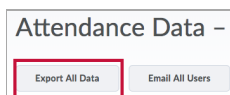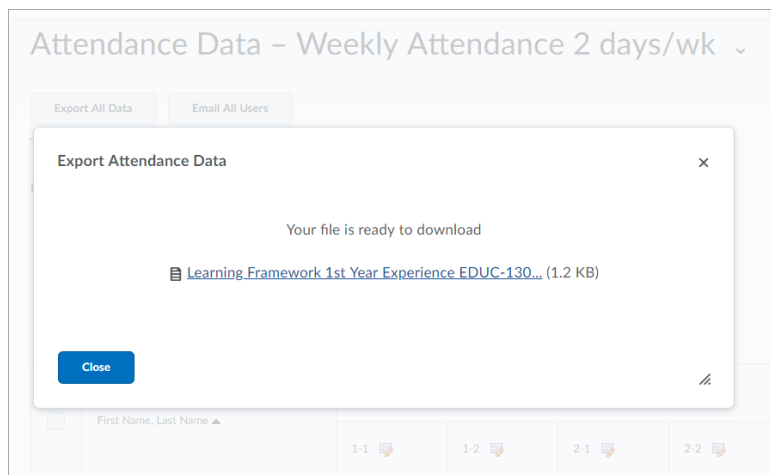# Export Attendance Data

Last Modified on 05/10/2024 10:10 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.

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.