



[Knowledgebase](#) > [Software](#) > [How to View and Manage Attendance Data in iClicker Cloud](#)

How to View and Manage Attendance Data in iClicker Cloud

Ankit Shah - 2024-09-24 - [Software](#)

How to View and Manage Attendance Data in iClicker Cloud

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

Courses Professor T...

Active (2) Archived (0)

Create New Course Delete Archive

<input type="checkbox"/>	Course Name	Course ID	Term	Start Date	End Date	Meeting Times
<input type="checkbox"/>	POLS 101 - American Gover...	BIO-101	Fall 2020	7/27/2020	12/23/2020	Tu 9:30 AM, Th 9:30 AM
<input type="checkbox"/>	Practice Course	Not Specified	Not Specified	7/28/2020	1/28/2021	Not Specified

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.

POLS 101 - American Government - Section 001 - F20 Professor T...

Ready to Start Class Search Export

Student Name	Unexcused Absences	Class 4 - Attendance 7/29/2020	Class 3 - Attendance 7/29/2020	Class 2 - Attendance 7/29/2020	Class 1 - Attendance 7/29/2020
Curie, Marie	3	Absent	Absent	Absent	✓
Franklin, Rosalind	1	✓	✓	Absent	✓
Lovelace, Ada	0	✓	✓	✓	✓
Newton, Isaac	3	Absent	Absent	Absent	✓

[Return to top.](#)

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.

Student Name	Unexcused Absences
Curie, Marie	3

[Return to top.](#)

View Attendance session details

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

POLS 101 - American Government - Section 001 - F20

Professor T...

Ready to Start Class

Class History

Assignments Data

People

Gradebook

Attendance

Settings

Search

Student Name	Unexcused Absences	Class 4 - Attendance 7/29/2020	Class 3 - Attendance 7/29/2020	Class 2 - Attendance 7/29/2020	Class 1 - Attendance 7/29/2020
Curie, Marie	3	Absent	Absent	Absent	✓
Franklin, Rosalind	1	✓	✓	Absent	✓
Lovelace, Ada	0	✓	✓	✓	✓
Newton, Isaac	3	Absent	Absent	Absent	✓

Export

Update the "Session Name"

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

Session Details

Session Name :	First Class
Date :	7/29/2020 2:05 PM - 7/29/2020 2:29 PM
Present Participants :	4
Excused Participants :	0
Absent Participants :	0
Class Total :	100%

Delete Session

Close

Save

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.](#)

Session Details

Session Name :	First Class
Date :	7/29/2020 2:05 PM - 7/29/2020 2:29 PM
Present Participants :	4
Excused Participants :	0
Absent Participants :	0
Class Total :	100%

Delete Session

Close

Save

-

[Return to top.](#)

Manually update Attendance data

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

Ready to Start Class

Search

Export

Student Name	Unexcused Absences	Class 4 - Attendance 7/29/2020	Class 3 - Attendance 7/29/2020	Class 2 - Attendance 7/29/2020	First Class 7/29/2020
Curie, Marie	3	Absent	Absent	Absent	✓
Franklin, Rosalind	1	✓	✓	Absent	✓
Lovelace, Ada	0	✓	✓	✓	✓
Newton, Isaac	3	Absent	Absent	Absent	✓

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](#).

Curie, Marie Class 4 - Attendance - 7/29/2020

1

Student Was:

Present Excused Absent

Activity

Jul 29, 2020, 4:29:38 PM Student was Absent

Notes

2

Doctor's Note

237

3

Close Save

Note the edited data

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

Student Name	Unexcused Absences	Class 4 - Attendance 7/29/2020
Curie, Marie	2	Excused

[Return to top.](#)

Export Attendance data

Click "Export" in the upper-right corner

POLS 101 - American Government - Section 001 - F20

Ready to Start Class

Search

Class History

Assignments

People

Gradebook

Attendance

Settings

Student Name	Unexcused Absences	Class 4 - Attendance 7/29/2020	Class 3 - Attendance 7/29/2020	Class 2 - Attendance 7/29/2020	First Class 7/29/2020
Curie, Marie	2	Excused	Absent	Absent	✓
Franklin, Rosalind	1	✓	✓	Absent	✓
Lovelace, Ada	0	✓	✓	✓	✓
Newton, Isaac	3	Absent	Absent	Absent	✓

Export

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.

Export Attendance

Select file format

✓ Attendance (.csv)

Attendance with Notes (.xls)

Select the session(s) to export

✓	^ Date	Session Name
✓	7/29/2020	Class 4 - Attendance
✓	7/29/2020	Class 3 - Attendance
✓	7/29/2020	Class 2 - Attendance
✓	7/29/2020	First Class

Cancel

Export

[Return to top.](#)

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

- Tags
- [iClicker](#)