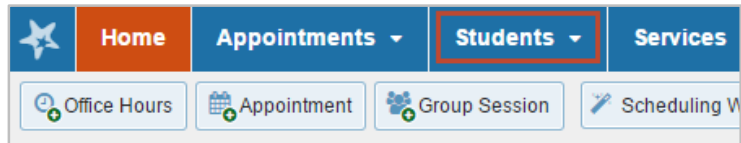


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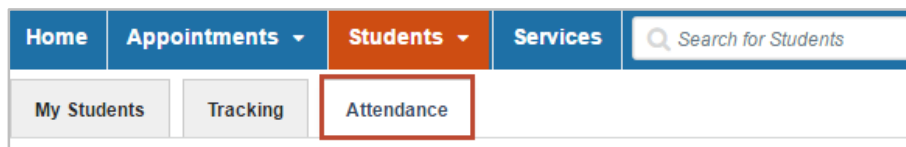
Steps for using an Excel pivot table to obtain attendance tallies by student.

Instructions

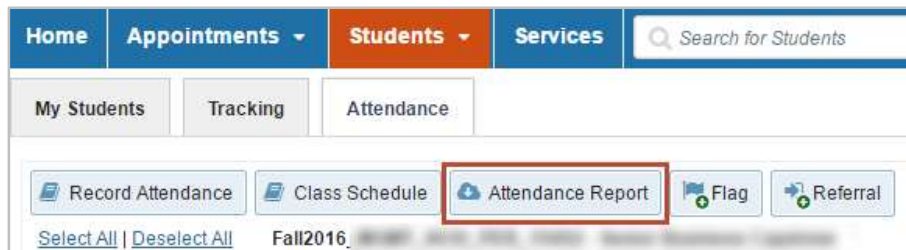
1. Download the course **Attendance Report** from uSucceed and save to as an Excel file.
 - a. Click on the **Students** menu.



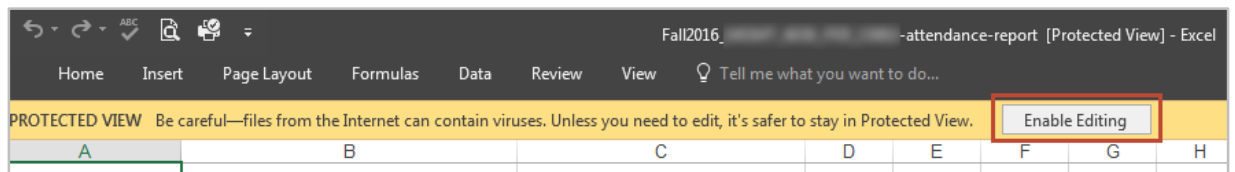
- b. In the **Students** section, click on the **Attendance** tab.



- c. Click on the **Attendance Report** button to download your report and save as an Excel spreadsheet.

