

Canvas Tips for Faculty

Attendance Report

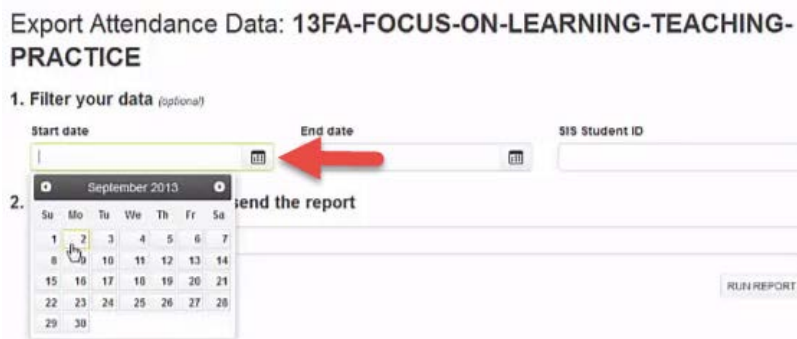
1. Canvas allows you to export an attendance report in CSV format that can be opened in Microsoft Excel. To create the attendance report first navigate to the attendance screen.



2. Then click the **Gear Icon** in the upper right corner of screen and click attendance report.



3. If you'd like to filter your data by date range, click on the **Calendar Icons** and select the date range accordingly.



4. If you'd like to run the report for one particular student, enter that student's SIS ID, otherwise leave this field blank, and the report will be run on the entire class

Export Attendance Data: 13FA-FOCUS-ON-LEARNING-TEACHING-PRACTICE

1. Filter your data (optional)

Start date: 09/01/2013

End date: 11/17/2013

SIS Student ID:

2. Tell us where we should send the report



5. If necessary enter the e-mail address in the appropriate field, then click **Run Report**.



6. A message appears stating that report will arrive in your inbox shortly.

Thank you, your report should arrive in your inbox shortly.

7. Open your report in Microsoft Excel or whenever your preferred application is.

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Course ID	13FA-FOC	13FA-FOC	13FA-FOC	13FA-FOC	Teacher	Norah Ker	Student	Amanda C	Class Date	2013-10-21 14:26:22 UTC	Attendance	present
2	1170329	13FA-FOC	13FA-FOC	13FA-FOC	13FA-FOC	259798	Norah Ker	4846863	Amanda C	present	2013-10-21 14:26:22 UTC		
3	1170329	13FA-FOC	13FA-FOC	13FA-FOC	13FA-FOC	259798	Norah Ker	4187373	Bonnie Br	present	2013-10-21 14:26:22 UTC		
4	1170329	13FA-FOC	13FA-FOC	13FA-FOC	13FA-FOC	259798	Norah Ker	4840124	Christine I	present	2013-10-21 14:26:22 UTC		
5	1170329	13FA-FOC	13FA-FOC	13FA-FOC	13FA-FOC	259798	Norah Ker	4187255	Ann Bede	present	2013-10-21 14:26:22 UTC		
6	1170329	13FA-FOC	13FA-FOC	13FA-FOC	13FA-FOC	259798	Norah Ker	4187239	Arthur An	present	2013-10-21 14:26:22 UTC		
7	1170329	13FA-FOC	13FA-FOC	13FA-FOC	13FA-FOC	259798	Norah Ker	4825786	Juliette G	present	2013-10-21 14:26:22 UTC		
8	1170329	13FA-FOC	13FA-FOC	13FA-FOC	13FA-FOC	259798	Norah Kerr-Mc Curry			present	2013-10-21 14:26:22 UTC		
9	1170329	13FA-FOC	13FA-FOC	13FA-FOC	13FA-FOC	259798	Norah Ker	4841465	Michele H	present	2013-10-21 14:26:22 UTC		
10	1170329	13FA-FOC	13FA-FOC	13FA-FOC	13FA-FOC	259798	Norah Ker	4187999	Sally Kim	present	2013-10-21 14:26:22 UTC		
11	1170329	13FA-FOC	13FA-FOC	13FA-FOC	13FA-FOC	259798	Norah Ker	4188012	April Klim	present	2013-10-21 14:26:22 UTC		
12	1170329	13FA-FOC	13FA-FOC	13FA-FOC	13FA-FOC	259798	Norah Ker	4859117	Geoffrey I	present	2013-10-21 14:26:22 UTC		
13	1170329	13FA-FOC	13FA-FOC	13FA-FOC	13FA-FOC	259798	Norah Ker	4859242	Jeremy M	present	2013-10-21 14:26:22 UTC		
14	1170329	13FA-FOC	13FA-FOC	13FA-FOC	13FA-FOC	259798	Norah Ker	4253665	Cara Musc	present	2013-10-21 14:26:22 UTC		
15	1170329	13FA-FOC	13FA-FOC	13FA-FOC	13FA-FOC	259798	Norah Ker	4188326	Sally Mulv	present	2013-10-21 14:26:22 UTC		
16	1170329	13FA-FOC	13FA-FOC	13FA-FOC	13FA-FOC	259798	Norah Ker	4188596	Lauren Ru	present	2013-10-21 14:26:22 UTC		
17	1170329	13FA-FOC	13FA-FOC	13FA-FOC	13FA-FOC	259798	Norah Ker	4188658	Shirley Se	present	2013-10-21 14:26:22 UTC		
18	1170329	13FA-FOC	13FA-FOC	13FA-FOC	13FA-FOC	259798	Norah Ker	4604719	Jonathan	present	2013-10-21 14:26:22 UTC		
19	1170329	13FA-FOC	13FA-FOC	13FA-FOC	13FA-FOC	259798	Norah Kerr-Mc Curry			present	2013-10-21 14:26:22 UTC		
20	1170329	13FA-FOC	13FA-FOC	13FA-FOC	13FA-FOC	259798	Norah Ker	4188848	Denise Vi	present	2013-10-21 14:26:22 UTC		
21	1170329	13FA-FOC	13FA-FOC	13FA-FOC	13FA-FOC	259798	Norah Ker	4253774	Mary V. Zi	present	2013-10-21 14:26:22 UTC		
22	1170329	13FA-FOC	13FA-FOC	13FA-FOC	13FA-FOC	259798	Norah Ker	4188955	Michelle	present	2013-10-21 14:26:22 UTC		
23	1170329	13FA-FOC	13FA-FOC	13FA-FOC	13FA-FOC	259798	Norah Ker	4187373	Bonnie Br	present	2013-10-21 14:26:46 UTC		

8. The report lists the student names, class dates and the attendance status, present absent or late.