

This manual is intended for faculty and staff who manage the course on which the "Archived Attendance Cards" link ((a) in the figure below) appears and need the attendance information that can be downloaded from the link.

The service that displays the "Archived Attendance Cards" link will no longer be available as of March 31, 2025 and all attendance information that can be downloaded from the link will be removed from manaba. If you need the attendance information, please refer to this manual and download it by March 31, 2025.

Download the attendance information of each attendance card

If you would like to download the attendance information of each attendance card, please follow the steps below.

1. On the Course Top page, click [Archived Attendance Cards] link (a).
2. By clicking [Submission status (Excel)] button (b) on each attendance card, you can download an Excel file with the attendance information.

Download the attendance information of multiple attendance cards in one Excel sheet

If you would like to download the attendance information of multiple attendance cards in one Excel sheet, please follow the steps below.

1. On the Closed Cards screen, click [Complete Attendance Record] button (c).
2. Place a check mark (d) on the attendance card whose attendance information you would like to download.
3. By clicking [Download Complete Attendance Record] button (e), you can download an Excel file with the attendance information of the attendance cards on which you have placed a check mark.

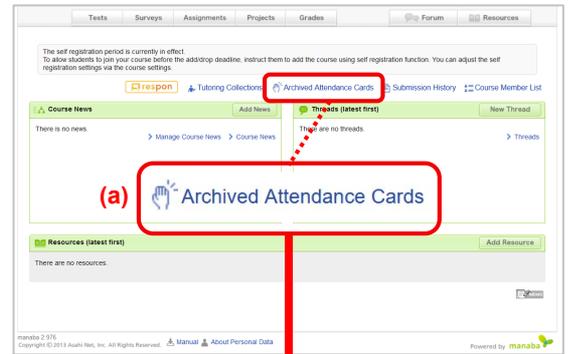
❗ If you cannot place a check mark, please refer to "If you cannot place a check mark on the attendance card" below.

If you cannot place a check mark on the attendance card

If you cannot place a check mark on the attendance card, please follow the steps below.

1. On the Closed Cards screen, click [Edit Attendance] button (f) on the attendance card on which you cannot place a check mark.
2. By clicking [Update] button (g) in "③ Attendance information update", you will be able to place a check mark.

❗ "① Batch registration of attendance information" and "② Individual settings" should not be changed.



Course Top page



Closed Cards screen

