

# uSucceed: Attendance Report

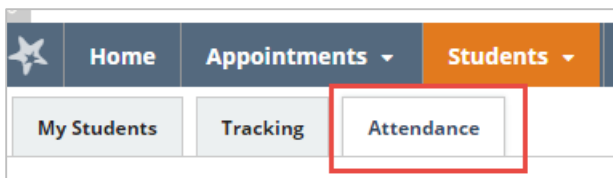
## Instructions

Follow the steps listed for downloading your uSucceed **Attendance Report**:

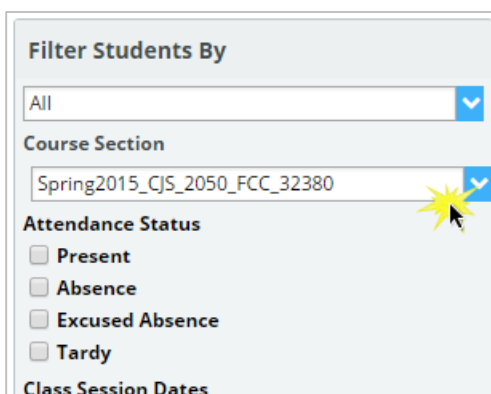
1. Log in to **uSucceed**
2. Click on **Students**



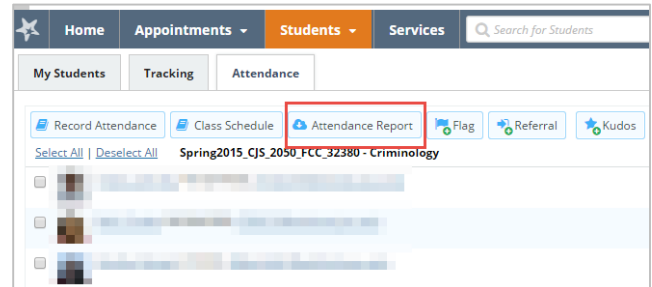
3. Choose **Attendance** tab



4. Choose your course and term from the drop down menu.



5. Click on the **Attendance Report** button to download your report to an Excel spreadsheet.



**Note:** Mozilla Firefox or Google Chrome is the recommended browser for uSucceed. uSucceed will not work with Internet Explorer.