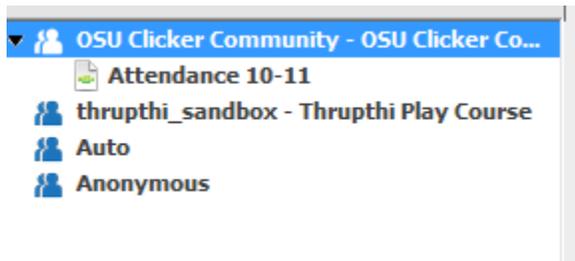


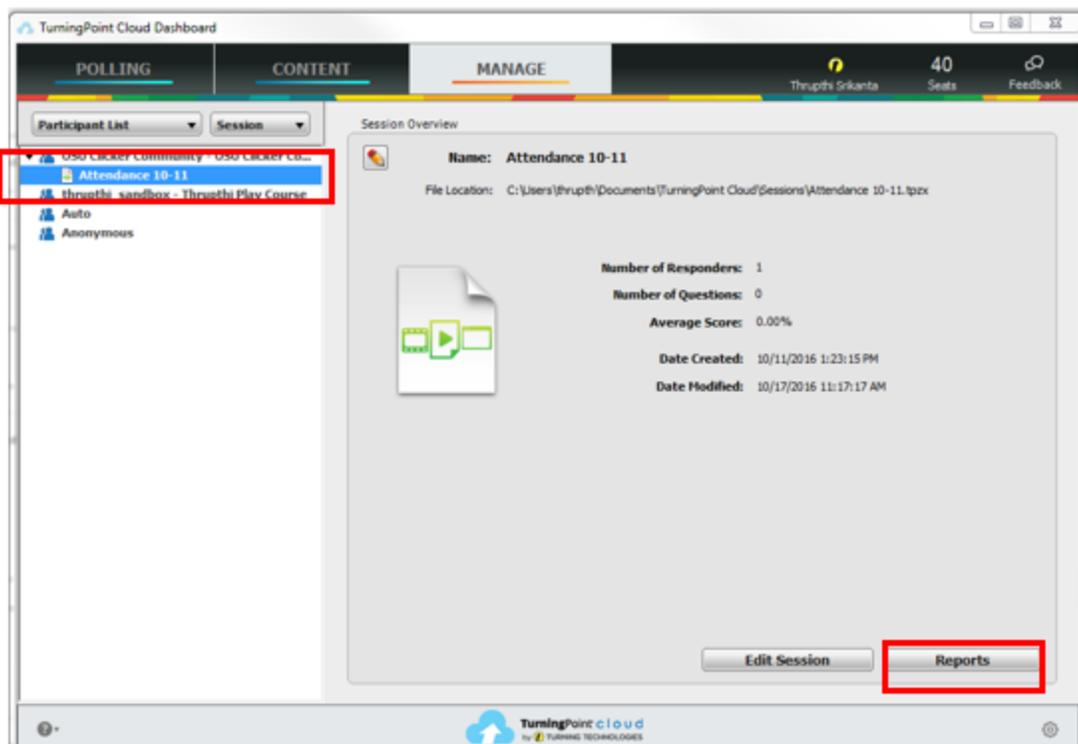


## Generating Reports for Attendance Data

- 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”**.





**Session Name:** HW 1 11-11-2014 2-49 PM  
**Date Created:** 11/11/2014 2:46:50 PM    **Active Participants:** 10 of 11  
**Average Score:** 100.00%    **Questions:** 25

### Attendance

First Name	Last Name	Attendance
Jon	Jones	✓
Sally	Smith	✓
Mark	Johnson	✓
Harrison	Brown	✓
Lenore	Richardson	✓
Gary	Schoop	✓
Lily	Simpson	✓
Jessica	McBride	✓

**Options**

Participant Information:

- Device ID(s)
- Gender
- First Name
- Last Name
- User ID

Show Unassigned Devices

View by: All Participants

Attendance Mode: Any Question Poll

Attendance Display: Icons

Close

- 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.



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- 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.

TurningPoint Cloud Dashboard

POLLING | CONTENT | **MANAGE** | Thrupthi Srikanta | 40 Seats | Feedback

Export | Print | Attendance

Session Name: OSU knowledge 10-3-2016 3-12 PM  
Date Created: 10/3/2016 3:10:07 PM | Active Participants: 4 of 6  
Average Score: 100.00% | Questions: 2

**Attendance**

First Name	Last Name	Attendance
STACY	JONES	✓
.	.	X
Thrupthi	Konanur Srikanta	X

Options: Participant Information: Device ID(s), First Name, Last Name, User ID, Email. Show Unassigned Devices. View by: All Participants