

## **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 in the **More** dropdown menu.



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.

<ul> <li>Export</li> </ul>	
Group	All participants 🗢
Export specific users	No ¢
Users to export	CLT Student003
Identify student by	✓ Student ID ✓ Email address



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.

Select all sessions	✓ Yes
Include not taken sessions	□ Yes
Include remarks	Yes
Include session description	□ Yes
Start of period	29 🗢 June 🗢 2021 🕈 🛗
End of period	16 <b>\$</b> February <b>\$</b> 2023 <b>\$</b> ∰
Format	Download in Excel format 🕈
$\rightarrow$	ОК

After setting these options, 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.



Save As	Protect Workbook *
Save as Adobe PDF	
Print	Check for
Share	Issues *



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.



For additional information about CLT resources and training, watch the <u>Exporting and Printing an</u> <u>Attendance Report</u> video.

Please email us at <u>clt@occc.edu</u> or call 405.682.7838 if you have questions or need assistance.