









## Running Student Attendance Reports

Several live session attendance reports are available.

### Attendance Report for a Selected Student

Click on **Student Management -> Student Profiles**. Find the student whose attendance records you would like to get and click the red options button for that student. Click on **Attendance Records**. This will display a monthly attendance log for this selected student with daily sub totals for each of the virtual classrooms.






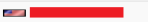










### User Attendance

|  Keira Mace   |  October, 2016 |  Export |             |   |
|--|---|--|-------------|---|
| October 2016   |   |  |             |   |
| Room   | Log On  | Log Off  | Online Time | IP Address  |
| Tuesday, October 4   |   |  |             |   |
| 33558 Virtual Classroom #1   | 09:22 AM  | 09:26 AM   | 03:53       |  |
| 33558 Virtual Classroom #1   | 09:26 AM  | 09:27 AM   | 00:41       |  |
| 33558 Virtual Classroom #1   | 09:27 AM  | 09:37 AM   | 09:52       |  |
| Total  |   |  | 14:26       |   |

### Classroom Daily Attendance Report

To display a daily attendance log of one of your classrooms do as follows: Click on **Management -> Virtual Classrooms** and click the red options button next to your classroom. Then click **Attendance Records**.

### Attendance Records : Virtual Classroom #1

|  11/26/2016  |  Export |   |             |   |
|---|--|---|-------------|---|
| Saturday, November 26, 2016   |  |   |             |   |
| Log On  | Log Off  | Full Name   | Online Time | IP Address  |
| 11/26/2016 8:07:13 AM   | 11/26/2016 8:15:38 AM  | Ariana   | 08:25       |  |
| 11/26/2016 8:07:28 AM   | 11/26/2016 12:21:56 PM   | Ianiece  | 4 h. 14:28  |  |
| 11/26/2016 8:08:29 AM   | 11/26/2016 8:31:14 AM  | Gloria   | 22:45       |  |
| 11/26/2016 8:10:06 AM   | 11/26/2016 8:29:18 AM  | Ishani   | 19:12       |  |
| 11/26/2016 8:10:55 AM   | 11/26/2016 8:19:10 AM  | Madysen  | 08:15       |  |
| 11/26/2016 8:12:03 AM   | 11/26/2016 12:41:16 PM   | Falk     | 3 h. 50:13  |  |

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### Event Daily Attendance Reports

To display the attendance logs for a particular event please follow the steps: Go to **Class Schedule** and find your event, click on the red options button next to it and then select **Attendance Records**.

| 11/30/2016 6:30 PM - 11/30/2016 10:30 PM 4 h. <span style="float: right;">Export</span> |          |                    |                |            |
|---|----------|--------------------|----------------|------------|
| Log On  | Log Off  | Full Name          | Online Time    | IP Address |
| 11/26/2016 9:24:23 AM   | Still In | Janelle [REDACTED] | 3 d.1 h.08:41  | [REDACTED] |
| 11/28/2016 7:07:58 PM   | Still In | debbie [REDACTED]  | 15 h.25:06     | [REDACTED] |
| Total Hours   |          |                    | 3 d.16 h.33:47 |            |

All reports can be exported to Excel for further processing. The Export to Excel button above each report will download your reports and statistics into an excel file.

Electa Live Virtual Classroom, LMS - Help & Support Portal

<http://support.e-lecta.com/Knowledgebase/Article/50040>