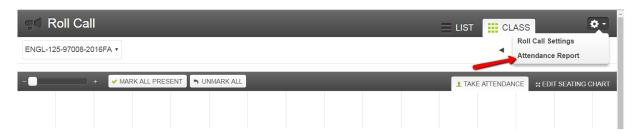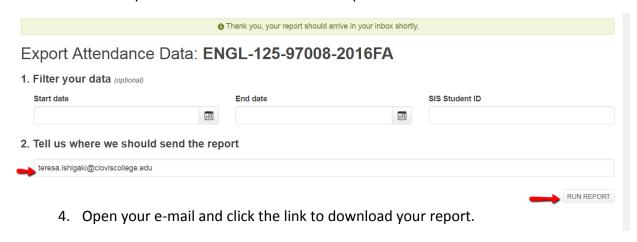Instructions for Exporting Attendance from Canvas:

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



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



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



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