

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

seat GEN Appointlink SeatGEN 2.2.0				•
Welcome to seatGEN, Adm Select Semester Spring 2014 Order By	inistrator			
Accounting (Administrator)	Course Num Instructor	209	🗸 Attendance 🔍 Q Participation 🗍 🛔 Seat Students 🛛 📳 Reporting 🖉 Flash Cards	
Data and Decision Analytics (Administrator) Diener, Terry		204	✓ Attendance Q Participation ⊕ Seat Students E Reporting Q Flash Cards	
Economics (Administrator)		202	🖌 Attendance 🛛 🔉 Participation 🗍 👰 Seat Students 🖉 Eporting 🖓 Flash Cards	
Global Supply Chain Strategy (Administrator) Braman, Pat		208	Attendance Q Participation & Seat Students & Reporting & Hash Cards	
Marketing (Administrator)		210	✓ Attendance Q Participation ⊕ Seat Students Cards	
Stategic Cost Analytics (Administrator) Krevor, Pat		206	Attendance Q Participation $e $ Seat Students Reporting Q Participation e]

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 Atte	endance Record		
Attendance Records			
11/13/2014			
8/6/2014			^
7/30/2014			
7/29/2014			
7/23/2014			
7/22/2014			
7/18/2014			
7/16/2014			
7/14/2014			
6/30/2014			~
6/29/2014			
This site set to use ch	art view as the defau	It view, select whic	h chart to use:
RM: 202 (Chouteau/	2) 🗸		

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.

Participation Record • Create New Participation Record Participation Record Date Associate a Case O No Case O Select Existing Boeing O Create New Q Create Modify Existing 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.

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Create New Participation Record

Modify Existing Participation Record

Modify Existing Participation Record	
Participation Records	
No Case Boeing a/b Chapter 45	6/10/2014 6/6/2014 6/2/2014 5/30/2014 5/29/2014 5/29/2014 5/21/2014

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 Reporting Reporting Reporting Reports are generated in Text Cards Reports are gen

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.

Atte	endance Reporting Options							
Par	ticipation Reporting Option	IS						
Rep	ort type							
۲	Participation Report (Each selected Student appe	ars on a ne	w li	ne in	the re	eport)		
	Select Case(s):							
	Select all deselect all							
	Boeing							
	a/b							
	Wednesday May 21							
	Thursday May 29							
	Friday May 30	-						
	Friday June 6							
	Monday June 2							
	Tuesday June 10							
	Chapter 45							
O	Individual Student(s) Report (Each selected Student appe	ars on a nei	w p	age i	in the	report)		
Inci	ude the following students							
۲	All Students							
0	selected Students							
•	Create Report	rt to Excel						

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.

🐥
Manage Assistants
Manage Call Lists
Manage Self Seating
Advanced Settings
✓ Attendance Q Participation Seat Students Reporting Seat Cards
✓ Attendance Q Participation ♀ Seat Students Reporting Flash Cards

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

Manage Co	all Lists / List Case 5412-072	4	Semeste	er: Spring 2014 💌	Course: Accounting	g (209) •
Edit	Name	# of Students	Print	Delete		
/	Test Call List	22		×		
Call List Na Search (Show A Adva	ame: Dptions Il Students inced Search ah	•				Current Call List Members
Add	Năme	Course Responses	🤤 Hiter Mi	acces	*	

Step 3. Select your search criteria and press Search

Show (Only Students With No Resp	onses 🔻		
Adva	nced Search			
Q Sean	:h			
Add	Name	Course Responses	‡ Filter	Matches
Add +	Name Buttermore, Shane	Course Responses	Filter 1 Ø	Matches

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

Call List Nam	ne: Case 5412-0724				Current Call List Members	
Show On	otions Ily Students With No Respon: ced Search	ies 🔻			Name Buttermore, Shane	=
Q Search					Knitten, Shane Qasuri, Shane	=
+	Buttermore, Shane	0	1 🖉	^	🗙 Viggiano, Pat	=
+	Kim, Pat	0	1 🖉			
+	Kniffen, Shane	0	1 @			
+	Qasuri, Shane	0	1 🖉			
+	Viggiano, Pat	0	1 @			
+	Wardwell, Shane	0	1 🐼			

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

seat GEN Appointlink SeatGEN 2.2.0	金 ✓ ◄ 善 帶
Ø Accounting	Participation for Tues Manage Assistants 16, 2014 (Case 5412-0724)
One Click Mode Off V	Manage Call Lists Go To: Roster View
	Manage Self Seating
	Advanced Settings
	Load Call Lists
	Participation Settings

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 5412-07.	724			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