How to View and Manage Attendance Data in iClicker Cloud

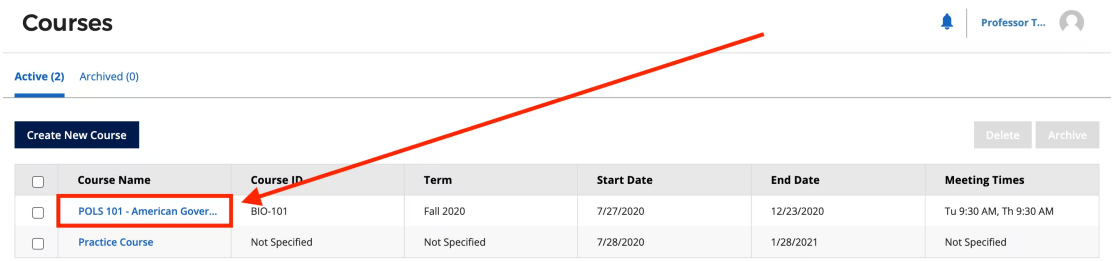
Ankit Shah - 2024-09-24 - Software

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The Attendance section of the iClicker Cloud instructor website allows you to:

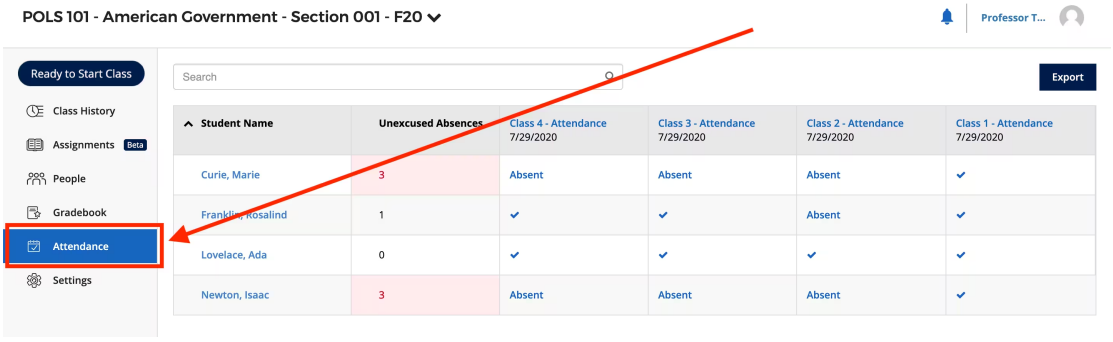
- View student alerts
- View Attendance session details
- Manually update Attendance data
- Export Attendance data
- Video: Managing Attendance data

Sign in to the instructor website and select your course



Navigate to the "Attendance" section

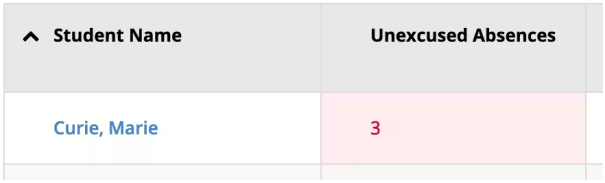
Select **Attendance** from the side navigation panel to view a summary of all student Attendance data for your course to date.



