## **Export Attendance Data**

Last Modified on 09/25/2019 10:39 am CDT

To turn in attendance that you have tracked in D2L:

- 1. Go to Course Activities > Attendance.
- 2. Click on the name of your register.
- 3. Click on the **Export All Data** button.



4. Click on the CSV filename that appears in the popup window.

| Export All Data | Email All Users  |                                |                     |   |
|-----------------|------------------|--------------------------------|---------------------|---|
| Export Attenda  | ance Data        |                                |                     | × |
|                 | Yo               | ur file is ready to download   |                     |   |
|                 | Learning Framewo | ork 1st Year Experience EDUC-: | <u>130</u> (1.2 KB) |   |
|                 |                  |                                |                     |   |
|                 |                  |                                |                     |   |

- 5. Save the file to your computer.
- 6. Open the file in Microsoft Excel.
- 7. If necessary, edit or reformat the data.
- 8. Save as a PDF.
- 9. Email to designated department staff or print according to department requirements.