Generating Reports for Attendance Data

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

- Click on the “Attendance Session” and select “Reports”.

![Image of TurningPoint Cloud interface with Attendance Session selected]
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.