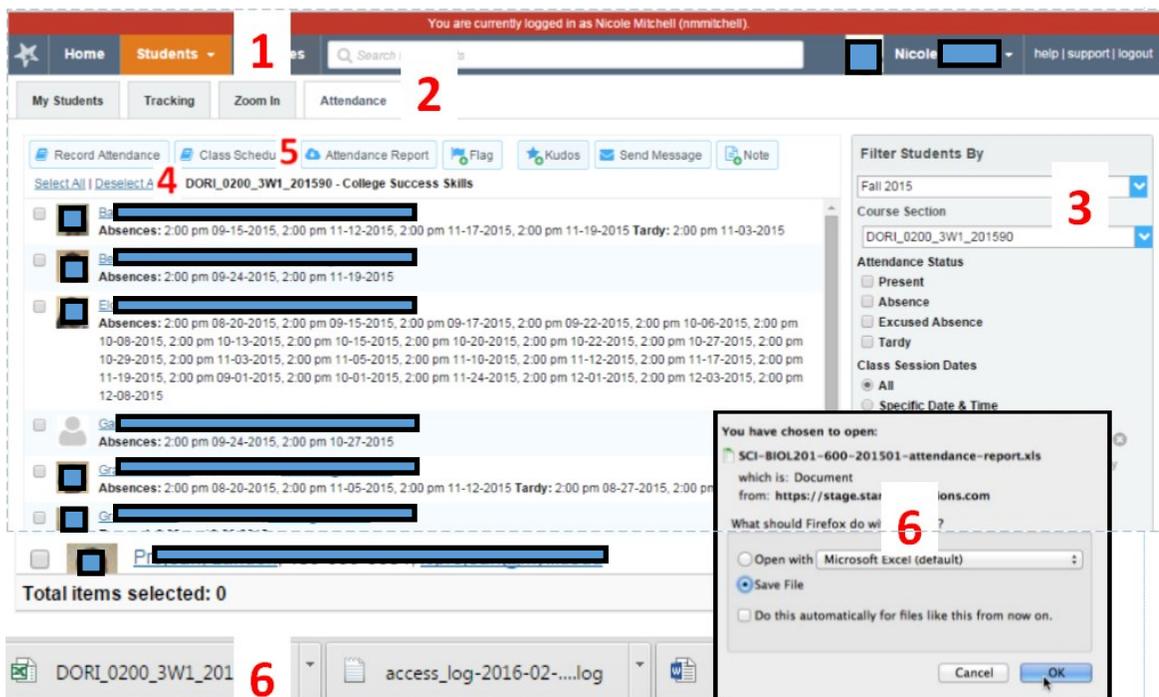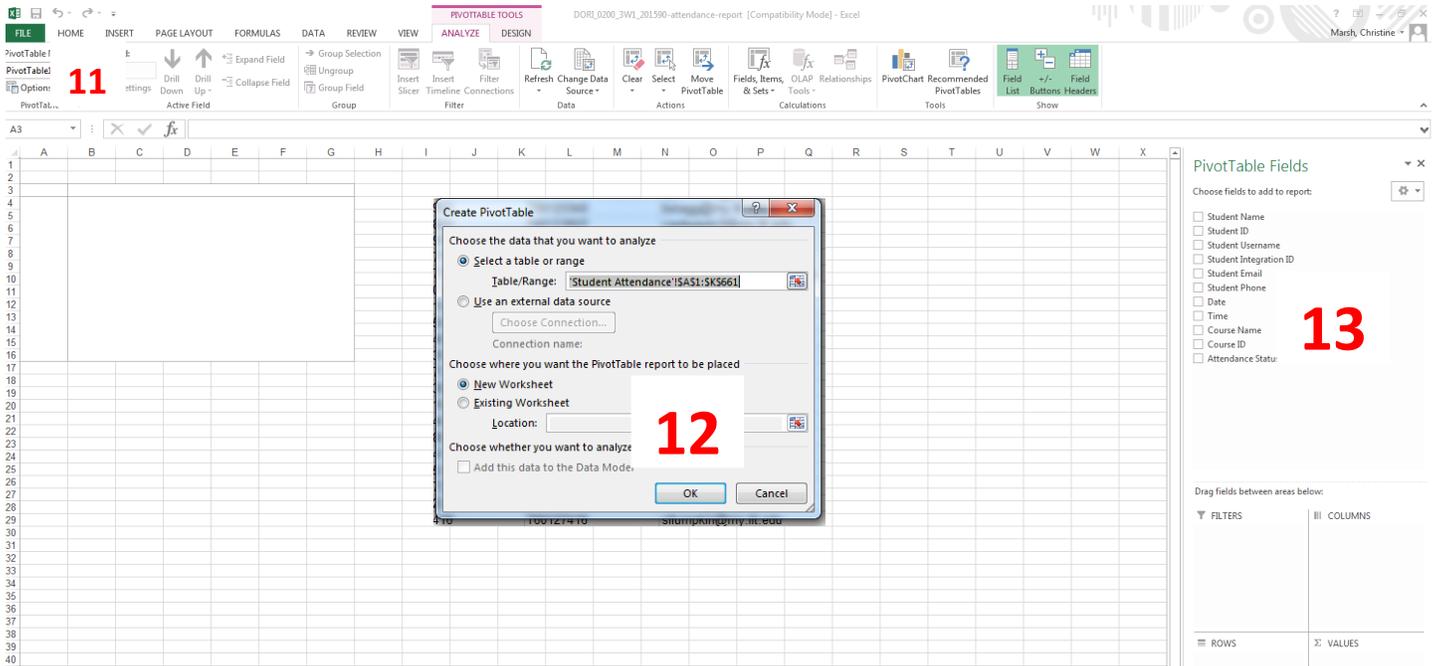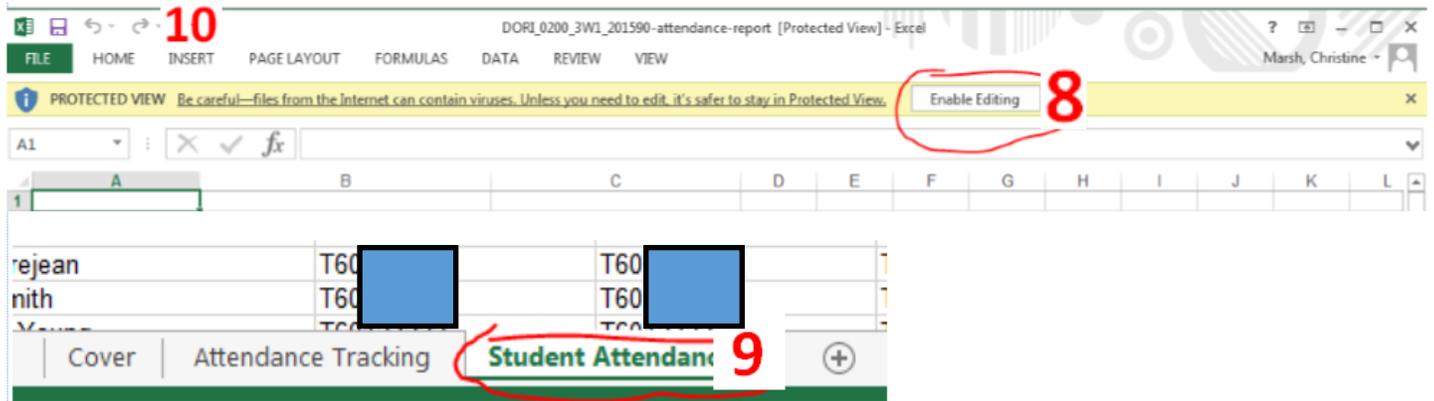# How to create an Attendance Report using Pivot tables in Excel
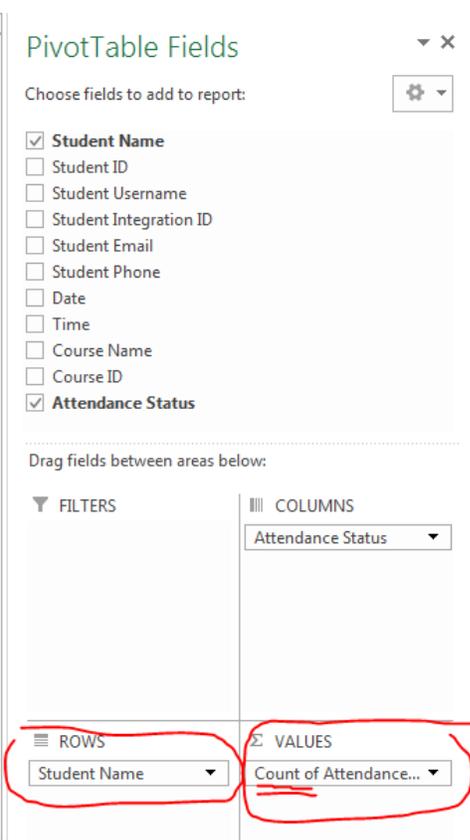
1. From the Starfish Menu Bar click on the **Students** tab
2. Click on the **Attendance** tab
3. Verify the ***Filter Students By Course*** (on the right) is displaying the correct semester and course. If not, click on the drop down arrow ⬇️ to make changes.
4. You should see the course section\name above the student list
5. Click on **Attendance Report** button
6. Depending on the browser the report will run and a link or button will display on the bottom of your screen (Chrome) or a window will pop-up with instructions on opening or saving the file (Firefox, Explorer)
7. After clicking (opening) the report the report will open in Excel.
8. Click on the ***Enable Editing*** button (below the menu bar (on the yellow tool bar)
9. Click on the ***Student Attendance*** tab
10. From the Menu bar, click on **INSERT**
11. Click on **Pivot Table**
12. The Create PivotTable window will display, click on **OK**
13. On the right side of the spreadsheet window, a there should be a list (PivotTable Fields). Right click (two times) on Student Name, then click on ***Add to Rows Labels***
14. Right click (two times) on Attendance Status, then click on ***Add to Columns***
15. Right click (two times) on Attendance Status, then click on ***Add to Values***
16. You should now see your pivot table