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View student alerts

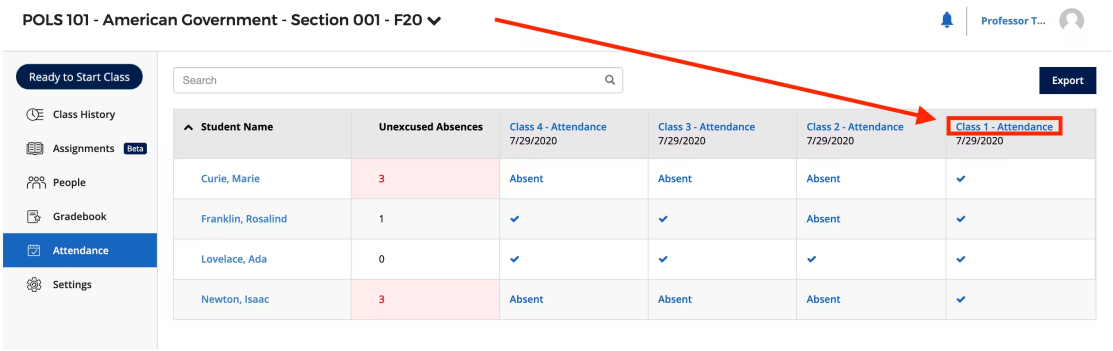
Red cells alert you to students who have met or exceeded the number of unexcused absences that you specified in in your Attendance settings. If you did not specify an **Alert** setting, you will not see any red cells in the **Unexcused Absences** column.



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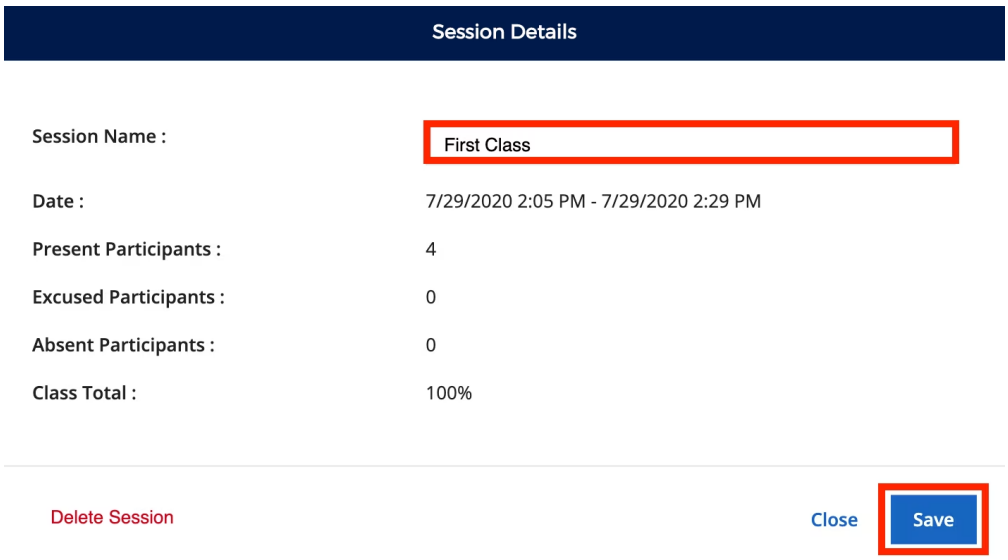
View Attendance session details

Select an Attendance activity to view a summary of the session.



Update the "Session Name"

From the **Session Details** window, you can update the **Session Name.** Click **Save** when you're finished.



Delete an Attendance session

If you need to permanently remove the Attendance session from your course, click **Delete Session**. Learn more about deleting class sessions and activities in iClicker Cloud.

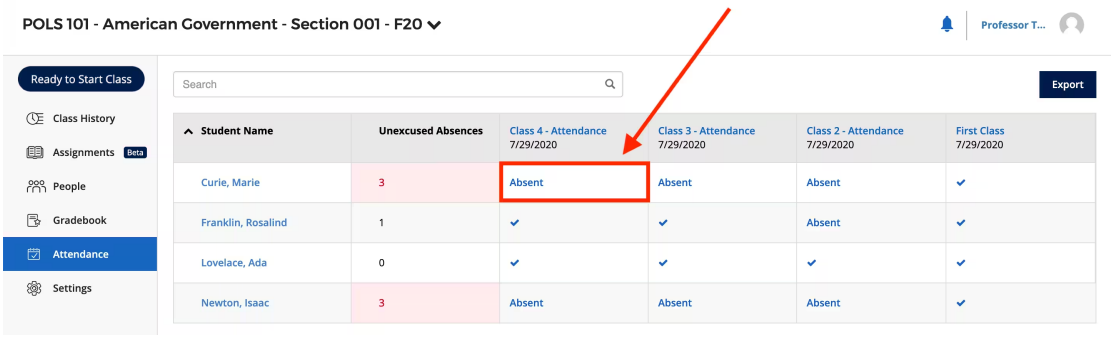


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Manually update Attendance data