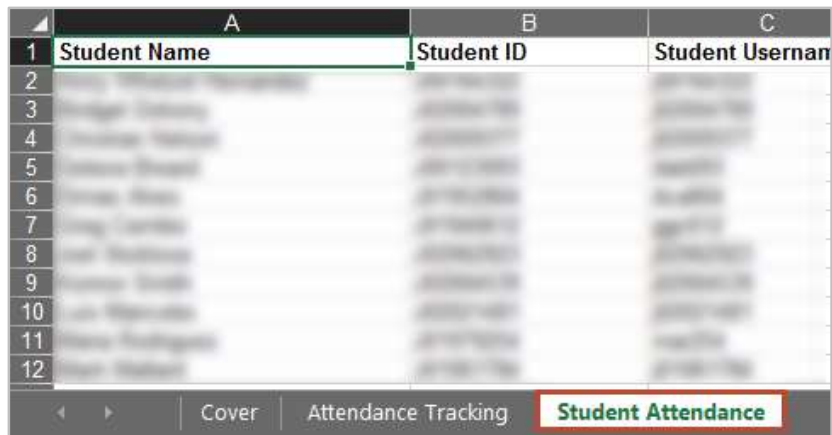


2. Open the Excel file and click the button to **Enable Editing**.

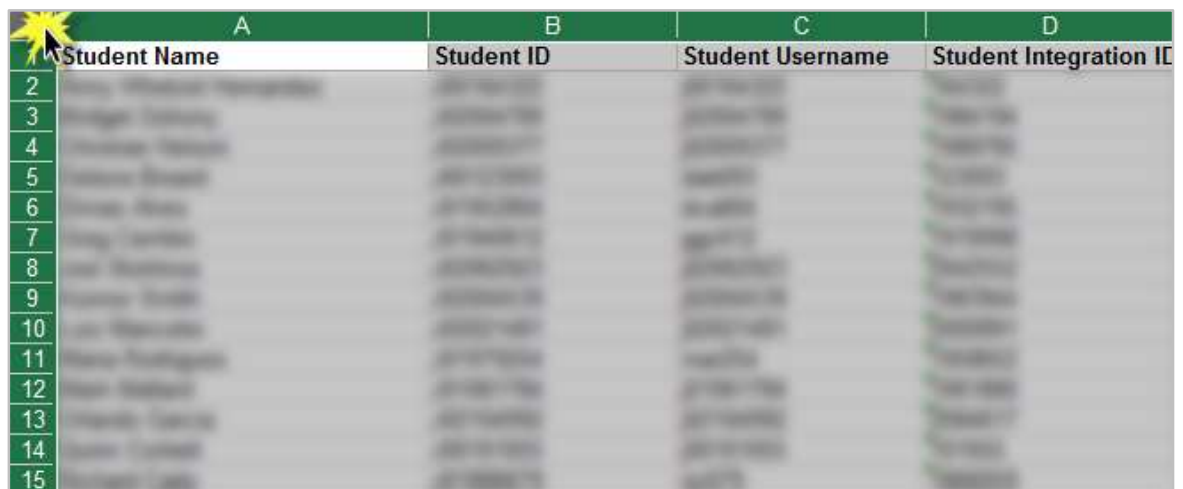


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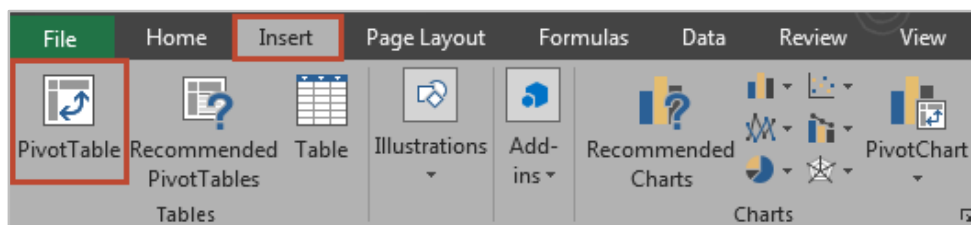
- The Attendance Report will contain 3 tabs: Cover, Attendance Tracking, and Student Attendance. Click on the **Student Attendance** tab.



- Select the entire spreadsheet by clicking on the upper left corner of the spreadsheet.

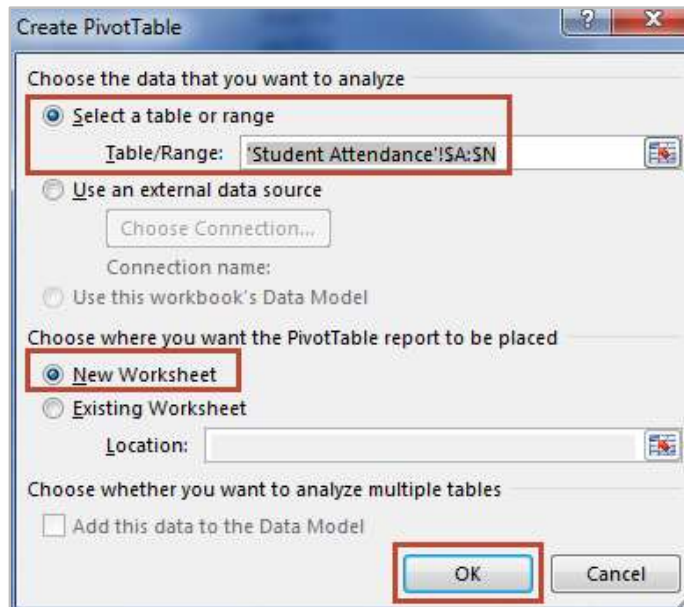


- Click on **Insert** from the top menu and click on **Pivot Table**.

