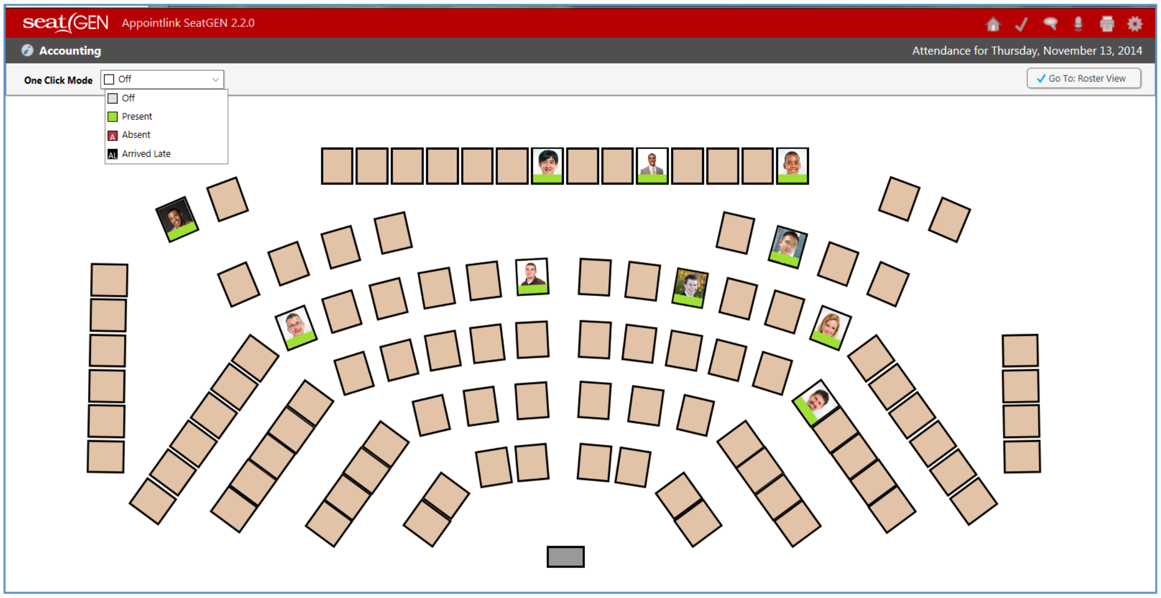
By clicking on the Attendance button from the Home Page/Main Menu a new will window pop-up for you to create an attendance record. Enter the date you would like to create the attendance record for, in the New Attendance Record field. Next, select the room/chart associated with this attendance record and click the create button. If an attendance record already exists for this room/chart on this date, then select "Modify Existing Attendance Record" option at the bottom of the window.

Modify Existing Attendance Record



To modify an existing attendance record, click on the option "Modify Existing Attendance Record" and select the date and room/chart you would like to update then click the Modify button.

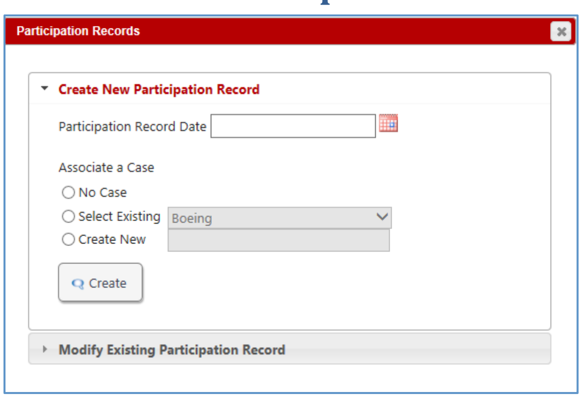
Attendance – Chart View



Once in the attendance screen, you can choose your update mode by selecting from the "One Click Mode" drop down list. By selecting either Present, Absent or Arrived Late will allow you to simply click on the seated student to change their attendance status. If you select the Off option, then when you click on the seated student a pop-up window will appear for you to update their attendance status.

