

Instructor Tutorial: Attendance

This tutorial will show you how to set up your attendance tool, mark attendance, setup settings, and add comments. You will also learn about attendance from the student view.

Setup

Step 1: Enable the Attendance Tool

- Click **Settings** on the left course menu
- Click on the **Navigation** tab at the top
- Move **Attendance** to the top
- Click **Save** at the bottom

Step 2: Setting Up the Attendance Tool

- Click **Attendance** on the left menu.
- Click the **cog wheel** at the top right.
- Select **Roll Call Settings**.
- Apply appropriate settings for late policy.
- **Note:** Before you can set up the Attendance (Assignment) settings for grading, you will need to take attendance.

Step 3 (Optional): Setting Up the Seating Chart

- Click the **Class** tab at the top.
- Drag and drop students to the right onto the grid.
- To go back and edit the seating chart, click the **Edit Seating Chart** tab.

To Use

To Mark Attendance

- Open the **List** tab.
- Click **Mark All Present** or click **More** to the right of the student.
- If you click **More**, then click the **checkmark** for present, *X* for absent, *the clock* for late.

OR

- You can take attendance from the seating chart.
- Click the **Class** Tab.
- Click on the student name.
- Mark attendance as appropriate.
- Use the arrows or calendar to change the date.

To Set Up Assignment Settings

- Click **Assignments** in the left course menu.
- Click on the **Roll Call Attendance** assignment. Note: You will first need to take attendance to see the assignment.
- Click **Edit Assignment Settings** in the top right.
- Edit Assignment name and description as needed.
- Add Point Value.
- Add or create a new assignment group (grade category) for the assignment.
- Select Grade display (You may choose to add this as a not graded assignment).
- You may also check off to not count the assignment toward the final grade.
- Set any additional settings as necessary and click Save.

Adding Comments

- Open the Assignment.
- Click **SpeedGrader** on the right.
- Add comment.
- Click **Submit**.

Student View

- Students can view the attendance assignment in their gradebook.
- To view assignment info, they can click the exclamation point.
- To see comments from the instructor, they will click the call outs.
- To see their attendance, they can click on the assignment name in the gradebook.
- Submission details will display.

See It in Action with Canvas

[Using the Attendance Tool](#)