

6.2 Attendance Report

The Attendance Report **allows administrators** to monitor **student's attendance performance** across their entire academic journey. Unlike standard reports, it groups data by Program and Semester, allowing you to see **how a student is performing** across multiple courses simultaneously. It brings all the attendance data into one page and **organizes** it by the student's Program (Degree) and Semester.

Key Benefits:

- **Hierarchical View:** Attendance is grouped by Program ? Semester ? Course.
- **Consolidated Data:** View totals for specific semesters and overall program performance.
- **Real-time Accuracy:** Pulls live data directly from course-level attendance activities.
- **Multi-format Export:** Professional exports for PDF, Excel, and CSV.

How to Open the Report:

- Open the Learnexify Dashboard.
- Open the Side Drawer (the menu on the left).
- Click on Reports.
- Click on Administrative Report.
- Click on Attendance Report.

LEARNEXIFY Home **Dashboard** My courses Site administration

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Learnexify Administration

- + campus: Lahore Campus
- + campus: Islamabad Campus
- + campus: Melbourne Campus (AU)
- + campus: New York Campus (US)
- + campus: testing
- + Admin
- + Users
- + Program
- Reports** 2
 - Schedule Reports

Administrative Reports 3

- Absence Report
- Attendance Report** 4
- Course Progress Summary Report
- New Registrants by Course Report
- New Registrants by Student Report
- Site Usage Summary Report
- Sitewide Time Summary Report
- Sitewide Transcript Report

How to Search for a Student:

Once the page opens:

- Type the **student's Name** or **Email** in the search box.
- Click the student's name when it appears.
- Click the **Show Report** button.

Search User

Mah

firstname	lastname	email
Mahtab	Hussain	
Maheen	Zafar	
Maheen	Zafar	
Fazal	Mahmood	

Search
User

Mahtab Hussain (syedmahta



Reset Form

Show Report

This shows the **main report page** with the **student's name** at the top and their courses listed below.

Schedule this report

Attendance Report

Student Name: Mahtab Hussain

ID: 2

Username: syedmahtab

Email:

Program: Diploma in Computer Science (DCS)

Semester:

COURSE NAME	CLASS	P	A	L	E	N	COMPLETED	Q%	GRADE	LAST SESSION	REMARKS
Programming Basics	DCS_11101	1	1	0	0	1	4	25%	2 / 8	10/06/26	12 8 66 78
Programming Basics_11101-Batch_TRK_DCS2026	11101-Batch_TRK_DCS2026	0	0	0	0	0	0	0%	0 / 0	-	
Semester Total:		1	1	0	0	1	4	25%	2 / 8	10/06/26	12 8 66 78

Semester: Semester 1

COURSE NAME	CLASS	P	A	L	E	N	COMPLETED	Q%	GRADE	LAST SESSION	REMARKS
Programming Basics_SEM4-11101-2026_Spring	SEM4-11101-2026_Spring	0	1	0	0	0	1	0%	0 / 2	5/06/26	56
Programming Basics_SEM4-11101-Batch_TRK_BEEE2026.1	SEM4-11101-Batch_TRK_BEEE2026.1	0	0	0	0	0	0	0%	0 / 0	-	
Semester Total:		0	1	0	0	0	1	0%	0 / 2	5/06/26	56
PROGRAM OVERALL TOTAL:		1	2	0	0	1	5	20%	2 / 10	10/06/26	12 8 66 78 56

Program: Bachelor of Engineering in Electrical Engineering

Semester:

COURSE NAME	CLASS	P	A	L	E	N	COMPLETED	Q%	GRADE	LAST SESSION	REMARKS
Programming Basics	DCS_11101	1	1	0	0	1	4	25%	2 / 8	10/06/26	12 8 66 78
Math_11102-12.1	11102-12.1	0	0	0	0	0	0	0%	0 / 0	-	

The report collects attendance information directly from the Attendance module configured within each individual course. It uses the following columns to provide a comprehensive view:

- **P (Present):** The student was in class.
- **A (Absent):** The student missed the class.

- **L (Late):** The student arrived after the class started.
- **E (Early):** The student left before the class ended.
- **G%:** This is the total attendance percentage for that specific course.
- **Grade:** The actual numerical grade or points earned based on the attendance settings.
- **Last Session:** Displays the date of the most recent attendance entry for that course.
- **Remarks:** Shows any specific notes or comments recorded by the instructor during the session.

