# How to Record Student Attendance by Class

This document contains instructions on how to record student attendance by class and how to download a comprehensive attendance report.
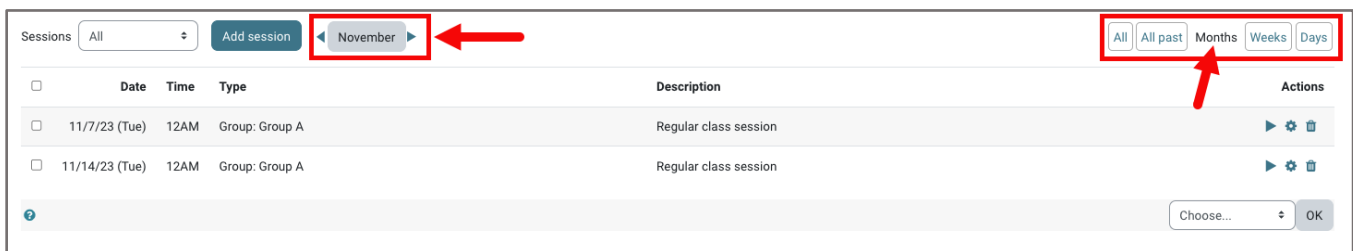
1. Before starting, make sure that you have set up your class sessions within the **Attendance** activity prior to recording student attendance for a class. Navigate to and click on the **Attendance** item within your course.
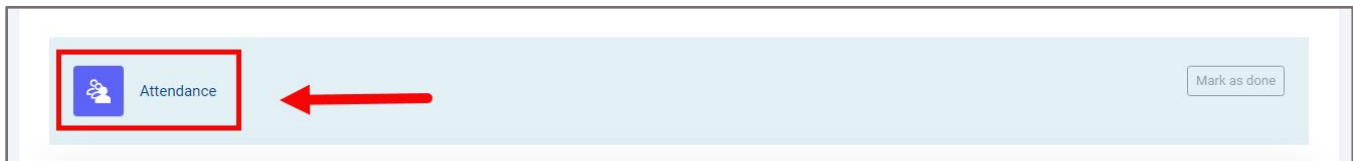

2. The **Attendance** tool will open to a list of **Sessions**, displaying all the current sessions for which you may track attendance.
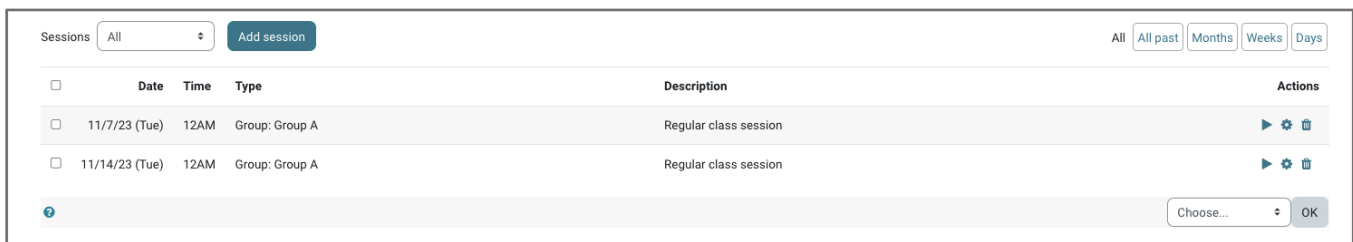

3. Use the timing buttons in the top-right to narrow or broaden the scope of the sessions you would like to view, and use the **Choose date** button that appears to jump to the range of time for which you would like to view your available sessions.

