HOW TO GET A REPORT IN ATTENDANCE

Click **Report**.	Sessions \ Add \ **Report** \ Export \ Settings
WEEK VIEW	**Attendance for the course :: Linda Piel Course** Sessions \ Add \ **Report** \ Export \ Settings Visible groups: All participants ◄ 09.30 - 10.6 ► All / All past / Months / Weeks / Day | First name / Last name	10.1 (13:00) Common	10.3 (13:00) Common	10.5 (13:00) Common	P	L	E	A
---	---	---	---	---	---	---	---
Student One	P	A	P	2	0	0	1
Student Three	P	P	P	3	0	0	0
Student Two	E	P	P	2	0	1	0	
09.30 (Sept 30) 10.6 (Oct 6)	◄ 09.30 - 10.6 ► All / All past / Months / Weeks / Day **WEEK VIEW**
10.1 (Oct 1) (13:00) (1 pm)	10.1 (13:00) Common

|	
To select a different view, click on the buttons. All Months Day	
	Visible groups: All participants **ALL VIEW** All All past Months Weeks Day
?	If you see a question mark, attendance has not been taken for that day.
You can still take attendance for that day. Simply click on the date and/or time link	Click on the **Date/Time** link.
You can also **Export** your attendance to an Excel spreadsheet. Click **Export.**	Sessions Add Report **Export** Settings
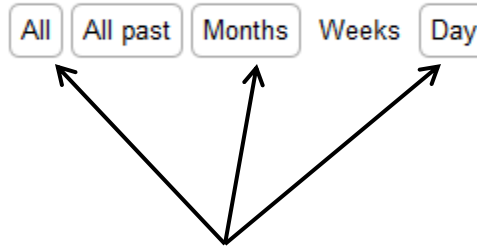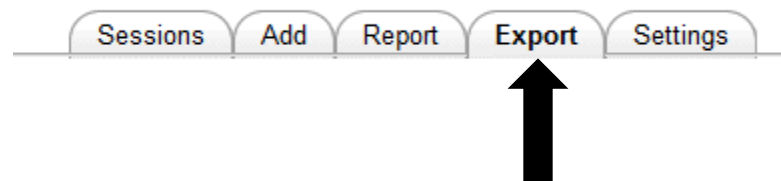
Click **OK.**	**Export** Group All participants ▾ Identify student by ☑ Student ID ☑ Username Select all sessions ☑ Yes Include not taken sessions ☐ Yes Start of period 27 ▾ August ▾ 2012 ▾ End of period 5 ▾ October ▾ 2012 ▾ Format Download in Excel format ▾ OK ← Click **OK.**
Click **OK.**	What should Firefox do with this file? ◉ Open with Microsoft Excel (default) ▾ ◯ Save File ☐ Do this automatically for files like this from now on. Click **OK.** → OK Cancel
Example of export to Excel. NOTE: 1.10.2012 Oct 1 2012	**DATE** **1.10.2012** **is really** **October 1, 2012** <table><tr><td></td><td>A</td><td>B</td><td>C</td><td>D</td><td></td><td></td><td>V</td></tr><tr><td>1</td><td>Course</td><td>Linda Piel Course</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>2</td><td>Group</td><td>All participants</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>3</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>4</td><td>Student ID</td><td>Username</td><td>Last name</td><td>First name</td><td>1.10.2012</td><td>3.10.2012</td><td>5.10.2012</td></tr><tr><td>5</td><td>139</td><td>one</td><td>One</td><td>Student</td><td>P</td><td>A</td><td>P</td></tr><tr><td>6</td><td>141</td><td>three</td><td>Three</td><td>Student</td><td>P</td><td>P</td><td>P</td></tr><tr><td>7</td><td>140</td><td>two</td><td>Two</td><td>Student</td><td>E</td><td>P</td><td>P</td></tr></table>