Sessions
Add Session
Report
Users List
Class Settings
Grade Settings
Maintenance
Return

Grade settings :: Programming Basics

#	Acronym	Title	Grade	Description	Display	Order
P	P	P	2	Present	☒	1
X	A	A	0	Absent	☒	2
L	L	L	1	Late	☒	3
E	E	E	1	Early	☒	4
G	G	G	0	General	☒	5
S	S	S	0	Special	☒	6
Y	N	N	0	Not Called	☒	7

☐ Restore defaults

Update

These are Auto-attendance plugin grade settings

Home
Dashboard
My courses
Site administration

75%
+
Reset
Edit mode

Programming Basics

COURSE
SETTINGS
PARTICIPANTS
GRADES
REPORTS
MORE

MH | Mahtab Hussain [2]

ID: 2

Course Name: Programming Basics

Class: No Class

Completed: 4

Present: 1

Late: 0

Early: 0

General: 0

Special: 1

Absent: 1

Attend Rate: 50.0 %

Grade: 2 / 8

Grade Rate: 25.0 %

Correct

[Profile]
[Activity report]
[Send a message]
[Grade]
[For Printing]

#	DATE	START	END	CLASS	DESCRIPTION	STATUS	METHOD	TIME	CLIENT	REMARKS
1	05/06/26 (Fri)	06:25	06:30	No Class	-	P	Manual	09:35	-	8
2	06/06/26 (Sat)	07:20	07:25	No Class	-	S	Manual	09:35	-	12
3	09/06/26 (Tue)	12:30	12:35	No Class	-	N	Manual	13:00	-	66
4	10/06/26 (Wed)	06:15	06:45	No Class	-	A	Semi Auto	09:24	-	78

The report is organized like a **tree**, calculating totals at every level to show a student's

overall performance:

- **Program Name:** At the top of the tree, the report calculates and presents the user's overall program attendance by aggregating records across all semesters.
- **Semester:** Below the program, the report displays the user's overall attendance for each semester by combining data from all courses within that specific term.
- **Course Name:** Finally, it lists the individual courses where the raw data is pulled from.

Attendance Report

Student Name:	Mahtab Hussain
ID:	2
Username:	syedmahtab
Email:	

Program: Diploma in Computer Science (DCS)

Semester:

COURSE NAME	CLASS	P	A	L	E	N	COMPLETED	0%	GRADE	LAST SESSION	REMARKS
Programming Basics	DCS_11101	1	1	0	0	1	4	25%	2 / 8	10/06/26	12 8 66 78
Programming Basics_11101-Batch_TRK_DCS2026	11101-Batch_TRK_DCS2026	0	0	0	0	0	0	0%	0 / 0	-	
Semester Total:		1	1	0	0	1	4	25%	2 / 8	10/06/26	12 8 66 78

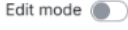
This image shows a close-up of a student's specific attendance record for one course.

Report Actions:

- **Report settings** and filters can be **modified** using **Configure Parameters**.
- The report can be **exported** in both **PDF** and **CSV** formats.
- The report can be scheduled using the **Schedule Reports** option to be generated at a **specified date and time**.

These options allow the report to be saved locally on the system.

Home Dashboard My courses Site administration Custom Pages



Report Configuration



Download Report in PDF, Excel and CSV Format.

Schedule this report

Attendance Report

Student Name:	Mahtab Hussain
ID:	2
Username:	syedmahtab
Email:	

Program: Diploma in Computer Science (DCS)

Semester:

COURSE NAME	CLASS	P	A	L	E	N	COMPLETED	0%	GRADE	LAST SESSION	REMARKS
Programming Basics	DCS_11101	1	1	0	0	1	4	25%	2 / 8	10/06/26	12 8 66 78
Programming Basics_11101-Batch_TRK_DCS2026	11101-Batch_TRK_DCS2026	0	0	0	0	0	0	0%	0 / 0	-	
Semester Total:		1	1	0	0	1	4	25%	2 / 8	10/06/26	12 8 66 78

Refresh the Report Data:

The report data can be **refreshed** to show the latest information **without reopening** or reapplying **parameters**. Click the **Refresh button** at the **bottom center** of the page, and the system will reload the report with updated data automatically.

Program: Test Program BS_QA											
Semester:											
COURSE NAME	CLASS	P	A	L	E	N	COMPLETED	0%	GRADE	LAST SESSION	REMARKS
Test Course 101_QA	1254	1	1	0	0	0	2	50%	2 / 4	6/07/26	
Semester Total:		1	1	0	0	0	2	50%	2 / 4	6/07/26	
PROGRAM OVERALL TOTAL:		1	1	0	0	0	2	50%	2 / 4	6/07/26	

This information is current as of Wednesday, June 17, 10:55:41 am

Refresh

Setup Guide: How to Make the Report Work:

To make the **Attendance Report** work, you must connect your daily classroom activities to your academic degree structure. Follow these steps:

1. Create a Course

Create the course that will be used for teaching and classroom activities.

2. Create a Course Description

Create a Course Description and fetch the required Course. The Course Description acts as a reusable academic definition that can be assigned to semesters.

