Session Attendance Sheet
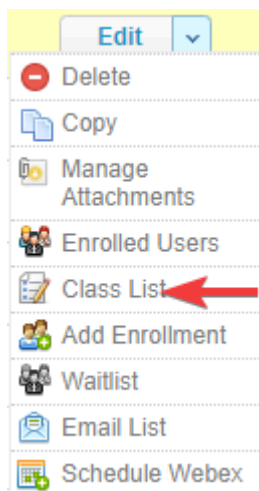
Generate a simple class list of the individuals enroled to a session. The list can be opened in HTML or downloaded to Excel. You can print the list to confirm attendance in a classroom setting or use the Excel file to import completions to the LMS.

1. Navigate to the Scheduling Tool .

2. Select **Class List** from a session's **Edit** split button .

3. Export the list to HTML or Excel to use as an attendance sheet.