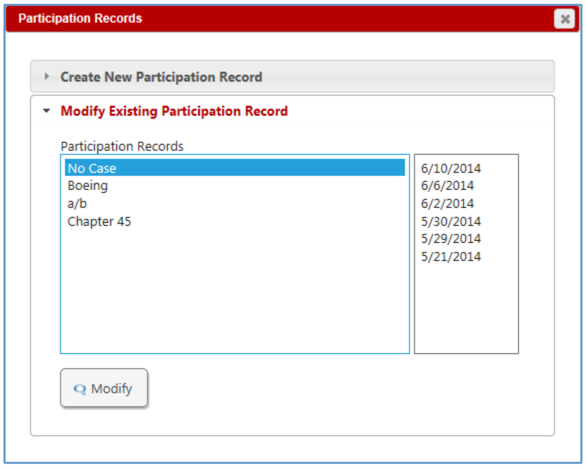
You can also switch views of the class by clicking the "Go To: Roster View" button in the top right corner of the page.

Create New Participation Record



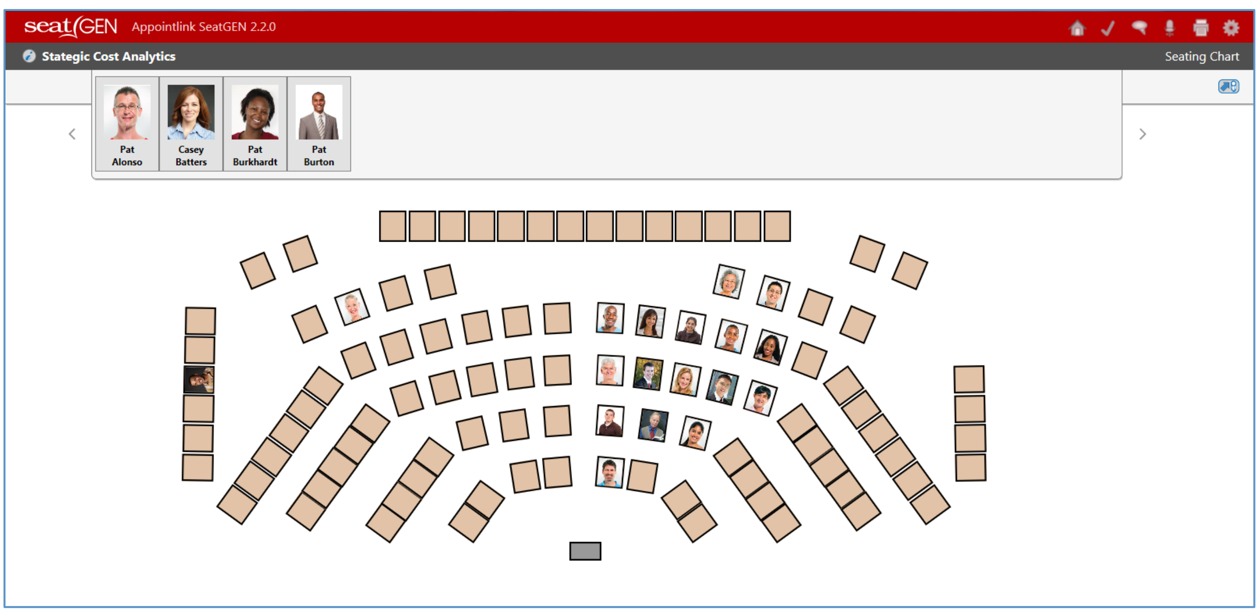
Enter the date you would like to create the participation record for, in the Participation Record Date field. Next, select the associated case for this date and click the create button. If a participation record already exists for this room/chart on this date, then select "Modify Existing Participation Record" option at the bottom of the window.

Modify Existing Participation Record



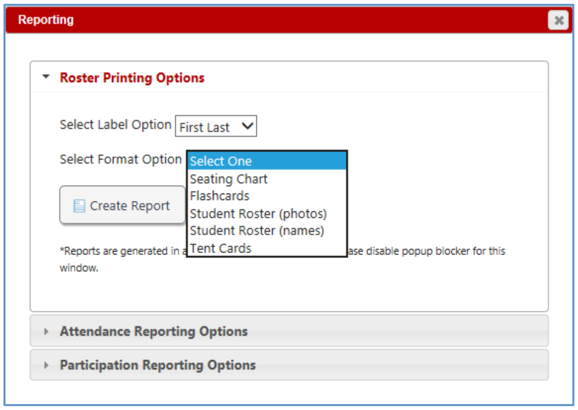
To modify an existing participation record, click on the option “Modify Existing Participation Record” and select the case and date you would like to update then click the Modify button.

