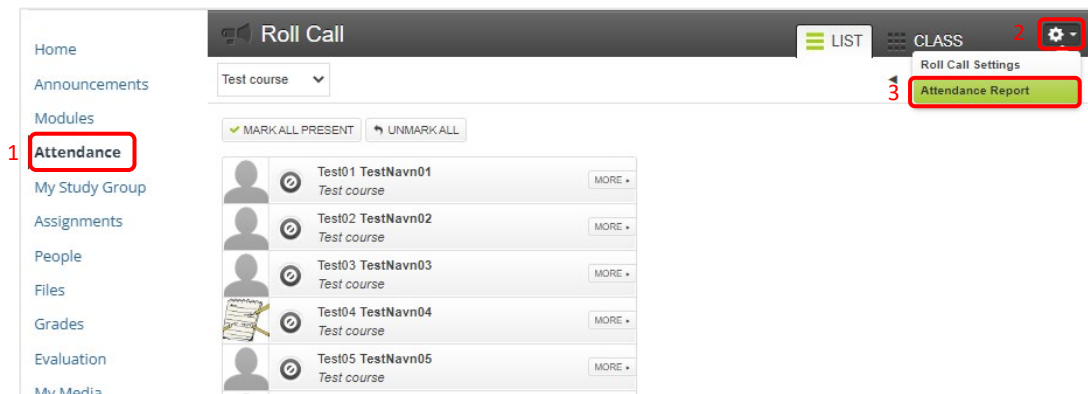


Export of the Attendance Report

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.

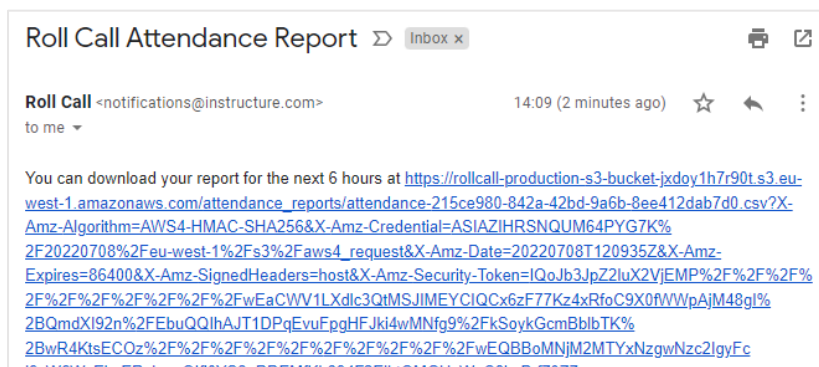
1. Create a report

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



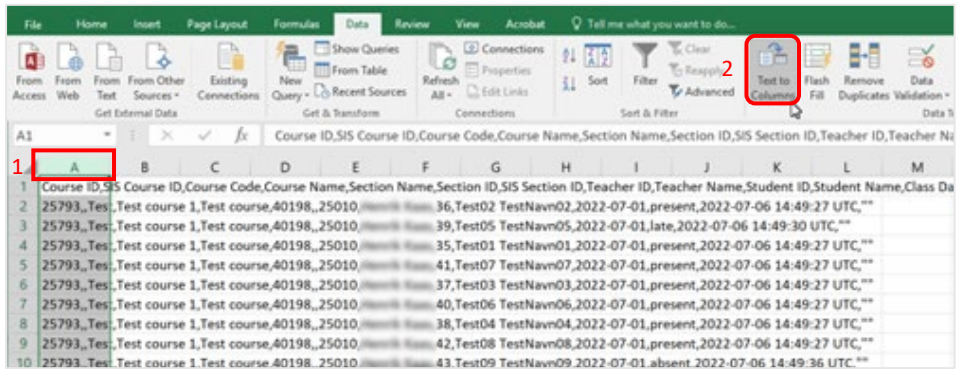
4. Filter in the dates (not required)
5. Fill in the receiving e-mail address (not KU mail)
6. Click "RUN REPORT"

