

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.

| ✓ Export | |
|-----------------------|---|
| 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 \$ February \$ 2023 \$ ∰ |
| 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 | |
| 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.