## Export of the Attendance Report

**Please note!** MS Outlook makes changes in the link in the mail sent to you for security reasons. Thus you will need an alternative mail like gmail.

## 1. Create a report

- 1. Go to "Attendance"
- 2. Click on the cogwheel
- 3. Choose "Attendance Report"

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Announcements	Test course 🗸	Roll Call Settings Attendance Report
Modules	VMARKALL PRESENT	
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Assignments	Test02 TestNavn02 Test course More .	
People	Test03 TestNavn03 Test course	
Grades	Test04 TestNavn04 More .	
Evaluation	Test05 TestNavn05 Test course	

- 4. Filter in the dates (not required)
- 5. Fill in the receiving e-mail address (not KU mail)
- 6. Click "RUN REPORT"

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7. Open the mail you received and click the link to download the CSV file

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Roll Call <notifications@instructure.com> to me ▼</notifications@instructure.com>	14:09 (2 minutes ago) 🔥	*	:
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## 2. Open the file and modify it

- 1. Mark the A column and
- 2. in the "Data" ribbon choose "Text to Columns".

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- 3. In the new window, click "Delimited" and
- 4. Click "Next".
- 5. The window change. Choose "Comma" as column delimiter.
- 6. Then click "Finish".



7. The data is now ordered in columns.

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## 3. Use a Pivot table to confine the significant data

- 1. Open the "Insert" ribbon
- 2. Click "Pivot Table" to start to create a table
- 3. In the pivot settings to the right, set the pivot table as here



