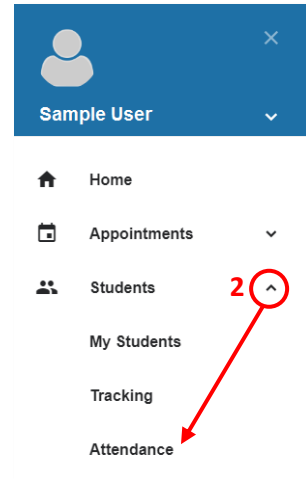
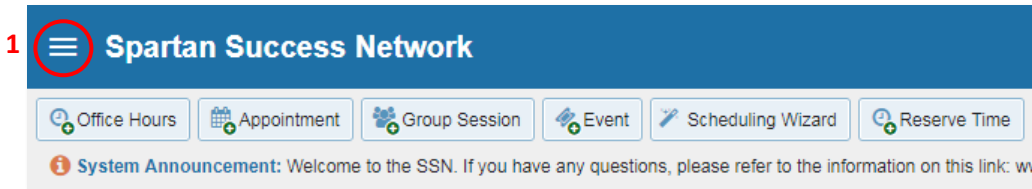




SPARTAN SUCCESS NETWORK

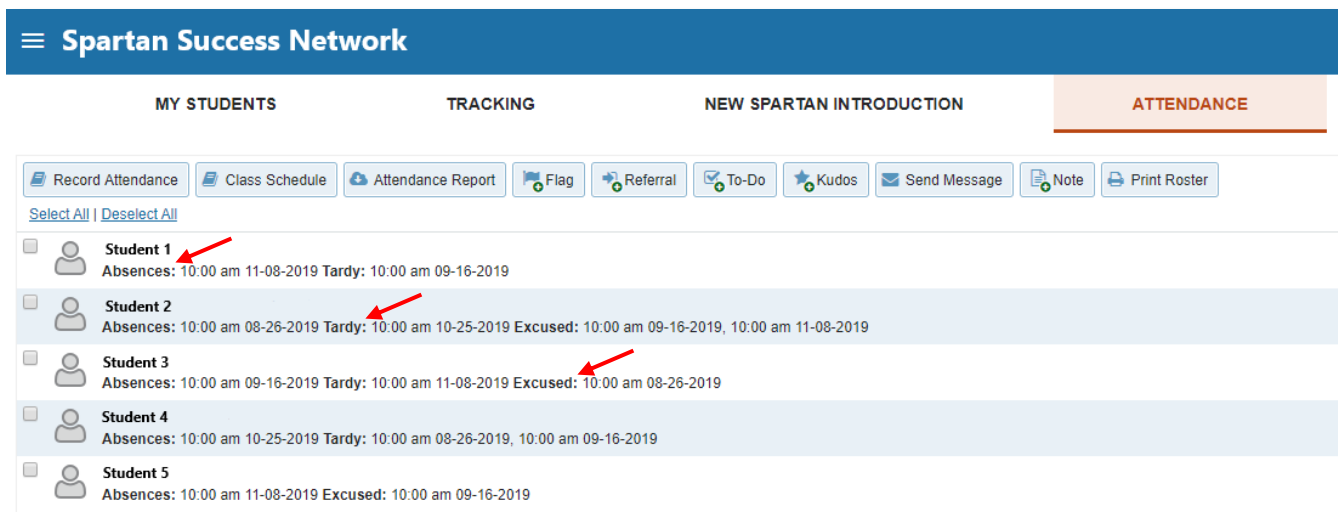
How to Download & Obtain a Summary of Attendance Records

1. Open the **menu** by clicking on the three horizontal bars in the upper left corner.



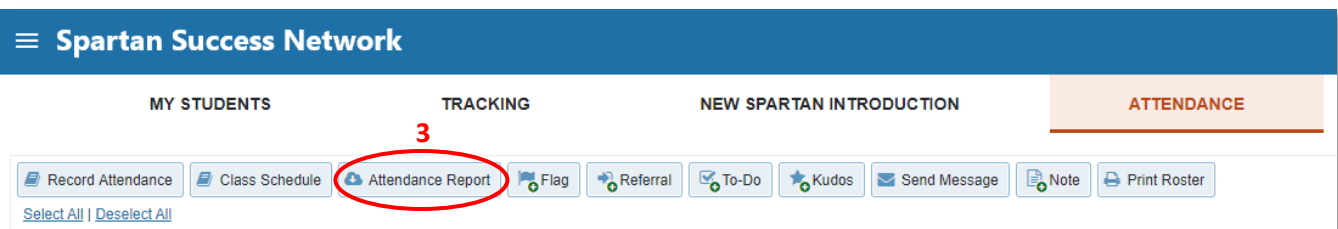
2. Click on the **arrow** next to Students and select **Attendance**.

