

## Instructions for Exporting Attendance from Canvas:

1. Open the attendance tool in Canvas.
2. Click on the gear and choose Attendance Report:

[08-2016FA](#) > [ENGL-125-97008-2016FA](#)



3. Choose your e-mail and then Click Run Report

Thank you, your report should arrive in your inbox shortly.

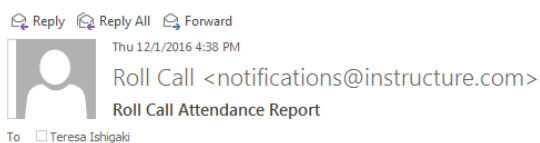
### Export Attendance Data: ENGL-125-97008-2016FA

1. Filter your data *(optional)*

Start date  End date  SIS Student ID

2. Tell us where we should send the report

4. Open your e-mail and click the link to download your report.



You can download your report for the next 24 hours at <https://ititools.s3.amazonaws.com/rollcall/attendance-8973b73c-88ab-4fc1-b574-aed274d00535.csv?AWSAccessKeyId=AKIAI36TCMCFLSZ4VD2A&Expires=1480725489&Signature=Mq7j5JXPIQS0peNXiK5HoqId0TI%3D>

5. Save the Excel file to your computer with the required name, and then you can upload it to Web Advisor as your attendance.