Seating Chart



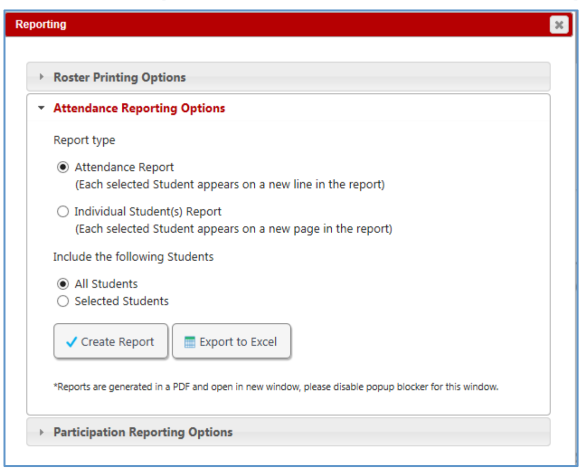
To seat students in a chart, simply click on the student image from the roster box at the top of the screen then click on the seat in the chart you would like to place them. You can also drag and drop the image from the roster box to the seat. To move the student to the different seat, click and drag the student image from the original seat to the new seat. To remove the student from the chart and place them back into the roster box at the top of the screen, click and drag their image out of the seat until you see the “unseat” icon below their seat then move your cursor over the “unseat” icon until it is highlighted.

Reporting – Roster Printing Options



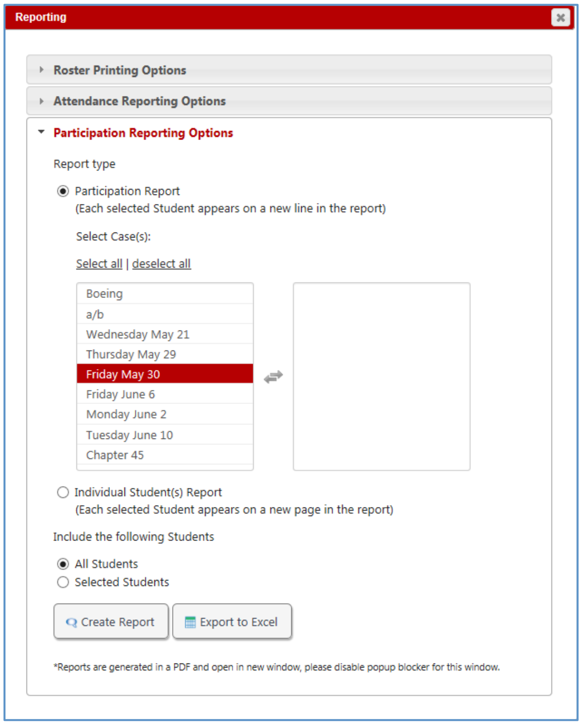
There are several options for printing a class roster, including 4 label options (First Last; Last,First; First Only; Last Only) and 5 format options (Seating Chart, Flashcards, Student Roster (photos), Student Roster (Names), Tent Cards). The Seating Chart format options will allow you to select page size, page orientation, and number of pages to print. Flashcard format can either print with the phone and info on the same side of the card or two-sided with the photo on front and the info on the back. The Student Roster with photos format can be printed with 3 or 4 students per row. The Tent Cards format is designed to user Avery Index Card Stock #5309.

Reporting – Attendance Reporting Options



Attendance reporting options will allow you to format your report into line items or separate pages for each student, as well as printing for all students or just select students. There is also an option to export the report to Excel format.