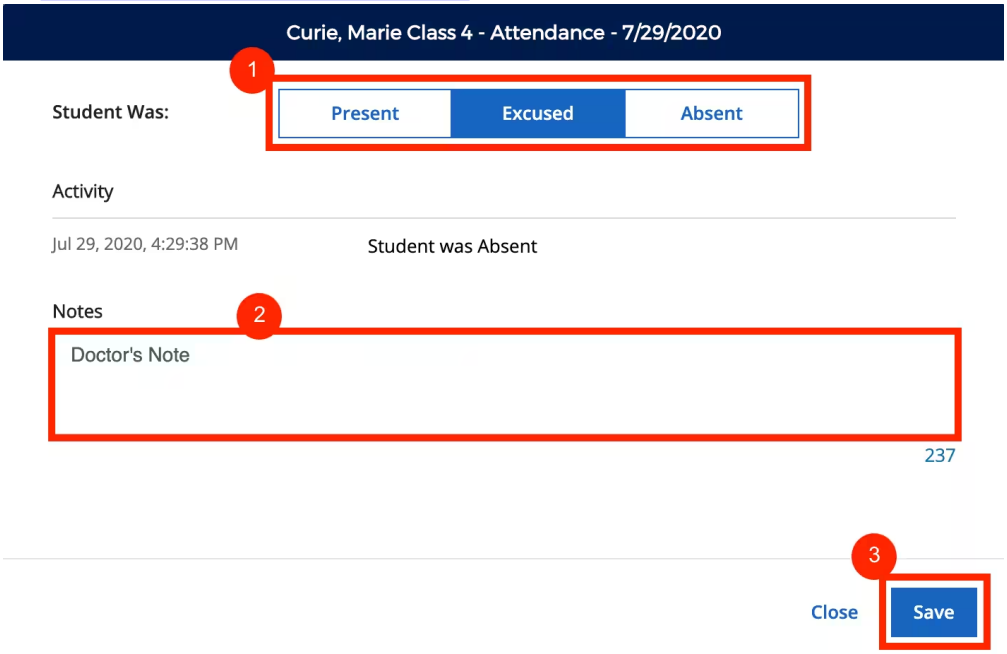
To edit the Attendance status for an individual student, click on the cell you would like to update.



Change Attendance status or make notes

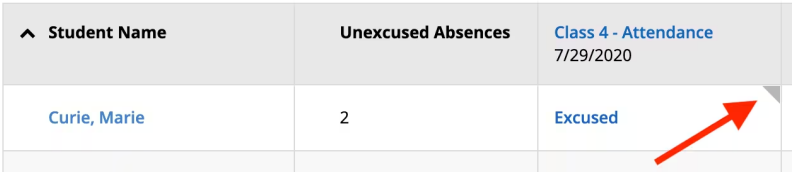
You can change a student's Attendance status and/or make notes. These notes are private to you–not shared with students–and can also be exported with the Attendance data. Click **Save** and changes will be reflected in your Attendance data.

Note: If you grant a student an excused absence, only the student's Attendance record is updated. If you need to update the student's Polling or Quizzing points for the excused class session, you can do so separately in the Gradebook section of the instructor website.



