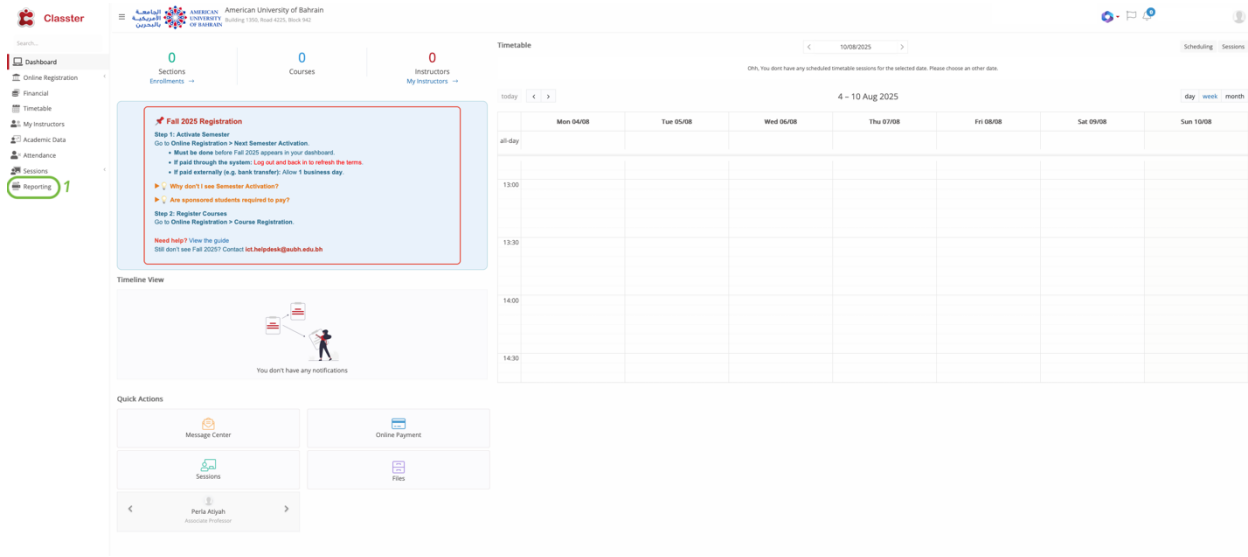


How to view your attendance in Student Portal:

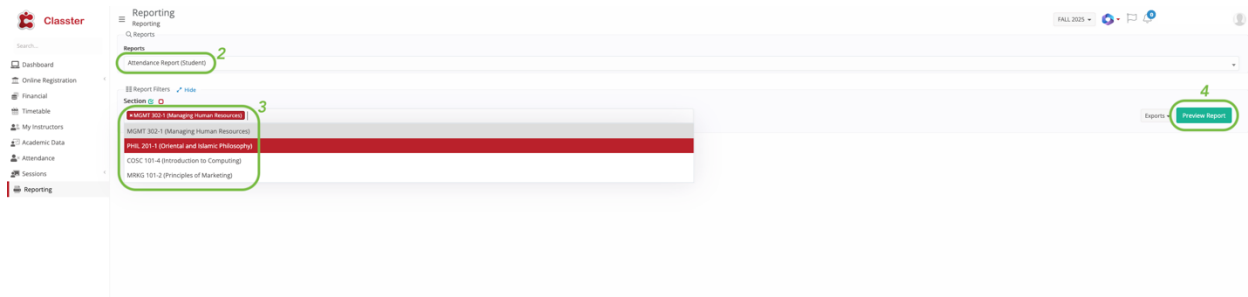
1) When you log in to the student portal, click on “Reporting” on the left side of the screen



2) Click on “Select Reports” drop down list and choose “Attendance Report Student”

3) Choose the Section that you want to check its attendance from the “Section” drop down list

4) click on “Preview Report”



5) the report will show up and you can check it and you can export it by clicking on “Export” then choose the report format you want

The screenshot shows the Classter Reporting interface. On the left is a sidebar with navigation links: Dashboard, Online Registration, Financial, Timetable, My Instructions, Academic Data, Attendance, Sessions, and Reporting. The main area displays an 'Attendance Report (Student)' for the course 'Phil, 201-1 (Ontario and Islamic Philosophy)'. The report is for a student named 'QIN'. The summary statistics are as follows:

Course/Section	Instructor
Phil, 201-1 (Ontario and Islamic Philosophy)	
Total Scheduled Sessions	27
Total Delivered Sessions	0
Total Absences	0
Total Late	0.00
Total Absence %	0.00
Absence %	0%

Below the summary is a table with the following columns: Session, Session Status (Completed/Pending/Canceled), Attendance Recorded (True/False), Attendance Description, and Comments. The table lists 27 sessions from Monday 16 September to Monday 10 November. All sessions are marked as 'Scheduled' and 'Attendance Recorded' is 'False' for all entries.

On the right side of the report, there is an 'Export' button with a dropdown menu showing options: Export to PDF, Export to CSV, and Export to DOCX. A green circle highlights the 'Export' button.

In the report, it has two parts, first part is about the general information of the section like the total amount of sessions scheduled through the whole term, also how many are conducted, and how many the student attended from the conducted sessions and at the end it gives the absence percentage. All this information will help you calculate the absence percentage yourself if you want.

The second part will give you the detailed attendance per session; so, each session will be in a separate row and show if the session was conducted, did the student attend or not, and comments if there is an excuse of absence