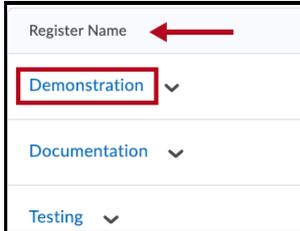


View Attendance Data

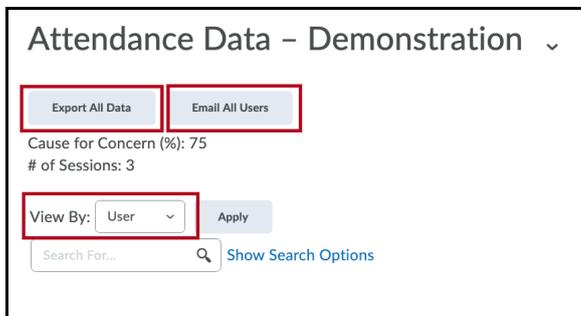
Last Modified on 02/15/2022 2:22 pm CST

1. Click on **Course Activities** on the navbar and select **Attendance**.
2. Click on a register listed under "Register Name." (If there is no register listed, none has been created.)



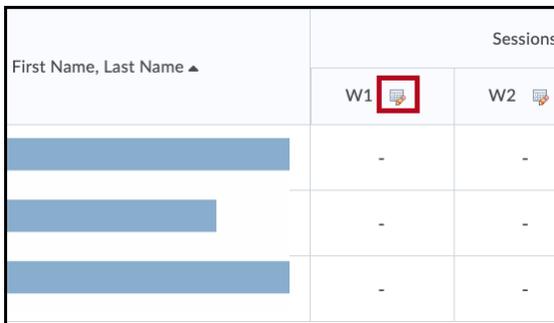
A screenshot of a dropdown menu titled "Register Name". A red arrow points to the "Register Name" label. The dropdown menu is open, showing three options: "Demonstration", "Documentation", and "Testing". The "Demonstration" option is highlighted with a red box.

3. When the attendance data appears:
 - **Export All Data:** presents a link to download a CSV file of the Attendance Register.
 - **Email All Users:** places all list members in the BCC field of a D2L email.
 - **View By:** allows you to view the register by User, Group or Section.



A screenshot of the "Attendance Data - Demonstration" page. The page title is "Attendance Data - Demonstration". Below the title are two buttons: "Export All Data" and "Email All Users". Below these buttons are two statistics: "Cause for Concern (%): 75" and "# of Sessions: 3". Below the statistics is a "View By:" dropdown menu set to "User" and an "Apply" button. Below the "View By:" dropdown is a search bar with the text "Search For..." and a "Show Search Options" link.

4. You can edit the attendance data by clicking on the pencil icon in the column header.



A screenshot of the Attendance Data table. The table has a header row with "First Name, Last Name" and "Sessions". The "Sessions" column has two sub-columns: "W1" and "W2". A red box highlights the pencil icon in the "W1" column header. The table body contains three rows of data, each with a blue bar representing the first name and last name, and dashes in the "W1" and "W2" columns.

First Name, Last Name ▲	Sessions	
	W1	W2
[Redacted]	-	-
[Redacted]	-	-
[Redacted]	-	-

See also [Creating an Attendance Register \(https://vtac.lonestar.edu/help/a063\)](https://vtac.lonestar.edu/help/a063) or [Entering Attendance \(https://vtac.lonestar.edu/help/a071\)](https://vtac.lonestar.edu/help/a071).