Bottom table and PivotTable Fields

	Attendance Status	ABSENT	EXCUSED	PRESENT	TARDY	Grand Total
Count of Attendance Status						
Student Name						
Amand			1	30		31
Ashlyn		2		29		31
Austin		6		25		31
Brady		7		1		8
Brittne		3		27	1	31
Corey				1		8
Cristia				29		31
Crysta						8
Dalton		20		2	1	31
Damaa		4		26	1	31
Daulto		6		2		8
Destin		24		7		31
Ericka		2		29		31
Halie L				31		31
Husam		1		29	1	31
Jasmir		3		26	2	31
Joshua		1		30		31
Kelly T				31		31
Kelvin		28		3		31
Kullen		7		1		8
Landor				31		31
Lauryn				31		31
Naken		1		30		31
Shelbi				31		31
Williet		5		22	4	31
Grand Total		145	1	504	10	660

16

Drop Report Filter Fields Here

PivotTable Fields   ▾ ✕

Choose fields to add to report: ⚙ ▾

☑ **Student Name**
☐ Student ID
☐ Student Username
☐ Student Integration ID
☐ Student Email
☐ Student Phone
☐ Date
☐ Time
☐ Course Name
☐ Course ID
☑ **Attendance Status**

Drag fields between areas below:

▼ FILTERS   ‖‖ COLUMNS
                       Attendance Status ▾

≡ ROWS   Σ VALUES
Student Name ▾   Count of Attendance... ▾

Home **Students** ▾   **1**   es   🔍 Search   **2**   help | support | logout

My Students | Tracking | Zoom In | **Attendance**

📑 Record Attendance 📑 Class Schedu **5** ☁ Attendance Report 🚩 Flag ⭐ Kudos ✉ Send Message 📝 Note

Select All | Deselect A **4** **DORI_0200_3W1_201590 - College Success Skills**

☐ my.lit.edu
Absences: 2:00 pm 09-15-2015, 2:00 pm 11-12-2015, 2:00 pm 11-17-2015, 2:00 pm 11-19-2015 **Tardy:** 2:00 pm 11-03-2015

☐ @my.lit.edu
Absences: 2:00 pm 09-24-2015, 2:00 pm 11-19-2015

☐ my.lit.edu
Absences: 2:00 pm 08-20-2015, 2:00 pm 09-15-2015, 2:00 pm 09-17-2015, 2:00 pm 09-22-2015, 2:00 pm 10-06-2015, 2:00 pm 0-08-2015, 2:00 pm 10-13-2015, 2:00 pm 10-15-2015, 2:00 pm 10-20-2015, 2:00 pm 10-22-2015, 2:00 pm 10-27-2015, 2:00 pm 0-29-2015, 2:00 pm 11-03-2015, 2:00 pm 11-05-2015, 2:00 pm 11-10-2015, 2:00 pm 11-12-2015, 2:00 pm 11-17-2015, 2:00 pm 1-19-2015, 2:00 pm 09-01-2015, 2:00 pm 10-01-2015, 2:00 pm 11-24-2015, 2:00 pm 12-01-2015, 2:00 pm 12-03-2015, 2:00 pm 2-08-2015

☐ my.lit.edu
Absences: 2:00 pm 09-24-2015, 2:00 pm 10-27-2015

☐ @my.lit.edu
Absences: 2:00 pm 08-20-2015, 2:00 pm 11-05-2015, 2:00 pm 11-12-2015 **Tardy:** 2:00 pm 08-27-2015, 2:00 p

☐ @my.lit.edu

☐ @my.lit.edu

Total items selected: 0

Filter Students By

Fall 2015 **3**

Course Section
DORI_0200_3W1_201590

Attendance Status
☐ Present
☐ Absence
☐ Excused Absence
☐ Tardy

Class Session Dates
◉ All
○ Specific Date & Time

📊 DORI_0200_3W1_201 **6** 📄 access_log-2016-02-....log

You have chosen to open:
📄 SCI-BIOL201-600-201501-attendance-report.xls
which is: Document
from: https://stage.star....ions.com

What should Firefox do wi **6** ?

○ Open with Microsoft Excel (default) ⏷
◉ Save File
☐ Do this automatically for files like this from now on.

Cancel **OK**

X📊 💾 ↶ ↷ ⌄ **9** DORI_0200_3W1_201590-attendance-report [Protected View] - Excel   ? 📧 ─ □ ✕   Marsh, Christine ▾

FILE HOME INSERT AYOUT FORMULAS DATA REVIEW VIEW

🛡 PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing **8** ✕

A1

A	B	C	D	E	F	G	H	I	J	K	L
1											

rejean T60 T6 T
nith T60 T6 T

Cover | Attendance Tracking | **Student Attendan** **9** ⊕