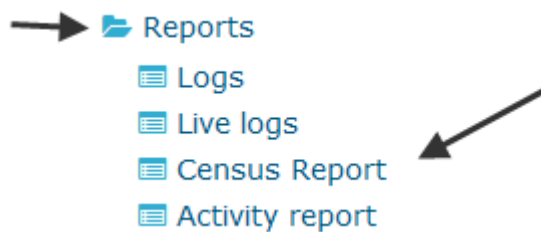


Reporting Attendance using the Census Report

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 of date pickers. The first row is labeled 'From' and has three dropdowns for day (4), month (August), and year (2016), with a calendar icon to the right. The second row is labeled 'To' and has three dropdowns for day (14), month (August), and year (2016), with a calendar icon to the right. Below the date pickers is a label 'Action' followed by three radio buttons: 'HTML', 'Download PDF' (which is selected), and 'Download CSV'. At the bottom, there are three buttons: 'Get report' (highlighted in blue), '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