How to Run the Instructor Attendance Report

1. On the left side, click the 3 bars beside the Starfish name 
2. From the left menu, select **Students**
3. Click on the **Attendance** tab
4. On the right side of the Attendance Screen, under the Choose Students By section, click on the **Course Section** drop down menu to choose a section for which to report.



1. Select **Attendance Report** from the action bar to download the report as an Excel document.



1. Open the downloaded file in Excel which will be named for the reported course section.