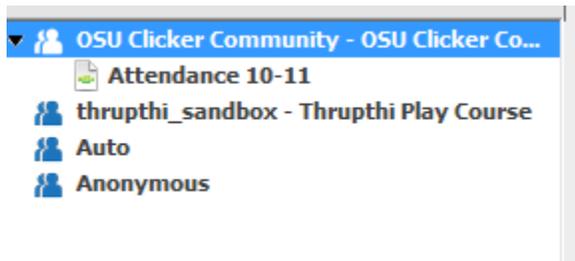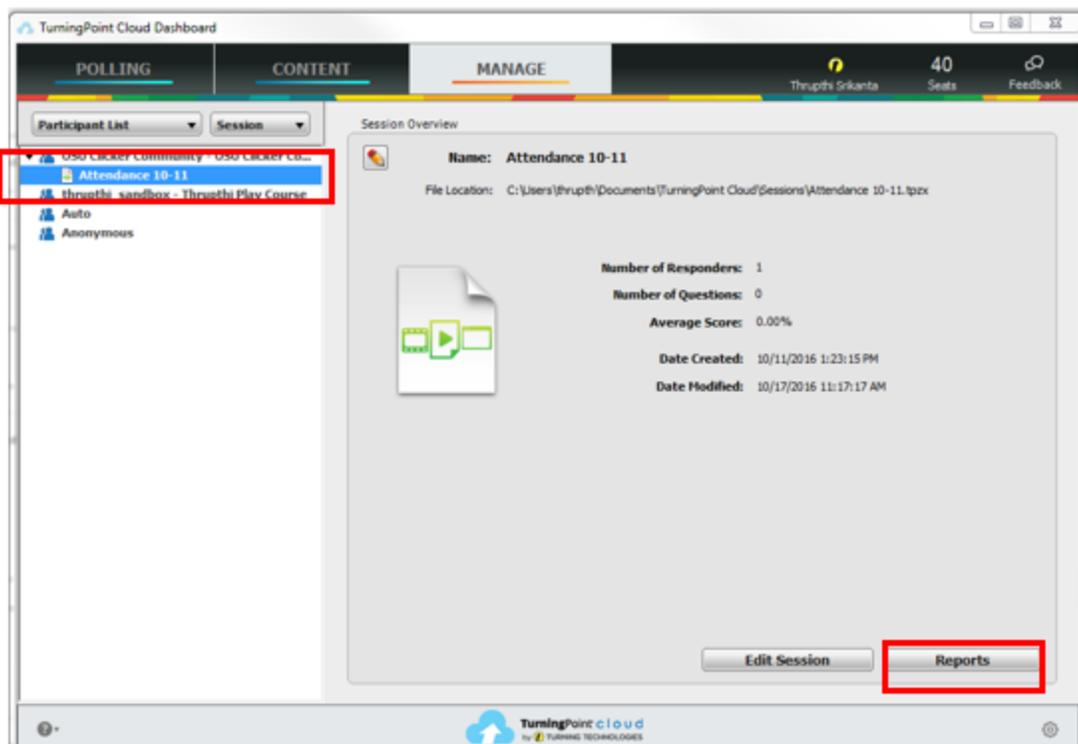# Generating Reports for Attendance Data

- Open TurningPoint 8 and sign in to your Turning Account.
- Select the **Manage** tab.
- Import the Attendance Session

- Click on the **"Attendance Session"** and select **"Reports"**.

- The default Attendance report displays the following elements:

  ✓ First Name

  ✓ Last Name

  ✓ Attendance status

- Selecting the boxes in the right panel adjusts the details of the report.

  ✓ **Participant Information** - Select the type of participant information to be displayed.
  ✓ **Show Unassigned Devices** - Select this box to display the devices that answered the attendance poll, but were not included in the participant list.

- You may also select options from the drop-down menus:

  - ✓ **View by** - *All Participants* displays every participant in the participant list, *Present Only* displays only the participants that responded to the attendance poll and *Absent Only* displays only the participants that did not respond to the attendance poll.
  - ✓ **Attendance Mode** - *Any Question Poll* marks a participant as present if their device responds to any question during the session. *Any Attendance Poll* marks a participant as present if their device responded to any of the attendance polls. If multiple attendance polls are polled during a session, there will also be an option to select each individual poll, displaying if the participants responded to the selected poll.
  - ✓ **Attendance Display** - *Icons* displays green check marks and red X's. *Numeric Value* displays a numeric value of 0 or 1 for absent or present for the session.

- You may click on the "Export" icon to export the attendance data to an excel sheet.