Reporting – Participation Reporting Options

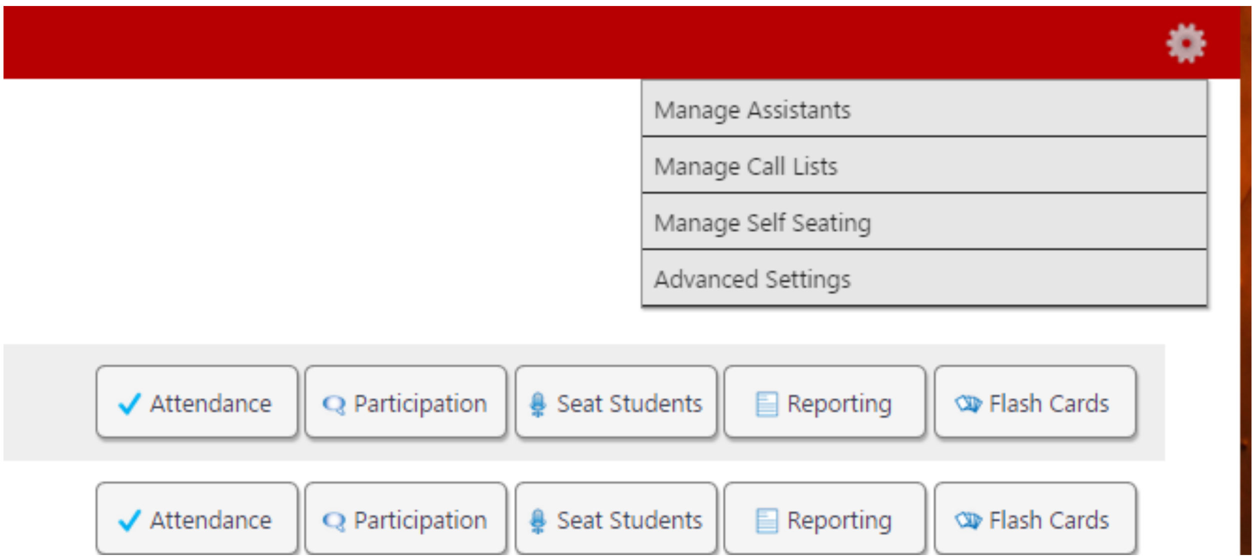


Participation Reporting Options include a report format with each student on a new line, or each student on a new page, as well as the option to print the report for all students or just selected students. There is also an option to export the report to Excel.

