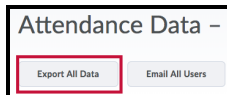


# Export Attendance Data

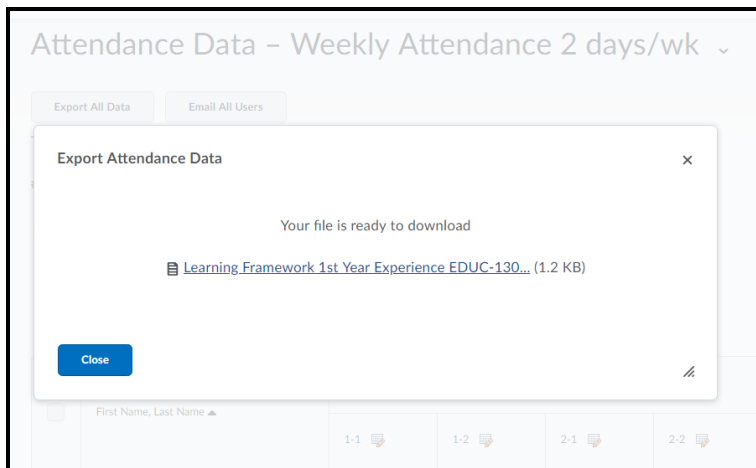
Last Modified on 09/25/2019 10:39 am CDT

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.



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.