

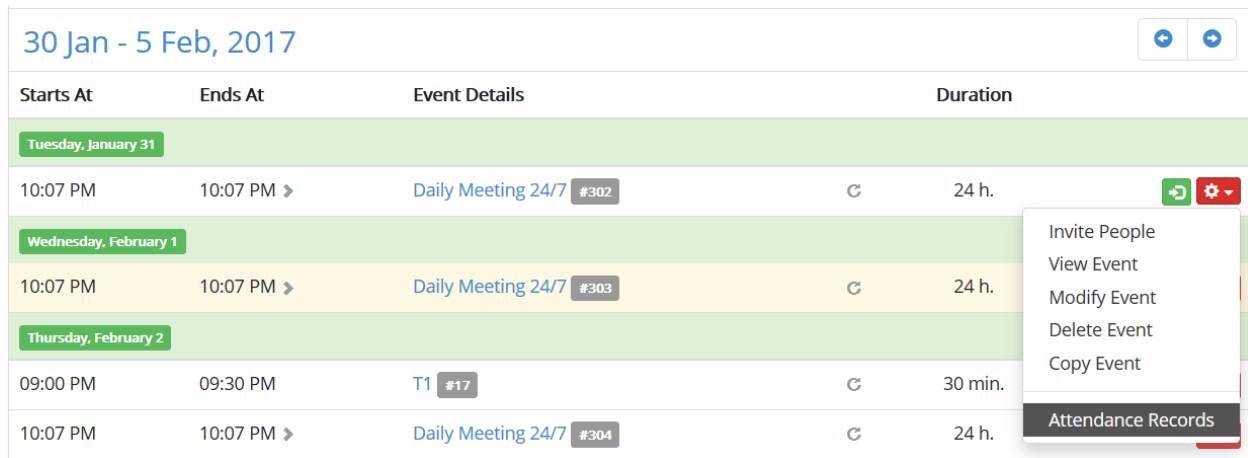
Live Class Attendance Logs

To display a live session attendance records please follow the steps:

Log on as a teacher and open the calendar of live sessions

Find the live session in the calendar and click the red options button next to it.

Click **Attendance Records** from the menu.



The screenshot shows a calendar view for the period from 30 Jan to 5 Feb, 2017. The calendar is organized by days: Tuesday, January 31; Wednesday, February 1; and Thursday, February 2. Each day has a list of live sessions. The sessions are listed in a table with columns for 'Starts At', 'Ends At', 'Event Details', and 'Duration'. A context menu is open over the 'Attendance Records' option, which is highlighted in red. The menu items are: Invite People, View Event, Modify Event, Delete Event, Copy Event, and Attendance Records.

Starts At	Ends At	Event Details	Duration
Tuesday, January 31			
10:07 PM	10:07 PM >	Daily Meeting 24/7 #302	24 h.
Wednesday, February 1			
10:07 PM	10:07 PM >	Daily Meeting 24/7 #303	24 h.
Thursday, February 2			
09:00 PM	09:30 PM	T1 #17	30 min.
10:07 PM	10:07 PM >	Daily Meeting 24/7 #304	24 h.

The Session Attendance report displays users who were present in the live classroom during the time frame of this live event.

Electa Live Virtual Classroom, LMS - Help & Support Portal

<http://support.e-lecta.com/Knowledgebase/Article/50067>