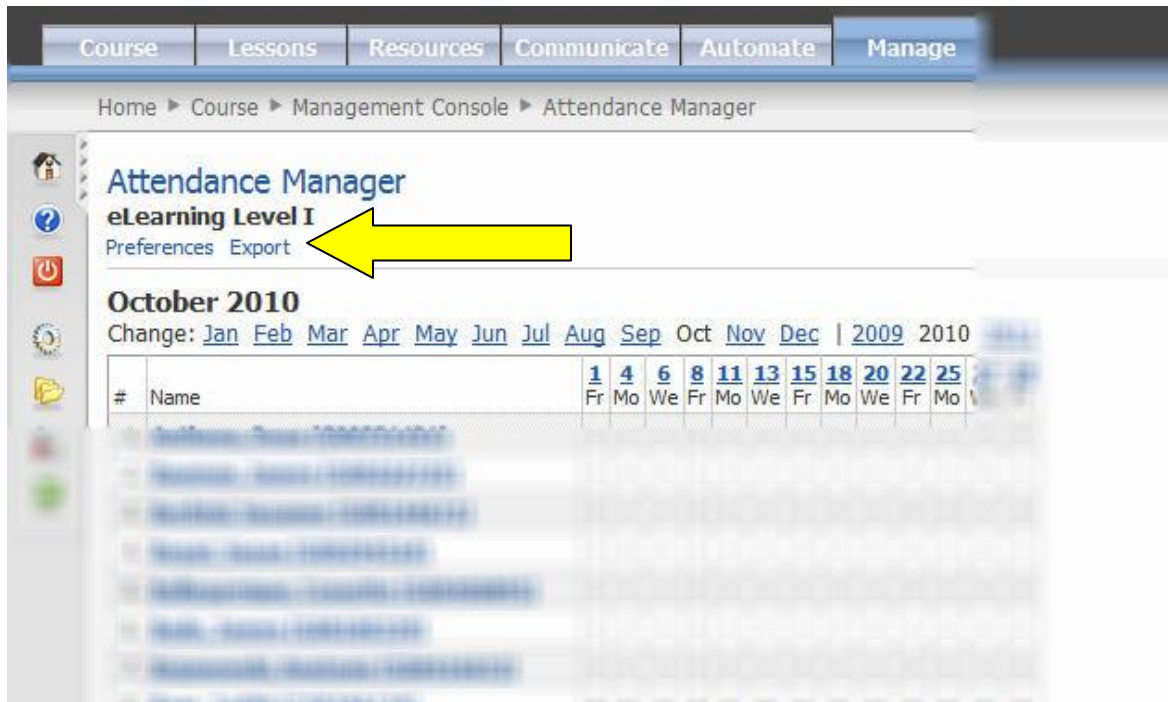


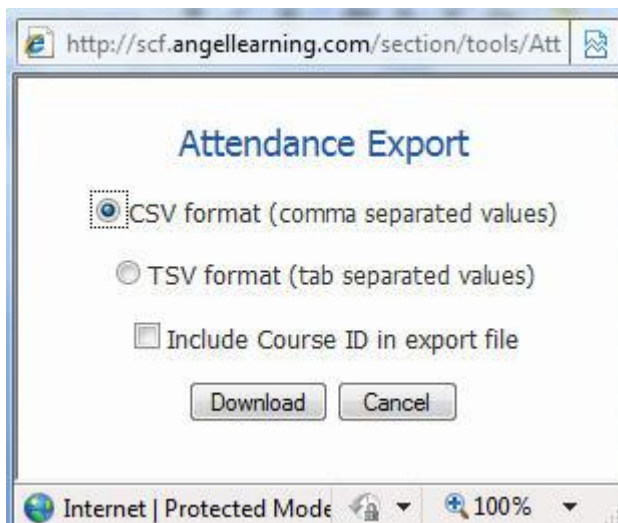
## Exporting Your Attendance Records

To Export your Attendance records, follow these steps:

1. **Export.** Click the **Export** hyperlink to export the attendance data.



2. A File Download dialog box appears onscreen.



- a. Select CSV format and Include Course ID if you wish.
- b. A File Download dialog box appears onscreen.



3. Click the **Open** button to save the file.
4. The spreadsheet file will open.
5. Now you must **Save As** by clicking on the Windows Office Button in the upper right of the file. The dialog box appears on the screen. You will save as a .xlsx file or .xls file (Microsoft Excel or 97-2003 Excel spreadsheet, respectively). You can always copy and paste to Word if needed.
6. Select a location to save the file and click the **Save** button.
7. Files should be downloaded to your U: Drive (personal drive accessible from **on-campus only**). Your U: Drive has a size limit of 75 MB. Alternatively, if you want to back-up and/or access your files/content **from off campus**, save your files/content to your removable storage device (such as a thumb drive).