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4. Click on the **Take attendance** button ▶ to the right of the targeted session under the **Actions** column.
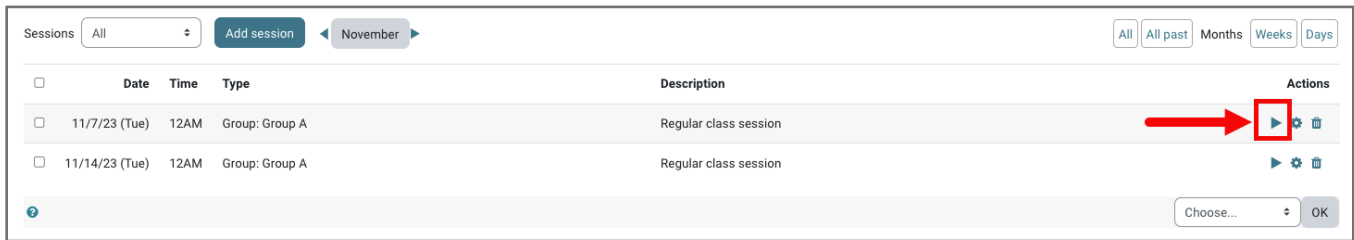
5. A tracking page will display your current student roster and their respective attendance status options. Please note, while still applicable for recording student attendance, the following steps assume you have not made custom changes to the **Status set** tracking options.
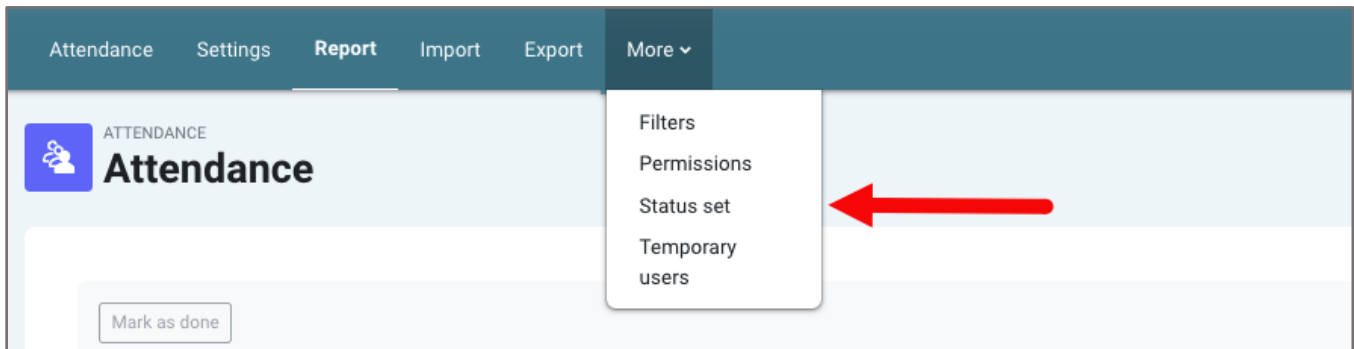
6. Because most students are likely to be **Present** for each class, begin by setting **Set status for** dropdown to **All** and selecting **P** for Present. This will automatically set each student's status to recorded as Present. If you chose **unselected**, this would only set those without a prior status selected.
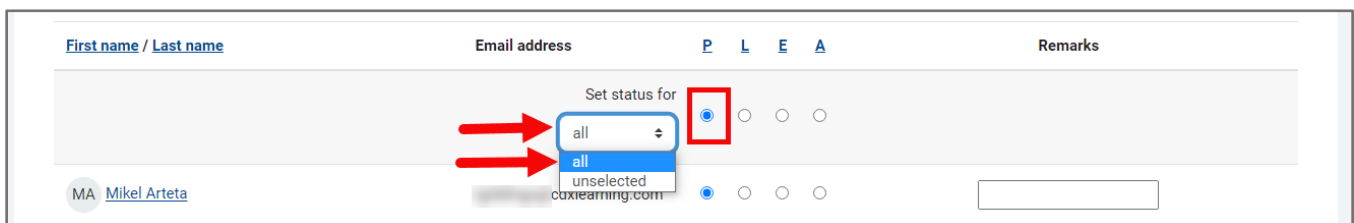
7. Scroll as needed to the students who are not Present and adjust their statuses as needed. **L=Late, E=Excused, A=Absent**.