Note the edited data

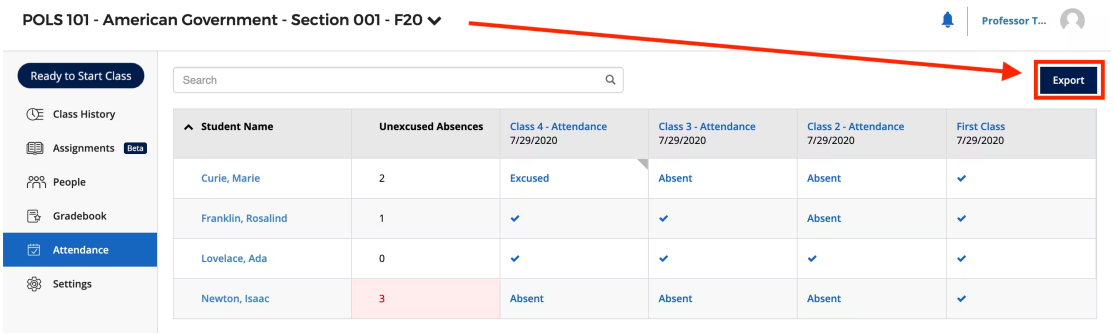
An Attendance cell that you have manually updated will be indicated with a gray triangle in the upper-right corner.



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Export Attendance data

Click "Export" in the upper-right corner

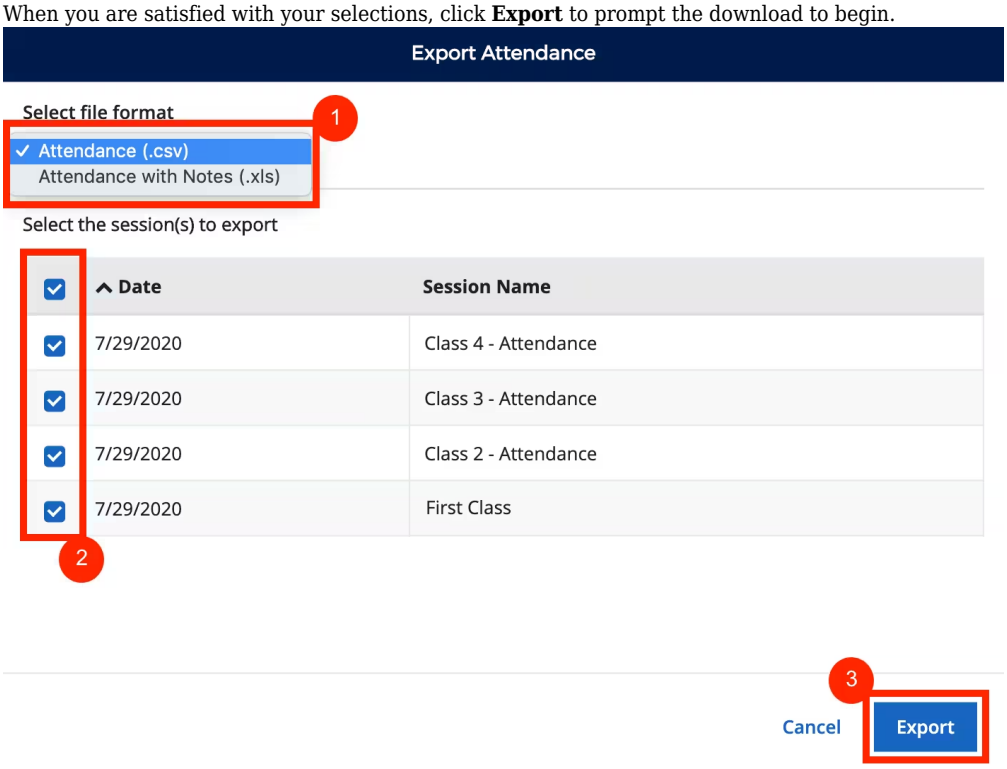


Select the file format and sessions to export

You can select from the drop-down menu to export Attendance data with (.xls format) or without (.csv format) any notes that you've made for individual students.

You can also select if you want to export some or all of your Attendance session data.

When you are satisfied with your selections, click **Export** to prompt the download to begin.



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To learn more about setting up Attendance, running Attendance, and managing Attendance data, watch the training video below

- Tags
- iClicker