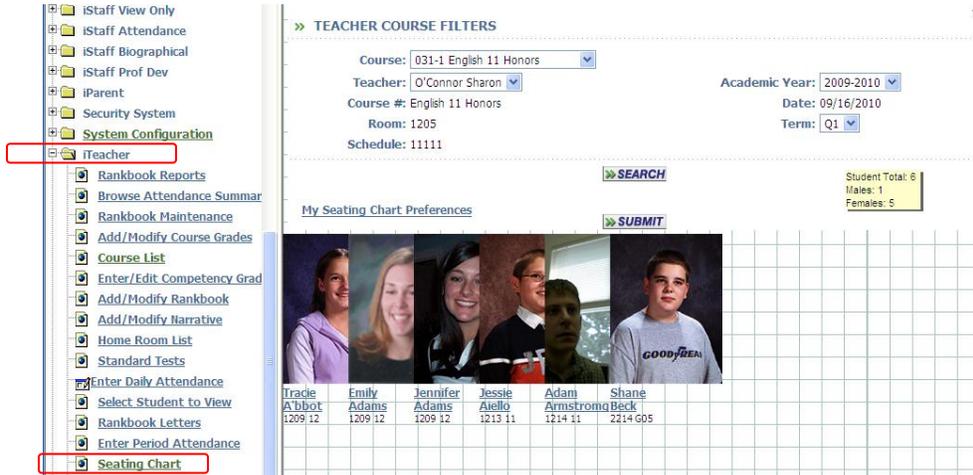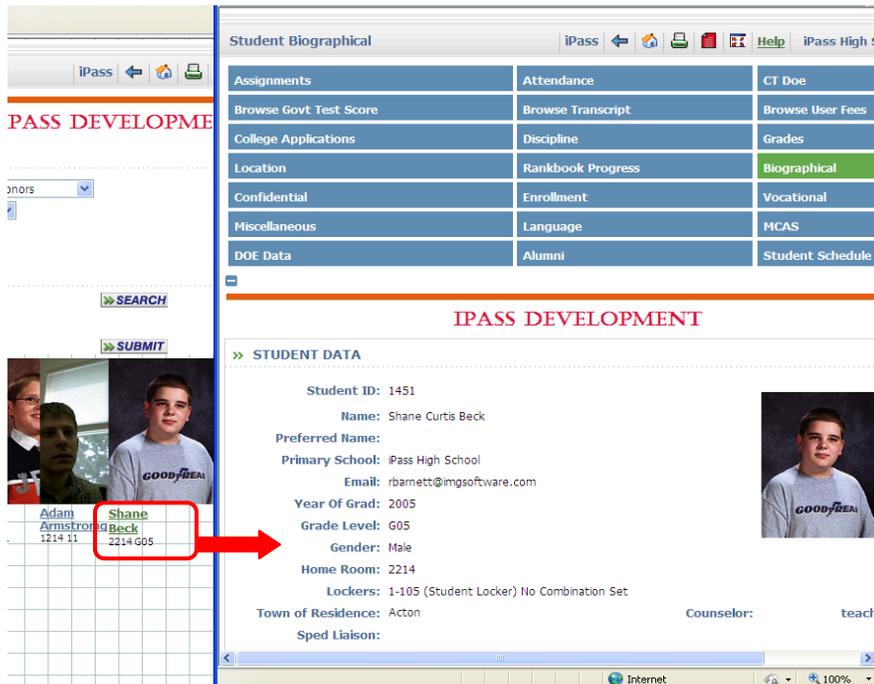# iTeacher Seating Chart

The iTeacher Seating Chart is a printable, scalable screen that allows teachers to create seating charts for class lists.

Click on iTeacher>Seating Chart to open a window in iPass:

Student images will appear with student names and ID numbers below the image. The student name is an active link to the View Only Biographical screen for that student.

Drag the images on the grid to place them:

Click on **»SUBMIT** to record your changes.

My Seating Chart Preferences:

Click on **My Seating Chart Preferences** to set the number of columns and the image size to be displayed on your seating chart. To change the parameters after they have been set, check Delete Parameters and then **»SUBMIT** to clear the parameters.

Select the new picture size and/or columns and click on **»SUBMIT** to set your new parameters. Return to the Seating Chart menu option to load new parameters.

Important Note for IE8 users regarding printing Seating Charts:

To print Seating Charts using IE8, your site must be added to your Trusted Sites. The following steps will correct this issue:

I can see my student photos on the Seating Chart, but when I print them they only print red X's. What am I doing wrong?

This is a browser setting in Internet Explorer to enable images from Trusted Sites. To change your browser settings to be able to print images from the Seating Chart tool, use the following steps:

Open Internet Explorer (IE) and login to IPASS

On the IE Menu Bar at the top, Click TOOLS then click INTERNET OPTIONS

Click on the SECURITY tab

Click on Trusted Sites (Green Check)

Click on the Sites button

When the new window opens it should show your iPASS url (in the "add this websites to the zone" window)

Click on the ADD button (this will put your iPASS URL in the bottom window)

Click CLOSE

Click OK

Close out all IE sessions

Start a new IE session