

Saving absence report as PDF from LEA

1. Login to Omnivox. Once logged in, click “Lea, the Omnivox Classroom”. Select your course section once you are in Lea.
2. On the left menu, move your mouse over “Absences and late arrivals” and then click “Absences report”.

The screenshot shows a web browser window with the URL www.van-lea.omnivox.ca/cvir/docv/Default.aspx?C=VAN&E=P&L=ANG&Ref=20180927133000&Info=T3VVbzUxRHpQV. The page header includes the LEA logo and the text "Léa, the Omnivox Classroom". The main content area is titled "Léa - Home" and features a "VANIER CÉGEP/COLLEGE" logo. A left-hand navigation menu is visible, with "Absences report" highlighted under the "Absences and late arrivals" category. A red arrow points to this menu item. The main content area displays "Activity in my classes" and a "Calendar" for September 2018. The calendar shows the date 27th highlighted in red.

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3. Click “Printable version”.

LEA
Léa, the Omnivox Classroom

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Absences Follow-up

Absences report up until SEPTEMBER 27, 2018

List sorted by:

Student number	Section	Last name, First name	Absences report	Number of hours of absence
...
...
...
...
...
...
...
...
...
...
...
...	4h on Sep 27	4
...
...
...
...
...
...	4h on Sep 27	4
...
...
...
...

20 students, generated on 27 september 2018, 13:39:38

Average / Median: 0.4 / 0
generated by **Omnivox**

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4. A small new window will open. In this window, you will need to set the parameters to print the report. Click "Printable version". Make sure the list is sorted by Student Number. Under "Please checkmark the elements you want to appear on your students list", make sure you check all the boxes. Once your parameters are set, click Preview.

Léa, the Omnivox Classroom - Vanier College - Microsoft Edge

www-van-lea.omnivox.ca/cvir/prpe/VerImp.ovx?ModePrpe=RAPPORT&ModeAffichage=IMPRESSION&Ref:

Printer-friendly version

322-724-VA Professional Communication Skills class 03954

Parameters

Select the sorting criterion:

List sorted by:

Please select the desired font size:

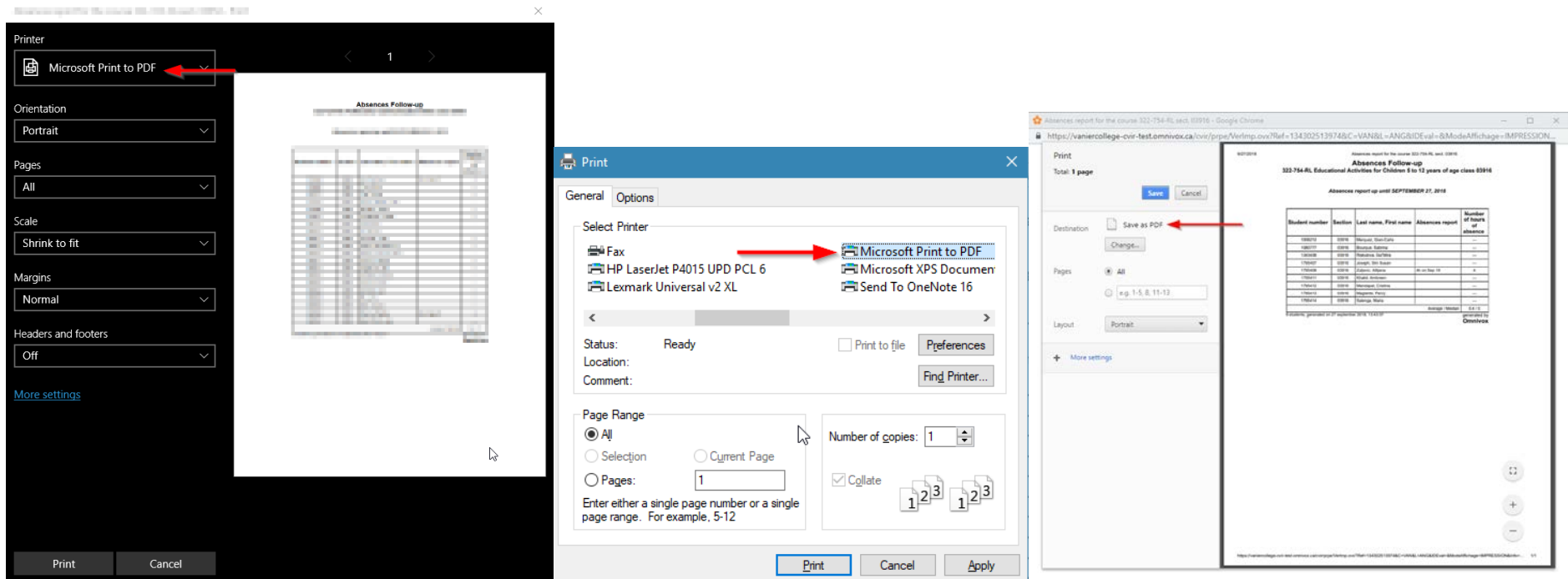
Font size:

Please checkmark the elements you want to appear on your students list:

- Student Number
- Section number
- Student name
- Absences report
- Number of hours of absence

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- A print dialog box will appear. This is where it changes according to which browser you use. You will want to change the printer to one of the following options: "Microsoft Print to PDF" or "Adobe PDF" in Microsoft Internet Explorer or Microsoft Edge. In Google Chrome, make sure the destination is "Save as PDF".



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6. Select the location to save the file and name the file appropriately.

