## How to create an Attendance Report using Pivot tables in Excel

- 1. From the Starfish Menu Bar click on the Students tab
- 2. Click on the Attendance tab
- 3. Verify the Filter Students By Course (on the right) is displaying the correct semester

and course. If not, click on the drop down arrow - to make changes.

- 4. You should see the course section\name above the student list
- 5. Click on Attendance Report button
- 6. Depending on the browser the report will run and a link or button will display on the bottom of your screen (Chrome) or a window will pop-up with instructions on opening or saving the file (Firefox, Explorer)
- 7. After clicking (opening) the report the report will open in Excel.
- 8. Click on the *Enable Editing* button (below the menu bar (on the yellow tool bar)
- 9. Click on the Student Attendance tab
- 10. From the Menu bar, click on INSERT
- 11. Click on Pivot Table
- 12. The Create PivotTable window will display, click on OK
- On the right side of the spreadsheet window, a there should be a list (PivotTable Fields). Right click (two times) on Student Name, then click on *Add to Rows Labels*
- 14. Right click (two times) on Attendance Status, then click on Add to Columns
- 15. Right click (two times) on Attendance Status, then click on Add to Values
- 16. You should now see your pivot table

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