



Creating an Attendance Report in Canvas

- 1) Go into Attendance and choose Attendance Report from the drop-down menu under the Gear icon:



- 2) Indicate the start and end dates for the report and click Run Report. You'll get an email with a link that will open a file in Excel, which you can sort to see each student's performance.

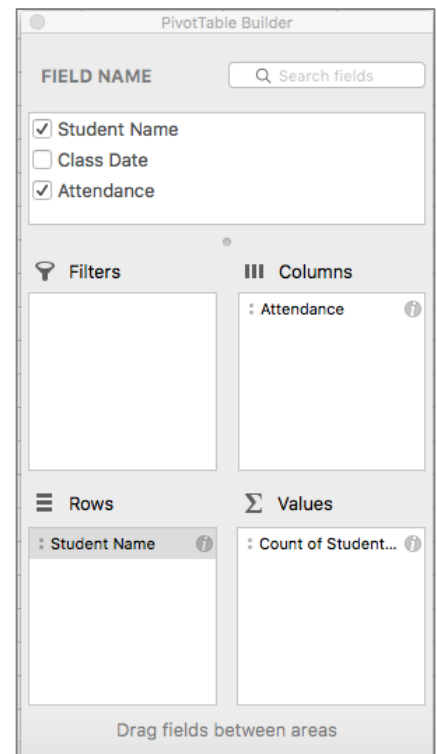
1. Filter your data (optional)

Start date End date SIS Student ID

2. Tell us where we should send the report

- 3) If desired, create a pivot table to make a chart. (Student names in each row are redacted in the illustration below to protect privacy.)
 - a. From the Insert menu, choose Pivot Table.
 - b. Drag and drop the labels into the appropriate boxes

Count of Student Name	Column Labels			
Row Labels	absent	late	present	Grand Total
	1		35	36
	3		33	36
	1		35	36
	3		33	36
	7		29	36
	2		34	36
	7	1	28	36
	6		30	36
	2		34	36
	6		30	36
	2		34	36
	4		32	36
	4		32	36
	1		35	36



For assistance creating an Attendance Report, please email ctl@su.edu.