Center for
Learning and Teaching
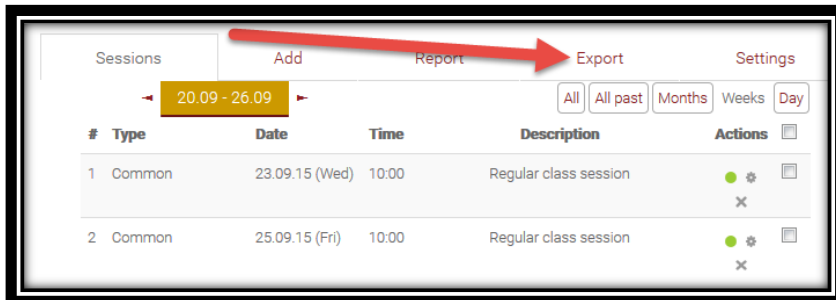OKLAHOMA CITY COMMUNITY COLLEGE

Exporting and Printing an Attendance Report

To export and print the attendance report from an Attendance activity in Moodle, first log in to Moodle and access your course.
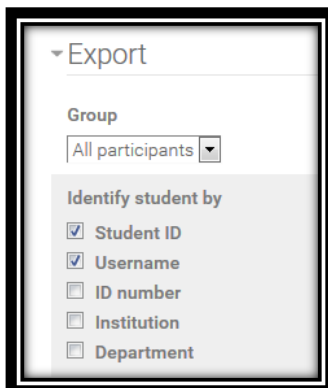
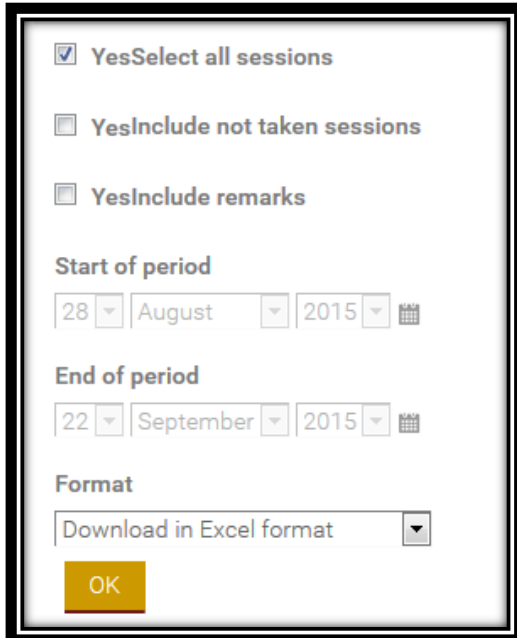Select the Attendance activity from your course home page.

Here, select the **Export** tab.

Leave the **Group** dropdown menu set to **All participants** to export data for all students in the course, or select a group in this menu if desired. You can choose which information to include in the exported file by checking or un-checking the **Identify students by** options.

You can choose which sessions are included in the export by selecting or deselecting the **Yes Select all sessions** and **Yes Include not taken sessions** settings. Checking **Yes Include remarks** will include any entries added in the remarks field. If desired, a date range can be selected using the **Start of period** and **End of period** settings. Generally, the format should be left at **Download in Excel format** unless you have other preferences.
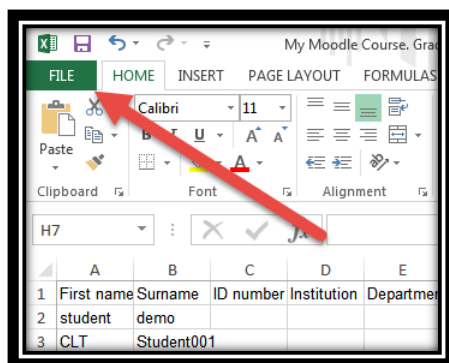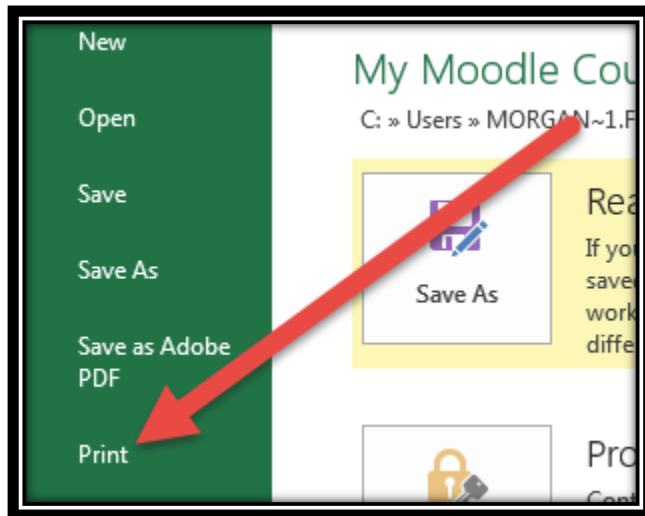

After setting these options as desired, use the **OK** button to begin downloading the file.

When the download completes, open the Excel file. To print the file, go to the **File** menu in the upper left.

Select **Print** from the menu on the left.

In the print Settings, it is generally recommended to use the **Landscape Orientation** for best printing results, and the scaling **Fit all rows on one page.**
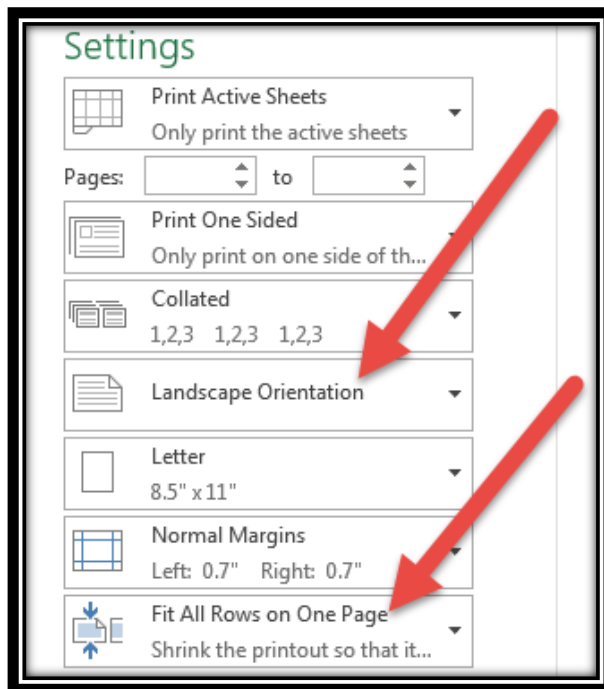
When finished adjusting these settings, click **Print** to print the file. If you have questions or need assistance please contact the CLT at 405.682.7838.