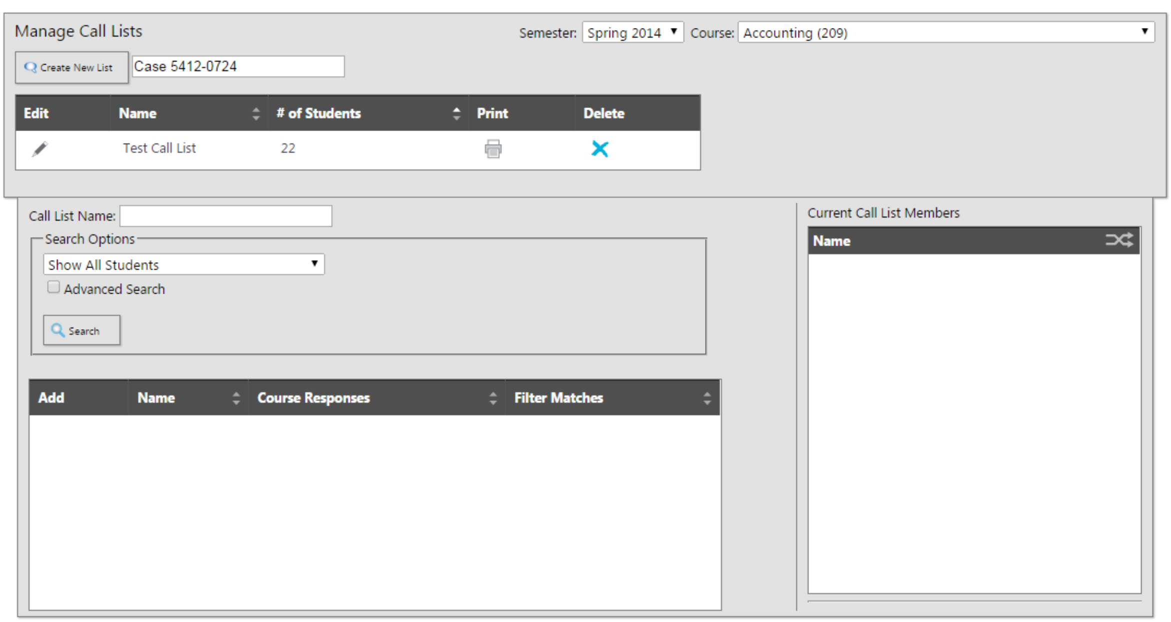
Call List – Manage Call List

Call Lists are a tool for instructors to prepare for and conduct a case based lecture. A call list is a simple a list of students. There are filtering mechanisms which allow the instructor to create the list based on call frequency or common characteristic. For example, the instructor may want to call on all students that have worked in the oil industry or who have not responded during a course.

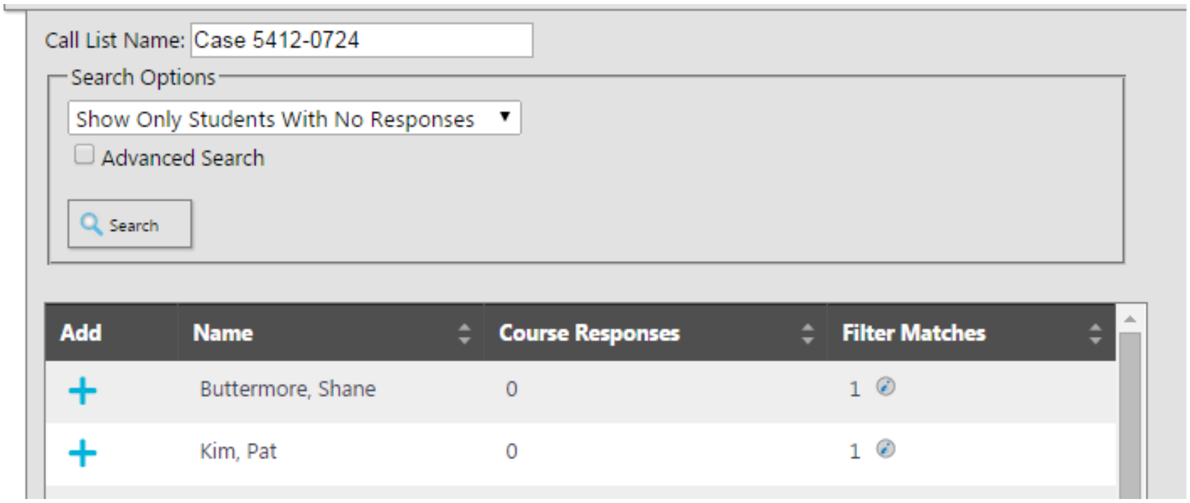
Step 1. Select the Gear in the top right hand corner to bring up the Manage Call Lists option.



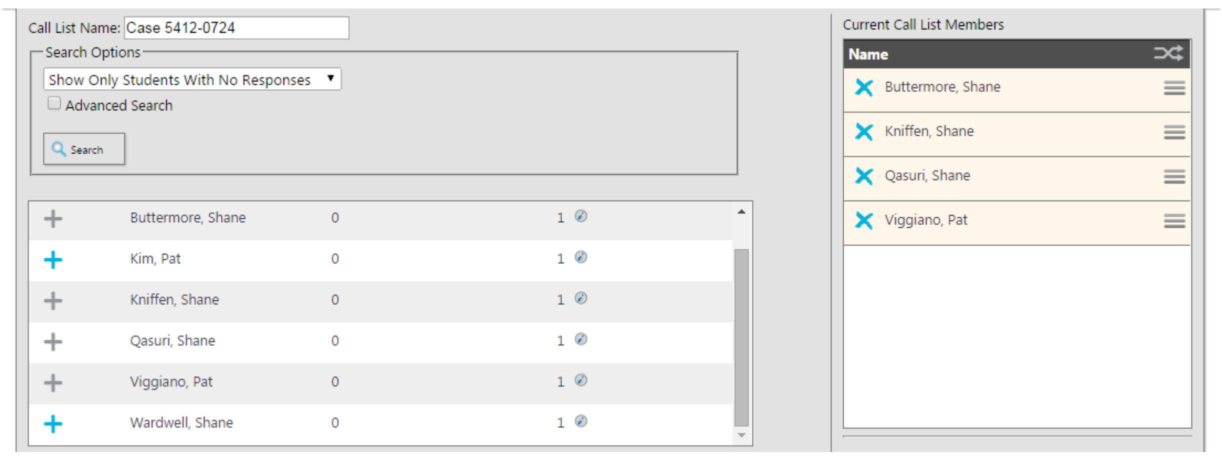
Step 2. Type in the name of a new call list and press Create New Call List (or edit an existing call list).



