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.

Attendan	ce Data –
Export All Data	Email All Users

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

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Yo	ur file is ready to dow	vnload		
Learning Framewo	ork 1st Year Experien	ce EDUC-130	(1.2 KB)	
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- 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.