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”.

![Screenshot of TurningPoint interface showing managing attendance data]
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.