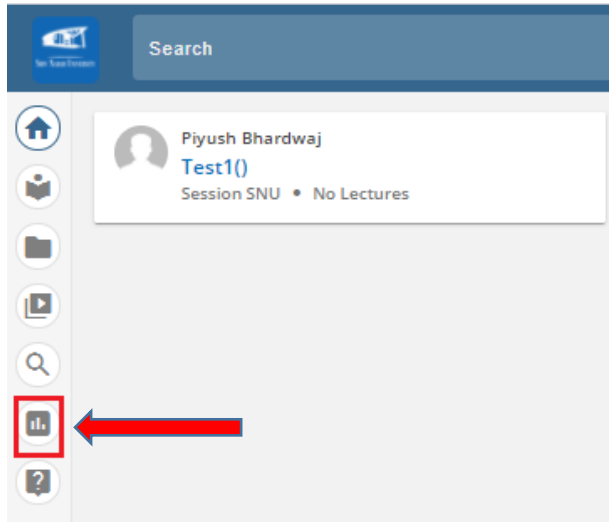


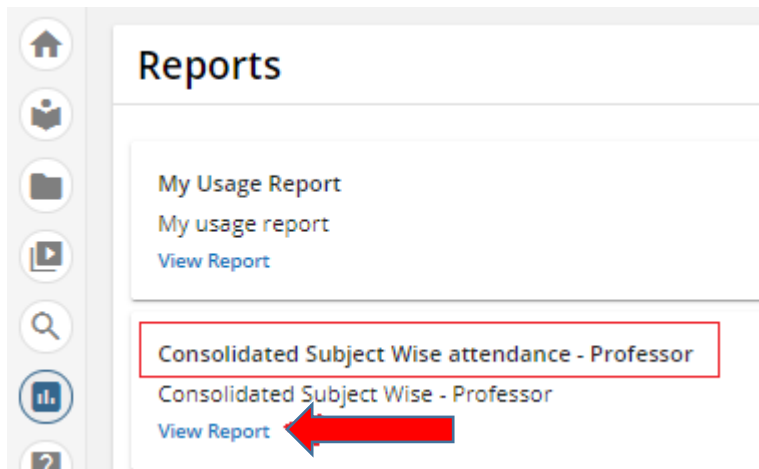
## How to download the report/attendance from Lecture Capture Portal?

**Step 1:** Login on portal <https://lc.snu.edu.in/admin/>

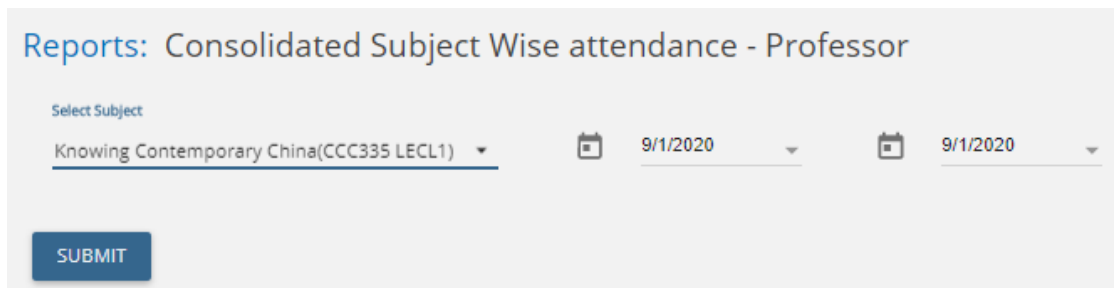
**Step 2:** Click on **Reports** -



**Step 3:** Consolidated Subject Wise attendance – Professor (View reports)



**Step 4:** Select the Subject -> Select date (example: from Sep1, 202 to Sep1, 2020) -> click **SUBMIT**



**Step 5:** The report is available on web page -> it can be download in excel (.csv) using **EXPORT** button

Reports: Consolidated Subject Wise attendance - Professor

Select Subject  
Knowing Contemporary China(CCC335 LECL1) 9/1/2020 9/1/2020

SUBMIT EXPORT

ID	DEPARTMENT	SUBJECT	START TIME	STUDENT_NAME	EMAIL	ENROLLMENTNUMBER	BATCH_NAME	MINUTES
4185365	SNU	Knowing Contemporary China(CCC335 LECL1)	1-Sep-2020 05:00 PM	VANSHIKA AGARWAL	va976@snu.edu.in	1810110271	Monsoon 2018	89.05
4185365	SNU	Knowing Contemporary China(CCC335 LECL1)	1-Sep-2020 05:00 PM	PHALGUNI REDDY	pr239@snu.edu.in	1810110161	Monsoon 2018	76.55
4185365	SNU	Knowing Contemporary China(CCC335 LECL1)	1-Sep-2020 05:00 PM	AVIRAL SUNDLI	as387@snu.edu.in	1810110049	Monsoon 2018	79.16
4185365	SNU	Knowing Contemporary China(CCC335 LECL1)	1-Sep-2020 05:00 PM	PRANAV SONI	ps205@snu.edu.in	1910110280	Monsoon 2019	88.51
4185365	SNU	Knowing Contemporary China(CCC335 LECL1)	1-Sep-2020 05:00 PM	ANANYA PAL	ap584@snu.edu.in	1910110059	Monsoon 2019	91.25
4185365	SNU	Knowing Contemporary China(CCC335 LECL1)	1-Sep-2020 05:00 PM	SHRUTI PARASHAR	sp376@snu.edu.in	1810110240	Monsoon 2018	84.19
4185365	SNU	Knowing Contemporary China(CCC335 LECL1)	1-Sep-2020 05:00 PM	KINGSLY JAYAASON	kj895@snu.edu.in	1810110107	Monsoon 2018	87.43