3. Create Semesters

Create the required semesters and assign the relevant Course Descriptions to each semester.

4. Create a Program

Create a Program and add the semesters to build a complete degree structure (for example, a 2-year Diploma or a 4-year Bachelor's degree).

5. Create a Batch and Configure Automation

Within the Program, create a batch for a specific student intake or for all batches, as required.

6. Add All Course Instances

Click the **"Add All Course Instances"** button. This automatically creates and links all course instances to their respective classrooms, ensuring that attendance data is correctly organized by Program and Semester in the Attendance Report.

Sessions
Add Session
Report
Users List
Class Settings
Grade Settings
Maintenance
Return

Sessions :: Test Course 101_QA

Refresh
☐ Recalc Grades

#	DATE	START	END	CLASS	DESCRIPTION	KEYWORD	METHOD	STATE	ACTION
1	11/06/26 (Thu)	07:20	06:50	All Students	nothing	hhhh	Semi Auto	Closed (0/4)	
2	06/07/26 (Mon)	07:20	06:50	All Students	nothing	hhhh	Semi Auto	Not Started (1/4)	
3	07/07/26 (Tue)	07:20	06:50	All Students	nothing	hhhh	Semi Auto	Not Started (0/4)	
4	08/07/26 (Wed)	07:20	06:50	All Students	nothing	hhhh	Semi Auto	Not Started (0/4)	
5	09/07/26 (Thu)	07:20	06:50	All Students	nothing	hhhh	Semi Auto	Not Started (0/4)	

[Select All]
[Clear All]
Delete Select

Download in Excel
Download in Text

13:16 17/06/2026
Autoattend 2.7.5

- Marking Attendance:** The teacher goes into the Learnexify course and marks students as **Present (P)** or **Absent (A)** etc. using the **Auto-Attendance** tool.

Update Attendance :: Test Course 101_QA

All Attendance

Refresh
Session Date: 06/07/26 (Mon)
07:20 - 06:50
Method: Semi Auto
Description: nothing
Class: No Class
(1/4)

	FIRST NAME / LAST NAME	ID	CLASS	P	A	L	E	N	METHOD	TIME	CLIENT	REMARKS
MH	Mahtab Hussain	syedmahtab	No Class	☒	☐	☐	☐	☐	Manual	08:03 (11/06)	-	
SZ	Syed Zonair	syedzonair	No Class	☐	☐	☐	☐	☒	Not Called	-	-	
TU	Test User	Test Program_User	No Class	☐	☐	☐	☐	☒	Not Called	-	-	
TD	Tester Demo	Test Program User	No Class	☐	☐	☐	☐	☒	Not Called	-	-	

OK
Reset
Return

- Viewing the Report:** Open the **Attendance Report**. You will now see all that daily data organized perfectly by Program and Semester.



Attendance Report

Student Name:	Mahtab Hussain
ID:	2
Username:	syedmahtab
Email:	

Program: Diploma in Computer Science (DCS)

Semester:

COURSE NAME	CLASS	P	A	L	E	N	COMPLETED	G%	GRADE	LAST SESSION	REMARKS
Programming Basics	DCS_J1101	1	1	0	0	1	4	25%	2 / 8	10/06/26	12 8 66 78
Programming Basics_11101-Batch_TRK_DCS2026	11101-Batch_TRK_DCS2026	0	0	0	0	0	0	0%	0 / 0	-	
Semester Total:		1	1	0	0	1	4	25%	2 / 8	10/06/26	12 8 66 78

Semester: Semester 1

COURSE NAME	CLASS	P	A	L	E	N	COMPLETED	G%	GRADE	LAST SESSION	REMARKS
Programming Basics_SEM4-11101-2026_Spring	SEM4-11101-2026_Spring	0	1	0	0	0	1	0%	0 / 2	5/06/26	56
Programming Basics_SEM4-11101-Batch_TRK_BEEE2026.1	SEM4-11101-Batch_TRK_BEEE2026.1	0	0	0	0	0	0	0%	0 / 0	-	
Semester Total:		0	1	0	0	0	1	0%	0 / 2	5/06/26	56
PROGRAM OVERALL TOTAL:		1	2	0	0	1	5	20%	2 / 10	10/06/26	12 8 66 78 56

Program: Bachelor of Engineering in Electrical Engineering

Semester:

COURSE NAME	CLASS	P	A	L	E	N	COMPLETED	G%	GRADE	LAST SESSION	REMARKS
Programming Basics	DCS_J1101	1	1	0	0	1	4	25%	2 / 8	10/06/26	12 8 66 78
Moth_11102-12.1	11102-12.1	0	0	0	0	0	0	0%	0 / 0	-	

Revision #22

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