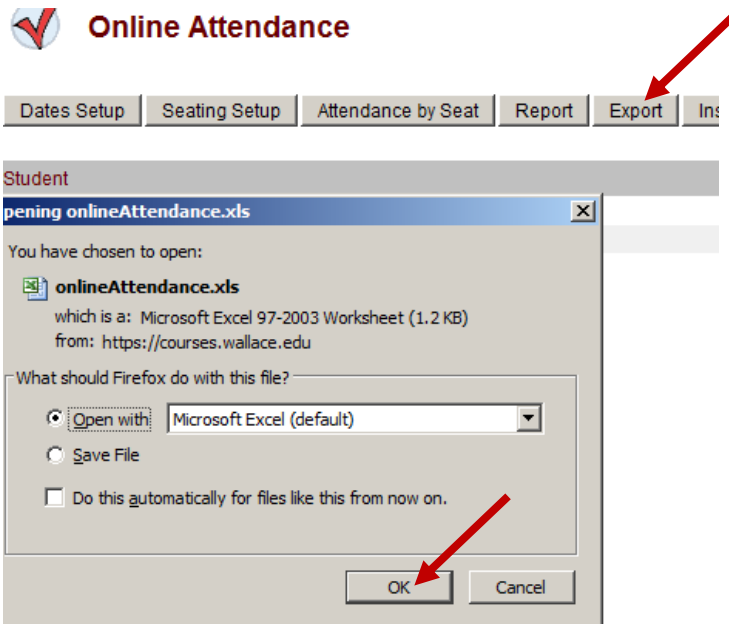
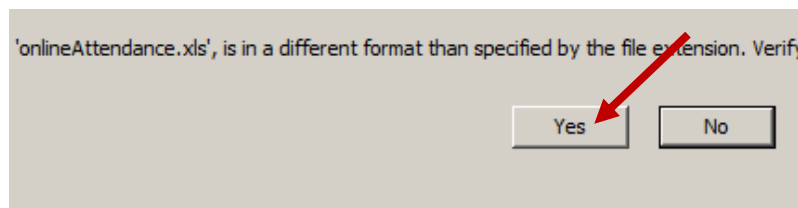


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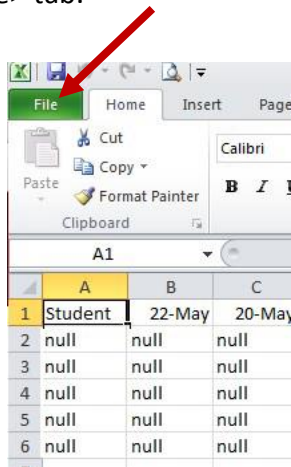
1. Open your attendance in Blackboard.
2. Click the <Export> button and click <ok> to open with Excel.



3. Verify by clicking <Yes> that you do want to open

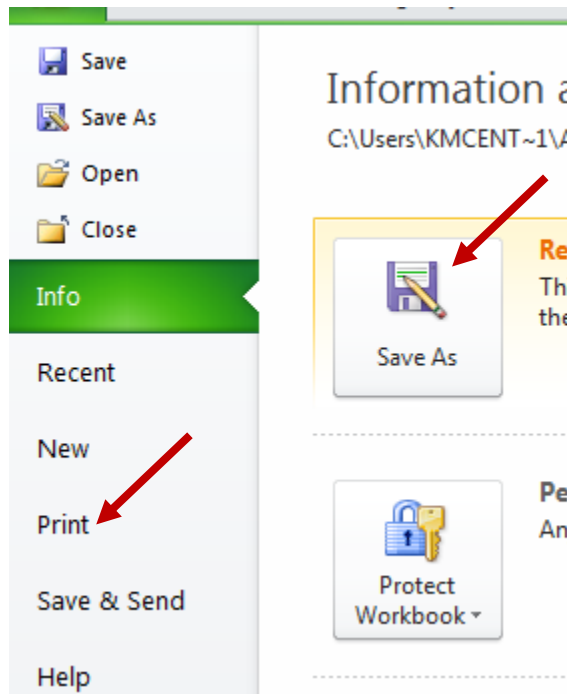


4. Save and print the file. Click <File> tab.



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5. Click <Save As> OR <Print>



6. Choose the directory and name the file if you clicked to save.

7. Change "text" to "xls". Click <Save>.