8. When finished, click the **Save and show next page** at the bottom of the page to save your tracking records for this session.
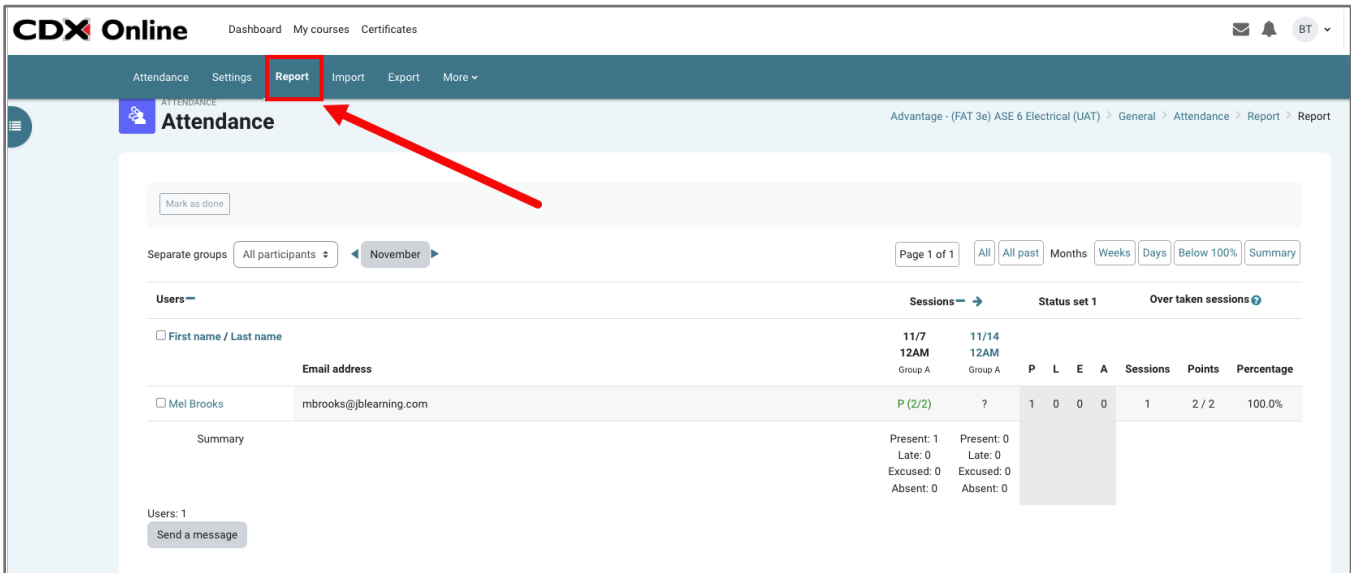

9. You will be brought back to the list of sessions, reflecting your recent changes.

10. You may adjust recorded attendance at any time by clicking directly on the session or selecting the **Change attendance** button to its right.

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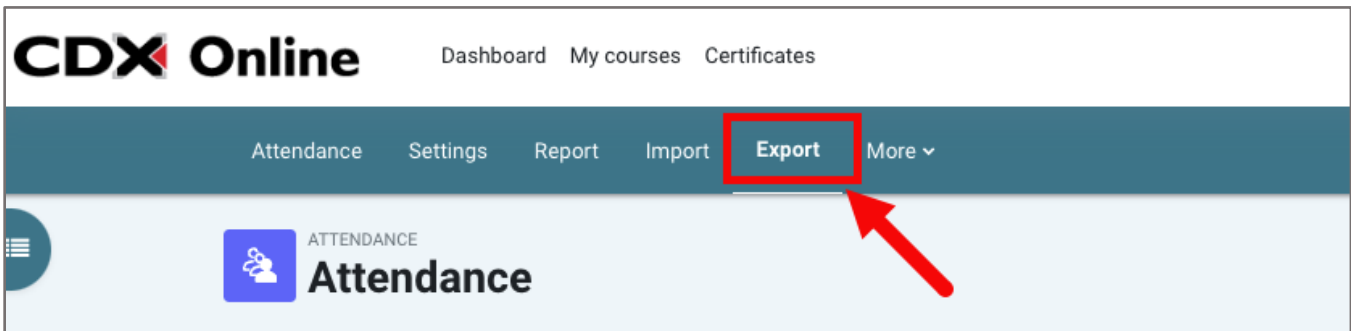Phone: 1-866-244-4CDX (4239)

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11. Click **Report** in the navigation bar to display a comprehensive Attendance report with filter buttons to conveniently display the specific records to review.

12. In addition, in the main menu, click **Export** to create an exportable digital copy of your Attendance report to print and/or store locally.

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13. Adjust the settings on this tab to select specific students or date ranges to capture in the report, choose a desired file **Format**, and then click the **OK** button at the bottom of the page to download your custom report.

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