

View Attendance on ANGEL

June 5, 2009

To view your attendance record of a class on ANGEL, please check with your instructor to see if he or she uses ANGEL's *Attendance Manager*. If not, then there won't be data available for you to see. If yes, please make sure you understand the abbreviations designed by the instructor. Some instructors record only the no shows. If so, then all your present days would show "No Data." Again, please check with your instructors to learn the rules first.

To view your attendance, you would need to log on to ANGEL, enter that class, and then

1. click on the **Report** tab of the course;
2. select **Learner Profile** under Category;
3. select **Attendance** under Report;
4. define the time period and then click on **Run** Report.

The screenshot shows the ANGEL Reports Console interface. The top navigation bar includes tabs for Syllabus, Calendar, Lessons, Resources, Communicate, and Report (highlighted with a red box and a red '1'). The breadcrumb trail is Home > Course > Reports Console. The user is logged in as a Student.

The main content area is titled "Reports Console" and contains the following sections:

- Report Settings**: Includes "Saved Reports" and "Choose Report".
- Choose Report**: Category is "Learner Profile" (highlighted with a red box and a red '2'), Report is "Attendance" (highlighted with a red box and a red '3'), and User(s) is "Dunsworth, Qi ('Chee')".
- Configure Report**: Starting date is "04/01/2009" (highlighted with a red box and a red '4') and Ending before is "04/30/2009" (highlighted with a red box and a red '5').
- Select report view**: Set to "Table".
- Buttons**: "Run" (highlighted with a red box and a red '6'), "Print Preview", "Send Report", "Export", and "Save".

Below the configuration section, the report title is "Learner Profile Attendance" with the following details:

- User: quz2
- Starting 04/01/2009 Ending before 04/30/2009
- Run by quz2 at 06/05/2009 09:05:25

The report data is displayed in a table:

Date	Status
04/01/2009	No Data
04/02/2009	A
04/03/2009	No Data
04/04/2009	No Data
04/05/2009	No Data
04/06/2009	No Data
04/07/2009	P

A blue bracket on the right side of the table points to the rows from 04/02/2009 to 04/07/2009, with the text: "Your attendance records during the selected period".