

To create an attendance record using the seating chart program, log into the following address:

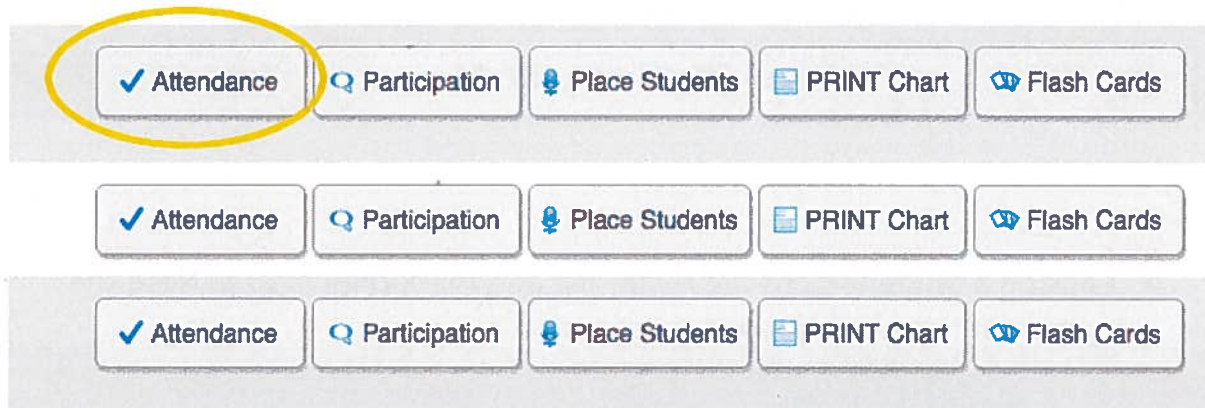
<http://seating.uchastings.edu/>

Please follow the steps below...

1. Click on the Attendance Button



1. Click the Attendance Button



2. Pick a date and 3. click create.

Attendance Records

▼ **Create New Attendance Record** **2. Pick a date**

New Attendance Record

Create

3. Click Create

► **Modify Existing Attendance**

July 2015

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

S (LAW*850-31) LAW

Participation Pla

4. Click on a student from the roster list and mark their status. Note the system automatically saves these records.

seatGEN Hastings College of the Law

EVIDENCE (LAW*368-51) Attendance for (Friday, July 31, 2015)

One Click Mode Off Go To Chart View

4. Click the student from the roster and mark their status. This record automatically saves.

Please note that photos will appear and you can print a photo roster in this tool as well.

Current Status

Attendance Note

Attendance History ▼

Student Profile ▼

Name First / Last

No Photo Available

5. Click the attendance button and then click the modify records to select a date you want to modify.

Attendance Records



5. You can also go back and modify records

▶ Create New Attendance Record

▼ **Modify Existing Attendance Record**

Attendance Records

7/31/2015
7/30/2015
7/28/2015
5/26/2015

✓ Modify

6. Click Print Chart to export attendance records.



Welcome to seatGEN, Julia Jackson

Select Semester Summer 2015 Order By Course

6. Click PRINT Chart to export attendance report

ADVANCED LEGAL RESEARCH: CALIFORNIA LAW (LAW*887-31) (Administrator) Hardcastle, Hilary	LAW*887	✓ Attendance	↕ Participation	👤 Place Students	PRINT Chart	📄 Flash Cards
EVIDENCE (LAW*368-51) (Administrator) Park, Roger	LAW*368	✓ Attendance	↕ Participation	👤 Place Students	PRINT Chart	📄 Flash Cards
INTRODUCTION ESSENTIAL LAWYERING SKILLS (LAW*850-31) (Administrator) Stuart, Nancy	LAW*850	✓ Attendance	↕ Participation	👤 Place Students	PRINT Chart	📄 Flash Cards

7. Create an attendance pdf report or export to Excel.

Reporting



▶ Roster Printing Options

▼ Attendance Reporting Options

Report type

- Attendance Report
(Each selected Student appears on a new line in the report)
- Individual Student(s) Report
(Each selected Student appears on a new page in the report)

Include the following Students

- All Students
 - Selected Students
7. Create an attendance pdf report or export to Excel

Create Report

Export to Excel

*Reports are generated in a PDF and open in new window, please disable popup blocker for this window.

▶ Participation Reporting Options

8. Please keep in mind that you can also select Print Chart to create your Seating Chart for printing, as well as, Flash Cards and Photo Rosters.

Reporting ✕

▼ Roster Printing Options

Select Label Option

Select Format Option Select One
Seating Chart
Flashcards
Student Roster (photos)
Student Roster (names)
Tent Cards

*Reports are generated in this window. Please keep in mind that the Print Chart is also how you create your Seating Chart or Photo Roster or Flash Cards. Please disable popup blocker for this window.

▶ Attendance Reporting Options

▶ Participation Reporting Options

9. You can also take attendance using the chart view

Home ✓ Chat Microphone Print Settings

Attendance for (Friday, July 31, 2015)

and click on the student seat to mark their status.

