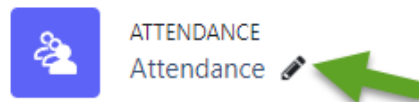
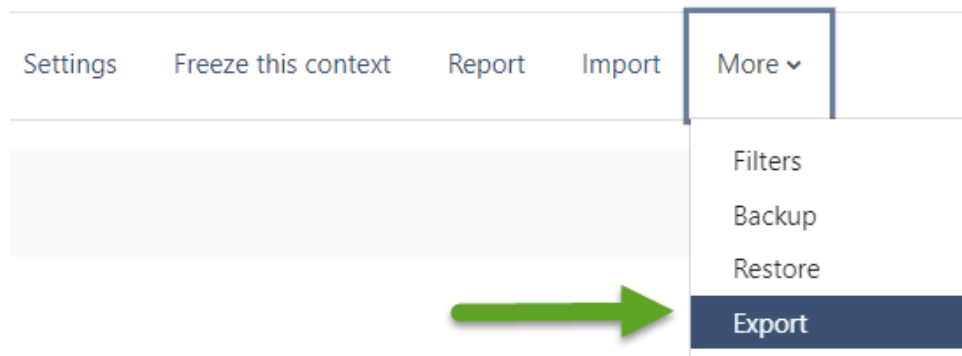


Exporting and Printing an Attendance Report

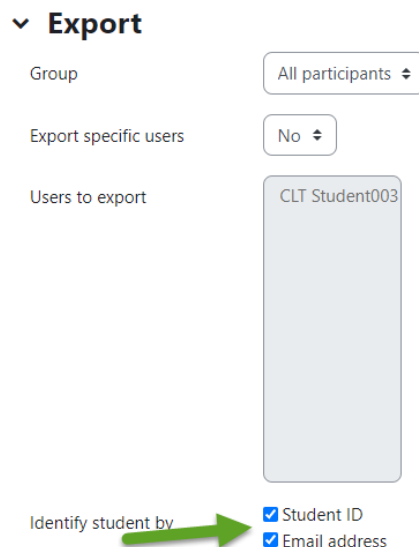
To export and print the attendance report from an Attendance activity in Moodle, first log in to Moodle and access your course. Select the **Attendance** activity from your course home page.



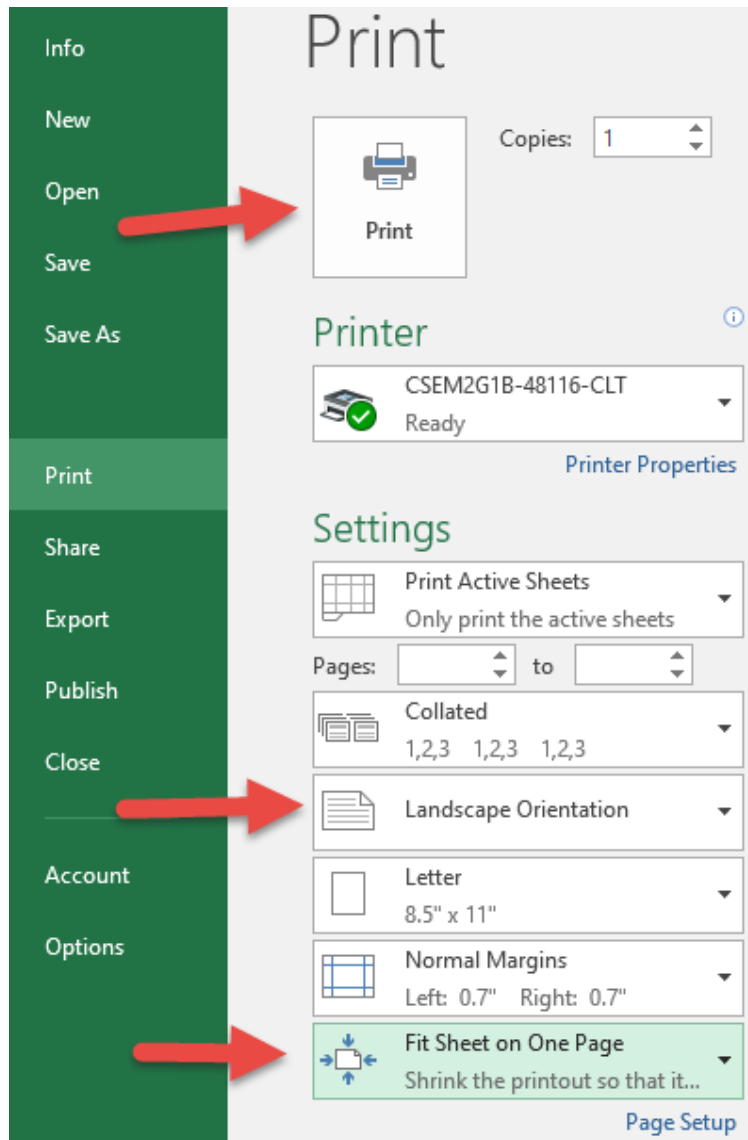
Here, select the **Export** tab in the **More** dropdown menu.



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.



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 [Exporting and Printing an Attendance Report](#) video.

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