









## 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.






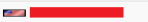










#### User Attendance

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