HOW TO GET A REPORT IN ATTENDANCE

Click Report.

Attendance for the course: Linda Piel Course

<table>
<thead>
<tr>
<th>First name / Last name</th>
<th>10.1 (13:00) Common</th>
<th>10.3 (13:00) Common</th>
<th>10.5 (13:00) Common</th>
<th>P</th>
<th>L</th>
<th>E</th>
<th>A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student One</td>
<td>P</td>
<td>A</td>
<td>P</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Student Three</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Student Two</td>
<td>E</td>
<td>P</td>
<td>P</td>
<td>2</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

09.30 (Sept 30)
10.6 (Oct 6)

10.1 (Oct 1)
(13:00) (1 pm)
To select a different view, click on the buttons.

All Months 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.

You can also Export your attendance to an Excel spreadsheet. Click Export.
Example of export to Excel.

NOTE: 1.10.2012 Oct 1 2012

DATE 1.10.2012 is really October 1, 2012

Click OK.