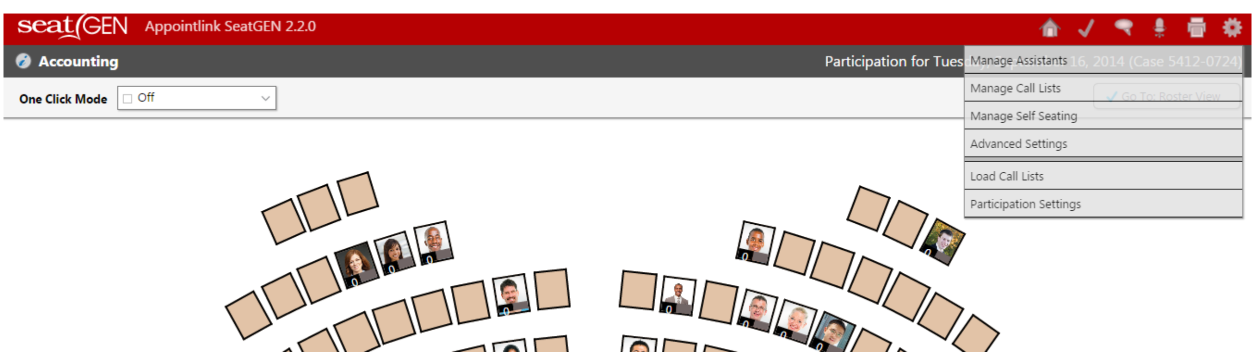
Step 3. Select your search criteria and press Search



Step 4. Press the plus sign by the student's names to select them.