Note: As shown below, the roster provides a snapshot of each student's absences, tardies and excused absences:



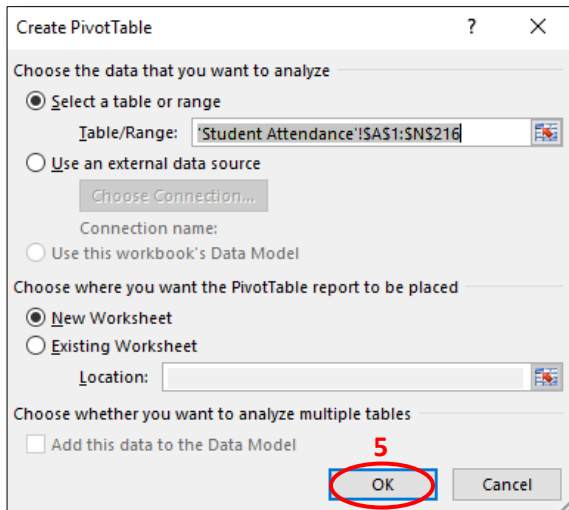
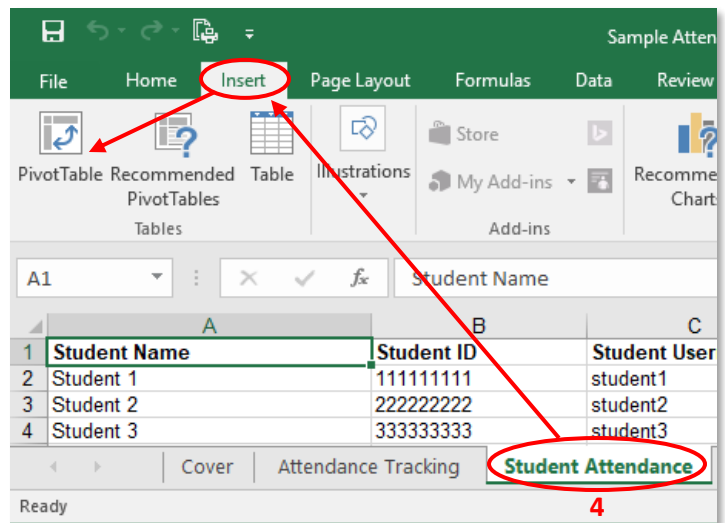
3. Click on the **Attendance Report** button to download an Excel file containing three sheets:

- *Cover* – Confirms the course, instructor, and number of students in the report
- *Attendance Tracking* – Provides a summary of attendance per class meeting
- *Student Attendance* – Lists student-specific attendance data that is sortable



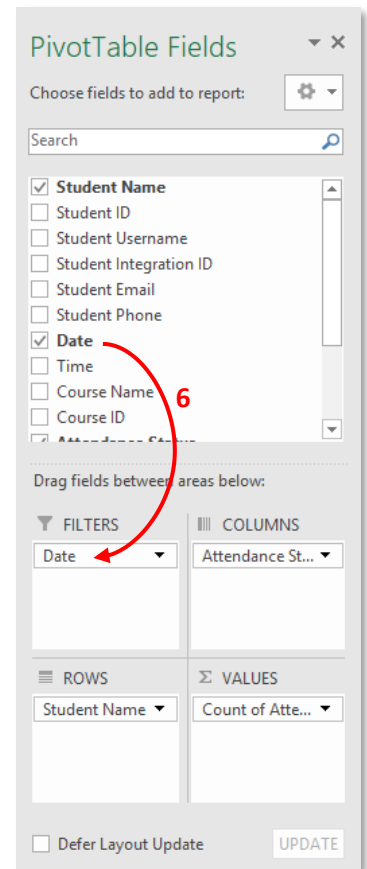
4. Open the **Student Attendance** sheet of the Excel file (at the bottom of the window), click on the **Insert** tab, and select the **PivotTable** icon.

5. Select **OK** in the Create PivotTable window.



6. In the PivotTable Fields task pane, click on and drag the following fields to the areas specified:

- **Student Name** to **ROWS**
- **Attendance Status** to **COLUMNS**
- **Attendance Status** to **VALUES**
- **Date** to **FILTERS**



The above steps will yield a table like the one shown below. By default, it summarizes how many times each student was present, absent, excused, or tardy for all class meetings. To view date-specific attendance records, click on the (All) drop down menu to filter the data by a particular date.

	A	B	C	D	E
1	Date	(All)			
2					
3	Count of Attendance Status	Attendance Status			
4	Student Name	ABSENT	EXCUSED	PRESENT	Grand Total
5	Student 1	6	4	33	43
6	Student 2	6		37	43
7	Student 3		1	42	43
8	Student 4	1	2	40	43
9	Student 5		3	40	43
10	Grand Total	13	10	192	215

Questions? Please contact spartansuccessnetwork@ycp.edu.