



## **Daily Attendance and Assessment Report**

Administration Web>

Administration Tab>

Reports>

Daily Attendance and Assessment Report>

Run Now>

Choose desired timeframe by selecting Start and End Dates>

Type in the student's first name and last name>

Click Run Report>

Click the arrow to see course information>

Click the arrow next to each enrollment to see a breakdown of time spent in content>

Below the time and content, you can see a list of assessments, date of submission, status of assessment (graded or pending) and grade.