

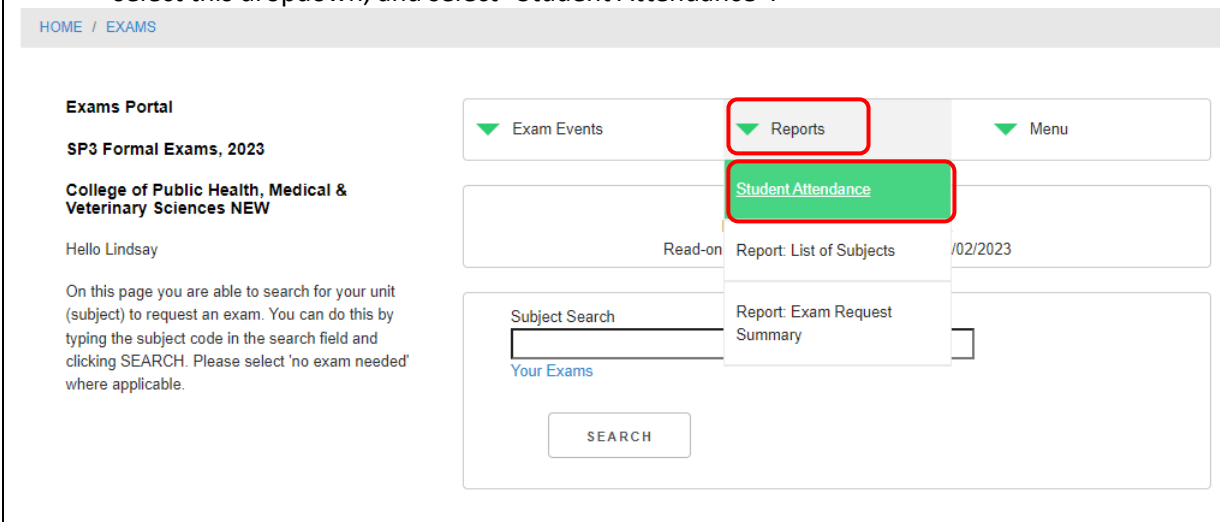
How to Extract an Attendance List from Databee (Hard Copy Exams)

Upon completion of all hard copy exams, exam papers will be packaged and returned to the Exams Control Room. Once received, they will be scanned into Databee to indicate that they're available for collection, and to also advise which students did or did not attend the examination.

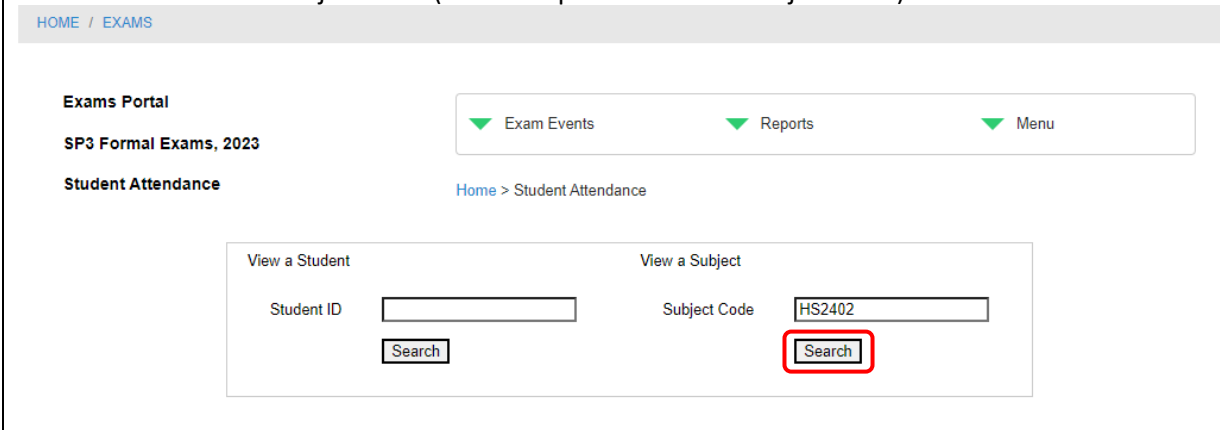
Please refer to the below instructions on how to run a report to confirm papers are available for collection, and how to extract an attendance list for your records.

Exam papers will be available for collection from **8:30am-5:00pm AEST** in **133-101**.

1. Once logged into the Databee portal, on the home screen you will see a "Reports" drop down; select this dropdown, and select "Student Attendance":



2. In the next screen, you can either search by student ID if you're searching for a particular student, or you can search by your subject code to get a full list of all attendees. Enter your student ID or subject code (this example will refer to subject code) and select "search":



3. You will then be presented with a list of students – up to 100 students will display, and if you would like to view additional records you can do so by selecting "Next 100 Records" at either the top or bottom of the page.

Displaying records 1 to 100 of 238 [Next 100 Records](#)

There are two columns that you will need to refer too, the **Attendance** column, and the **Delivery Status** column.

Attendance will read one of the following:

- Yes (did attend)
- No (did not attend)
- Unspecified (waiting to be scanned in **or** exam was completed online)

Delivery Status will read one of the following:

- Unspecified (if exams have not yet been returned to Control Room)
- Papers Ready to Collect (ready and available to collect from 133-101 between 8:30am-5:00pm)
- Nothing to Collect (student did not sit the exam **or** the exam was completed online)

The following attendance records were found:

[Download Spreadsheet](#)

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Exam Code	Student ID	Name	Type of Exam	Location	Attendance	Time Confirmed	Delivery Status
HS2402	██████	██████	Main	On Campus Hard Copy	Yes		Papers Ready to Collect
HS2402	██████	██████	Main	On Campus Hard Copy	No		Nothing to Collect
HS2402	██████	██████	Main	On Campus Hard Copy	Yes		Papers Ready to Collect

4. You can extract this list to Microsoft Excel by selecting the **Download Spreadsheet** (see below). This will download to your downloads folder on your computer, and will also appear for you to select within the internet browser upon completion of the download.

Student Attendance

[Home](#) > Student Attendance

View a Student	View a Subject
Student ID <input type="text"/>	Subject Code <input type="text"/>
<input type="button" value="Search"/>	<input type="button" value="Search"/>

The following attendance records were found:

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Exam Code	Student ID	Name	Type of Exam	Location	Attendance	Time Confirmed	Delivery Status
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5. Save this spreadsheet for your records if required.