
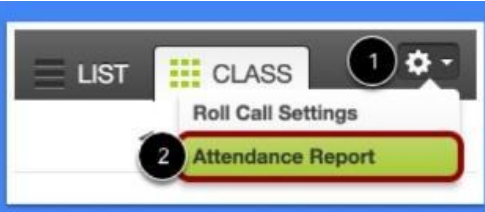
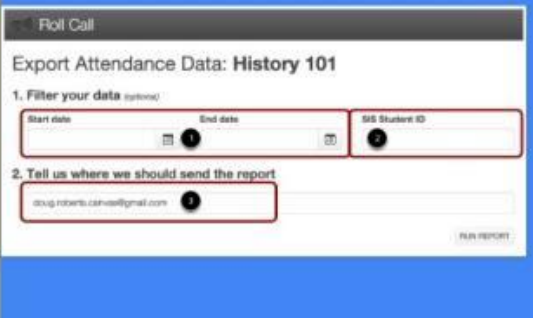





Attendance – Some programs require X-amount of seat time for various reasons. If your course requires this and you to report this information, then download attendance

Downloading Attendance

Step #1	 <p>Open Attendance In Course Navigation, click the Attendance link.</p>
Step #2	 <p>Open Attendance Report</p> <ul style="list-style-type: none">• In Roll Call, click the Settings icon [1]• and select Attendance Report [2].
Step #3	 <p>Specify Report Data</p> <ul style="list-style-type: none">• You can specify criteria for your report. If you leave the fields blank, the report will be generated for the entire course.• You can choose a date range for the report [1]. You can also optionally filter by SIS Student ID [2].• By default, the email field [3] will be populated with your email address to send the report. Confirm your email in the field or enter a new email address.
Step #4	 <p>Run Report Click the Run Report button.</p> <p>View Notification Confirm that the report was generated successfully.</p> <p>Thank you, your report should arrive in your inbox shortly.</p>



Step
#5

View Email

- Check your email for a message with the subject Roll Call Attendance Report.
- The email contains a link where you can access your attendance report for the next 24 hours.
- When you click the link, you will be prompted to open or save the CSV file that contains your report results. This report will be available for 24 hours.



<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-run-Roll-Call-Attendance-reports-in-a-course/ta-p/1023>