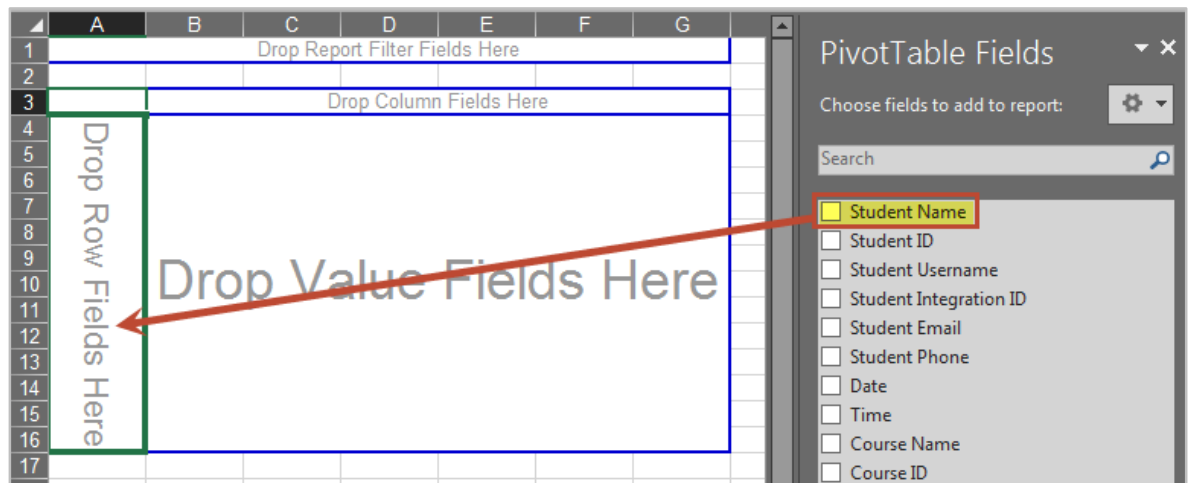


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- In the **Create PivotTable** window that pops up, make sure the settings are showing the entire worksheet is selected, and that the PivotTable will be created in a new worksheet. Click **OK**.

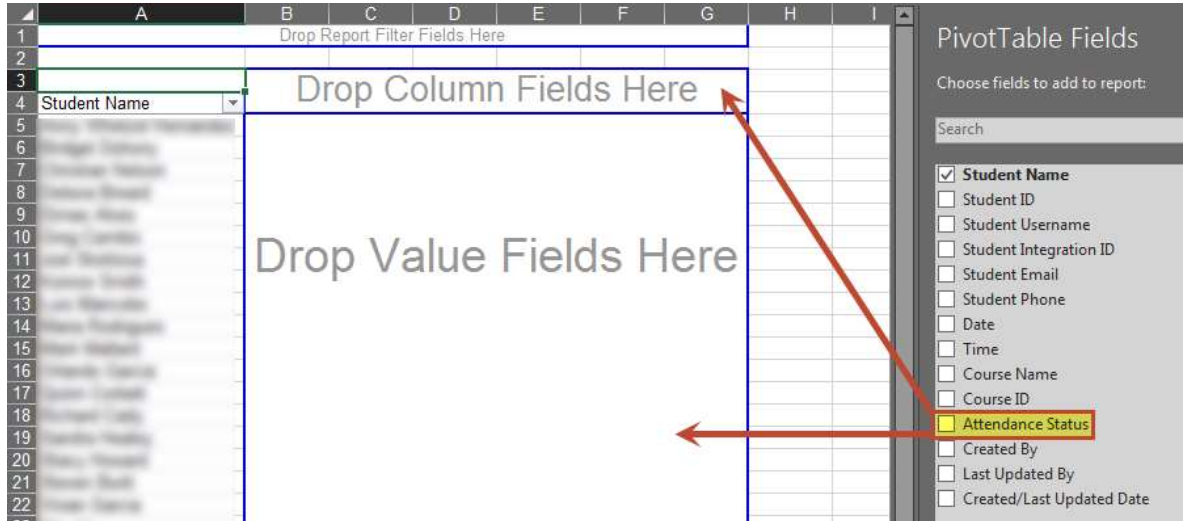


- Click on the **Student Name** label in the PivotTable Fields menu and drag it into the **Drop Row Fields Here** box.



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- Click and drag the **Attendance Status** label to the **Drop Column Fields Here** box and click the **Attendance Status** label again and drag it to the **Drop Value Fields Here** box.



The screenshot shows an Excel PivotTable with the following structure:

- Drop Report Filter Fields Here:** (Empty)
- Drop Column Fields Here:** Student Name
- Drop Value Fields Here:** (Empty)

The PivotTable Fields task pane on the right contains the following fields:

- Student Name
- Student ID
- Student Username
- Student Integration ID
- Student Email
- Student Phone
- Date
- Time
- Course Name
- Course ID
- Attendance Status
- Created By
- Last Updated By
- Created/Last Updated Date

- The spreadsheet will now display attendance tracking data tallied for each student.

Count of Attendance Status	Attendance Status	ABSENT	PRESENT	(blank)	Grand Total
		1	5		6
		1	5		6
		1	5		6
		1			1
			6		6
		2	4		6
			6		6
			6		6
		1	5		6
		1	5		6
		1			1