

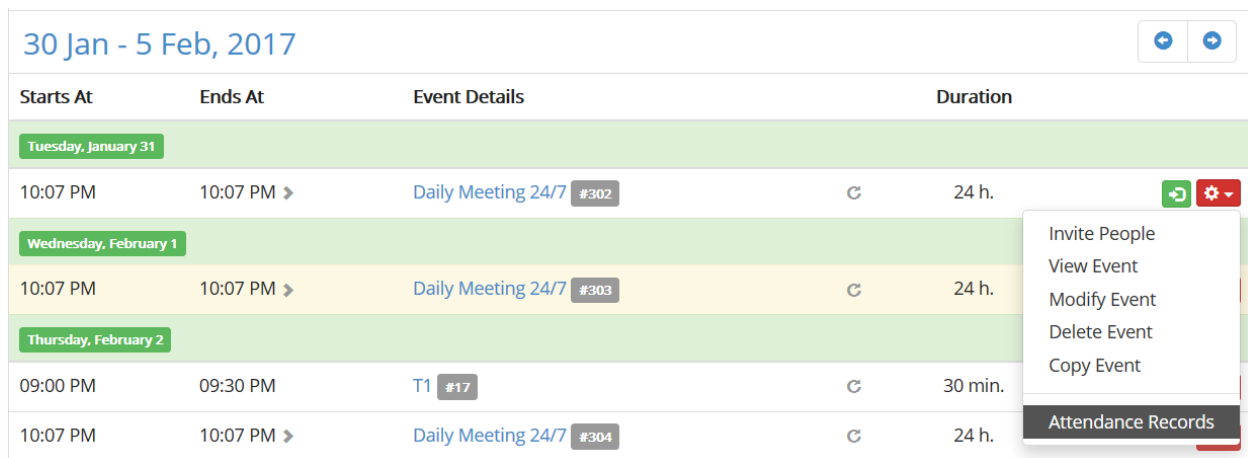
## Live Class Attendance Logs

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 day, with headers for Tuesday, January 31; Wednesday, February 1; and Thursday, February 2. Each day contains one or more live session entries. Each entry includes a start time, an end time with a right-pointing arrow, the event name (e.g., 'Daily Meeting 24/7'), a session ID (e.g., '#302'), a refresh icon, and a duration (e.g., '24 h.'). A red button with a gear icon is located to the right of each session entry. A context menu is open over the red button of the session on Thursday, February 2, listing options: 'Invite People', 'View Event', 'Modify Event', 'Delete Event', 'Copy Event', and 'Attendance Records' (which is highlighted in a dark grey bar).

| 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

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