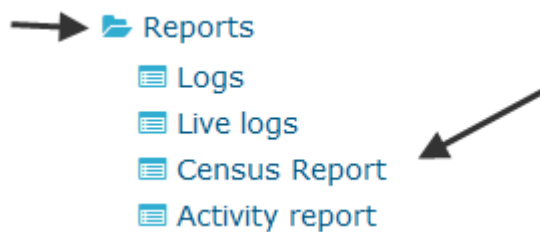


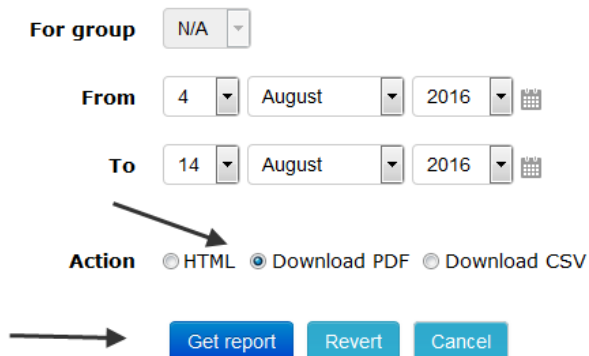
Reporting Attendance using the Census Report

When you are ready to generate the Census Report for your course, please complete the following steps.

1. Navigate to the course where you want to create a Census Report.
2. In the **Administration block**, click **Reports**, then **Census Report**.



3. The Census Report will open. Complete the following:
 - a. The date next to 'From' should be entered as the first day of the term.
 - b. The date next to 'To' should indicate the census date of your course.
 - c. Select **Download PDF**.
 - d. Click **Get report**.

A screenshot of a form for generating a report. At the top, there is a label 'For group' followed by a dropdown menu showing 'N/A'. Below this are two rows for date selection. The first row is labeled 'From' and has three dropdown menus: '4', 'August', and '2016', followed by a calendar icon. The second row is labeled 'To' and has three dropdown menus: '14', 'August', and '2016', followed by a calendar icon. Below the date fields is an 'Action' section with three radio buttons: 'HTML', 'Download PDF' (which is selected), and 'Download CSV'. At the bottom, there are three buttons: 'Get report', 'Revert', and 'Cancel'. A black arrow points from the left towards the 'Get report' button. Another black arrow points from the left towards the 'Download PDF' radio button.

4. Print report, sign, and date. Submit to your supervisor for review.

Revised August 2016