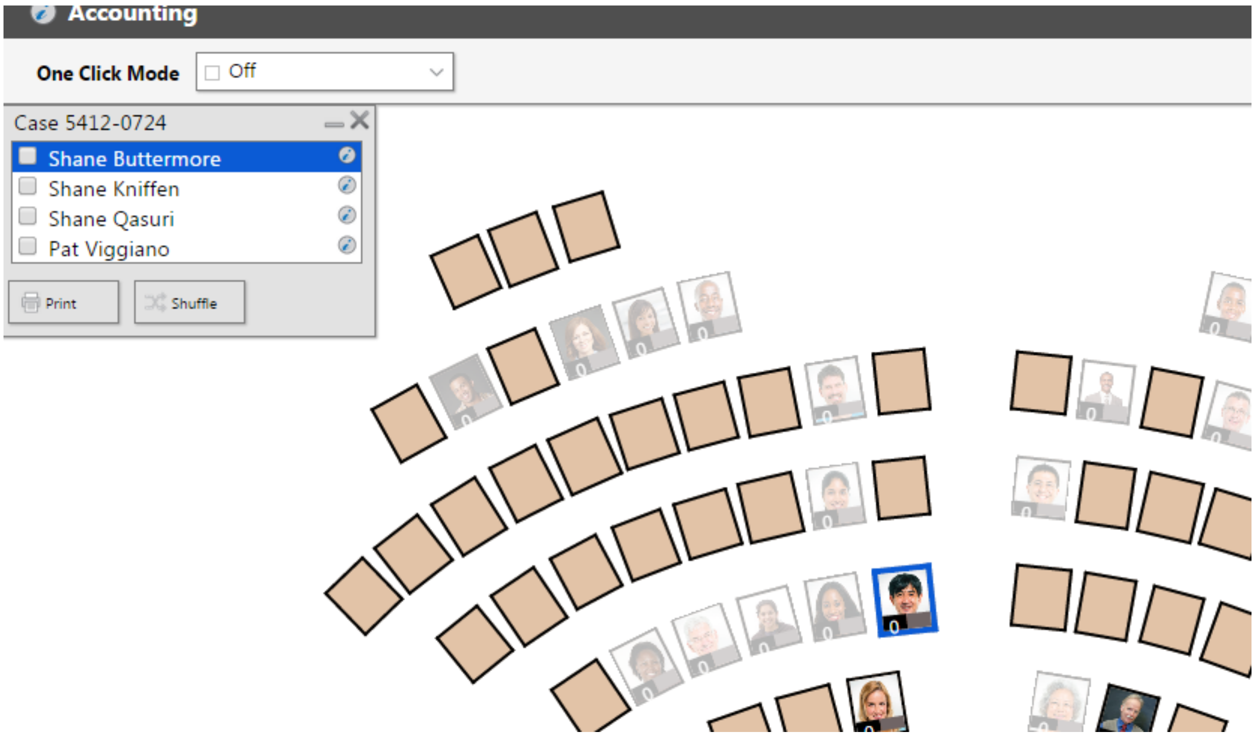


Step 5. Create a new participation record. Press the gear and select Load Call List.

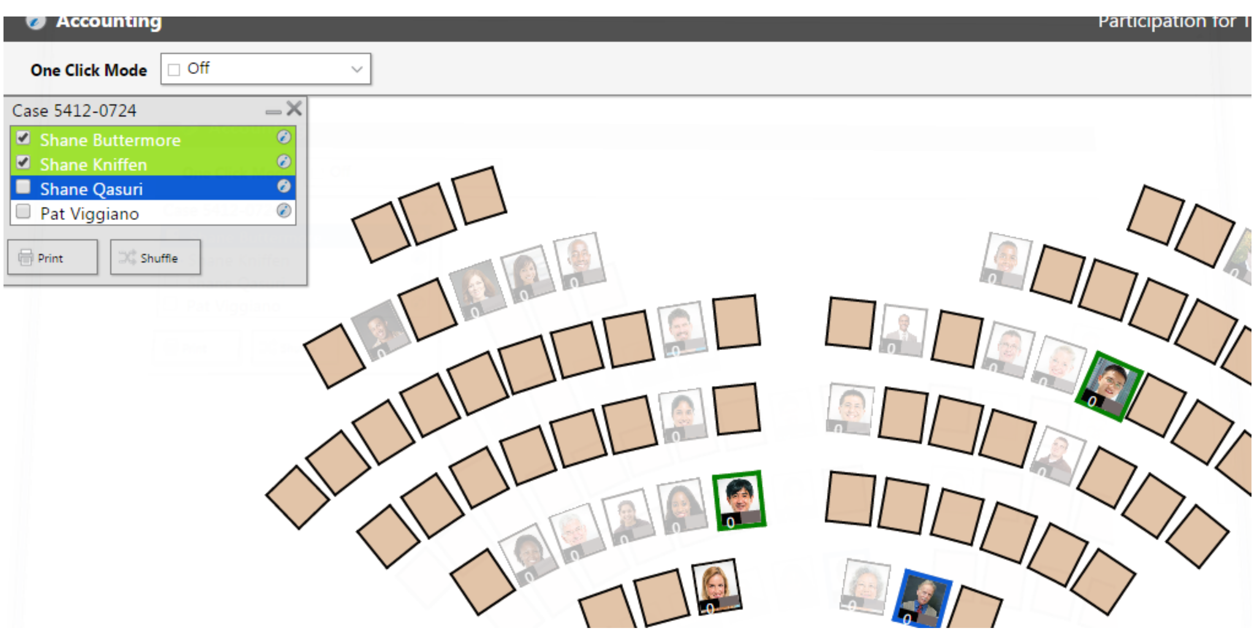


Step 6. Interact with the call list.

- First student is highlighted in blue.



- Call on first 2 students and are talking to number 3.



- Printing the call list will create a nice pdf that the instructor can take with them to class.

Case 5412-0724 **Accounting**

Called	Name	Image	Course Responses	Search Criteria
X	Shane Buttermore		0	User Matched the filter: Show Only Students With No Responses
X	Shane Kniffen		0	User Matched the filter: Show Only Students With No Responses
	Shane Qasuri		0	User Matched the filter: Show Only Students With No Responses