


Navigate360: Attendance Reports

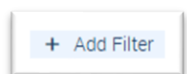
This report will show any attendance instance created by faculty within the platform


1. Select the Attendance Report


- Click the [Reporting](#)  icon from the left navigation
- Click the [Standard Reports](#) tab
- Select the [Attendance Report](#) under [Report Type](#)
 - **NOTE:** A single row represents a single attendance instance with the created Date within the date range chosen. If the attendance instance was created for multiple students, you will find one row per student with the attendance data. For a student to be returned in the report, the student must be active in the terms selected. If no terms are selected, you will retrieve all students active in any term with any attendance within the date range chosen.










2. Add Data Filters

- **Field 1:** Course
 - **Condition:** Contains any
 - **Value:** Select or type the name of your course
- Click [+ Add Filter](#)
- **Field 2:** Date of Attendance
 - **Condition:** Date Range
 - **Start Date:** The start date of the date range you are searching for
 - **End Date:** the end date of the date range you are searching for

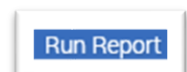


Data Filters 


Filters Logic: Match all Filters (AND)  Results must match ALL filters: **1 AND 2**

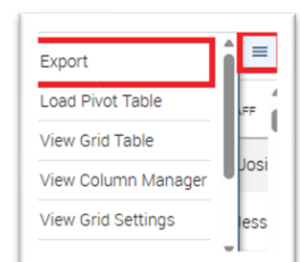
①	Field *	Condition *	Value *	
	Course  	contains any 		
②	Field *	Condition *	Start Date *	End Date *
	Date of Attendance  	date range 	mm/dd/yyyy 	mm/dd/yyyy 

- Click [+ Add Filter](#) to additional fields to your search
 - **RECOMMENDATIONS:** Additional fields you may want to include are [Section Name](#), [Section Type](#), [Excused?](#), [Tardy?](#), or [Travel Letter](#)
- Once filters have been input, click [Run Report](#)



3. Export Results

- When a list of students is generated, click [the hamburger menu](#)  to the right of the search result box
- Click [Export](#)



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- Click the name of the file in your downloads to open the report
 - **NOTE:** The *State* column displays whether a student was marked absent, present, or tardy
 - **NOTE:** The *Travel Letter* column displays if the attendance was created from a Travel Letter. If so, this will show the travel letter name