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

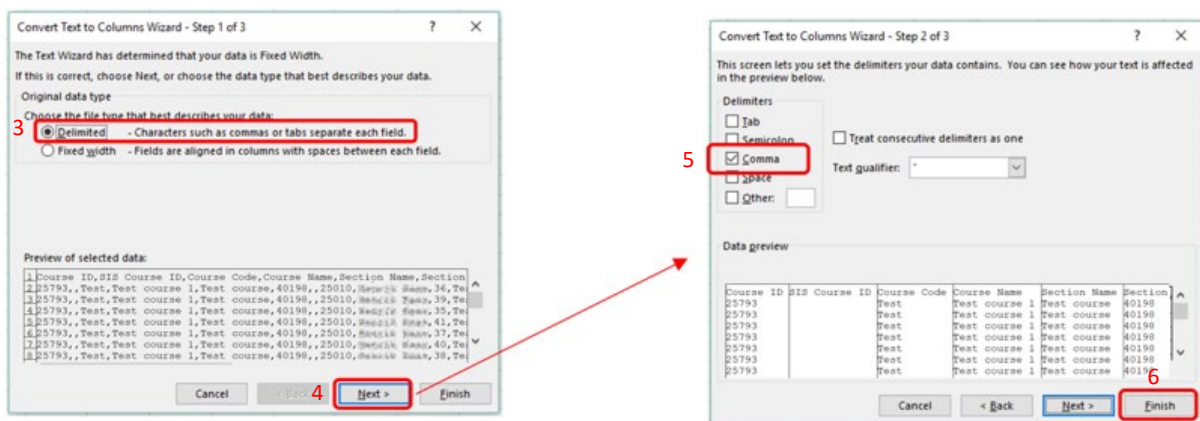


2. Open the file and modify it

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



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



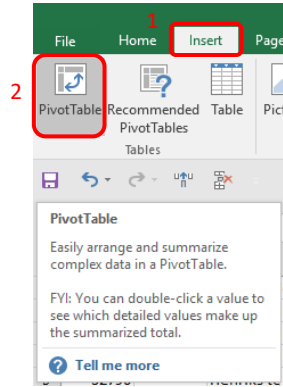
7. The data is now ordered in columns.

The screenshot shows the Microsoft Excel interface with the data from the previous steps now properly formatted into columns. The 'A' column is selected, indicated by a red box and the number '7'. The spreadsheet contains a table with columns for Course ID, SIS Course ID, Course Code, Course Name, Section Name, Section ID, SIS Section ID, Teacher ID, Student ID, Student Name, Class Date, and Attendance.

	Course ID	SIS Course ID	Course Code	Course Name	Section Name	Section ID	SIS Section ID	Teacher ID	Student ID	Student Name	Class Date	Attendance
1	25793	Test	Test course	Test course	40198		25010	36	Test02	Test	01-07-2022	present
2	25793	Test	Test course	Test course	40198		25010	39	Test05	Test	01-07-2022	late
3	25793	Test	Test course	Test course	40198		25010	35	Test01	Test	01-07-2022	present
4	25793	Test	Test course	Test course	40198		25010	41	Test07	Test	01-07-2022	present
5	25793	Test	Test course	Test course	40198		25010	37	Test03	Test	01-07-2022	present
6	25793	Test	Test course	Test course	40198		25010	40	Test06	Test	01-07-2022	present
7	25793	Test	Test course	Test course	40198		25010	38	Test04	Test	01-07-2022	present
8	25793	Test	Test course	Test course	40198		25010	42	Test08	Test	01-07-2022	present
9	25793	Test	Test course	Test course	40198		25010	43	Test09	Test	01-07-2022	absent
10	25793	Test	Test course	Test course	40198		25010	38	Test04	Test	03-07-2022	present
11	25793	Test	Test course	Test course	40198		25010	37	Test03	Test	03-07-2022	present
12	25793	Test	Test course	Test course	40198		25010	39	Test05	Test	03-07-2022	present
13	25793	Test	Test course	Test course	40198		25010	36	Test02	Test	03-07-2022	present

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



3

