Center for Excellence in Teaching and Learning

# Canvas Tip Sheet: Attendance Tool

Attendance Tool

The attendance tool is a plugin. Therefore, it does not work as smoothly as other Canvas tools. Here are some tips for using this tool:

1. In advance of taking attendance, determine the total points for attendance for the semester. The default is 100. Use 100 or change it to another number before you start taking attendance. If you decide to change the points after you start taking attendance, the points do not synchronize. You will have to clear the attendance and re-enter each previous attendance.

2. There is no excused absence in attendance. You must create a badge that refers to an excused absence.

Directions for Using Attendance

1. Like other integrated tools, you must add this tool to your course navigation
2. Click on Attendance in the course navigation
3. Click on the gear and click on Roll Call Settings
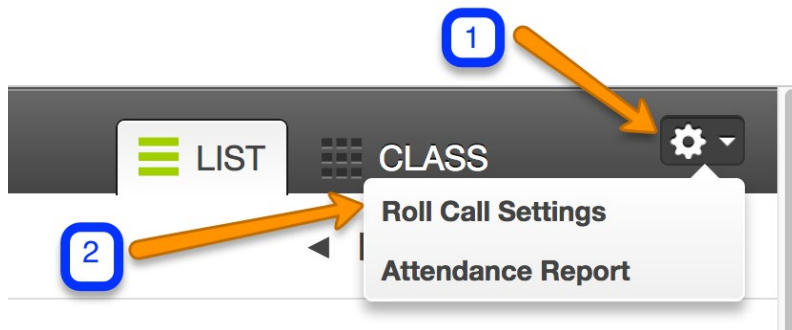
4. **Decide if you are going to take off points for being late:**
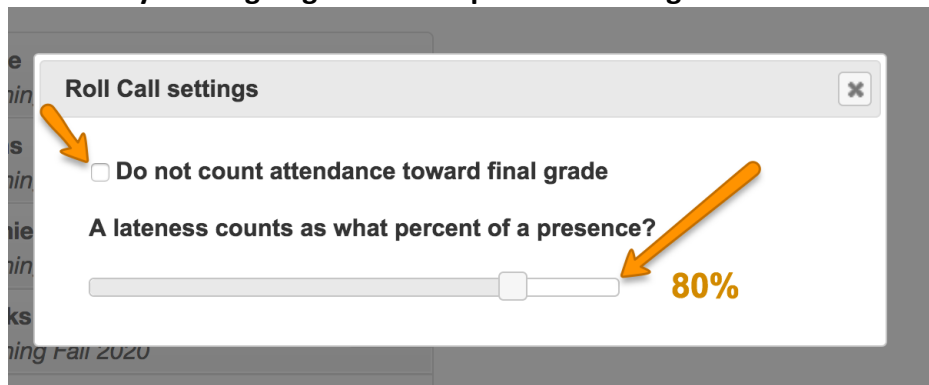
5. Once this is set, your attendance will appear in your grade book and in your Assignments index.

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Directions for Adding an Excused Badge

Excused Absences

The following describes one recommended method to handle excused absences in Canvas with respect to grading:

1. Mark the student present in Roll Call then click more.

2. Click on **Add badge** (see image above). A badge functions like a marker to indicate something about the student's participation in the course that day.

3. Create a badge called "Excused Absence". Choose an icon and a color for the badge, and click **Save Badge**. (Note: Any icon will work, so choose the one that makes the most sense to you.)

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Present: **3**
Late: **0**
Absent: **1**

Excused: **1**

+ Add badge
✎ Manage badges

Attendance: **75%**

Wed Mar 24

✔ ✖ 🕐 🚫

Nancy is **present**

👍 EXCUSED

4. Click on the **Excused Absence** badge. The badge will change to the color you chose when you created it. This can serve as a record that the student's absence was excused, and the student will receive the same grade as if they were present in class.