

Taking Attendance in Canvas

The [Roll Call Attendance Assignment Tool](#) can be a graded or ungraded assignment, a seating chart and identification tool, and to keep track of students using Badges.

Important Notes: Using the Roll Call Attendance tool will affect a student's grade unless you [Edit the Attendance Assignment](#).

To avoid attendance calculation errors, Never delete, rename, or un-publish the Attendance Assignment. Please refer to the help file called Do Not Delete the Roll Call Attendance Assignment for Details.

Taking Attendance Using Roll Call

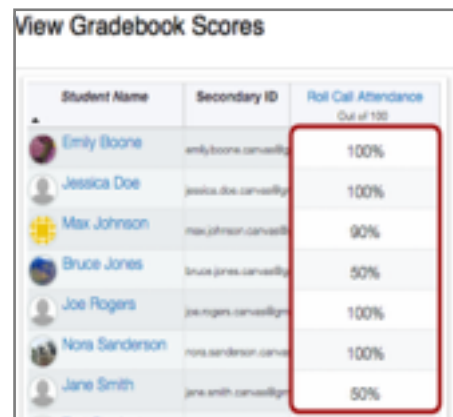
- The Attendance tool is inactive until attendance is taken the first time
- To take attendance, click on **Attendance** in the left navigation bar
- You can view and take attendance in the list or seating chart view
- Either option allows you to see photo ID of each student



Graded or Ungraded Attendance Assignment

Tip: If you do not want students to see their attendance score, edit the assignment and change the assignment type to ungraded. **Important Note:** Once you change the attendance assignment to an ungraded assignment, you cannot change it back to a graded assignment.

- Canvas creates a graded Attendance Assignment worth 100 points the first time Roll Call is used for at least one student
- Attendance points are calculated by a percentage of the number of dates the roll is taken and the number of total points
- You can specify the percentage of credit given to a student who is marked late

Student Name	Secondary ID	Roll Call Attendance Out of 100
Emily Boone	emily.boone.canvas@shu.edu	100%
Jessica Doe	jessica.doe.canvas@shu.edu	100%
Max Johnson	max.johnson.canvas@shu.edu	90%
Bruce Jones	bruce.jones.canvas@shu.edu	50%
Joe Rogers	joe.rogers.canvas@shu.edu	100%
Nora Sanderson	nora.sanderson.canvas@shu.edu	100%
Jane Smith	jane.smith.canvas@shu.edu	50%

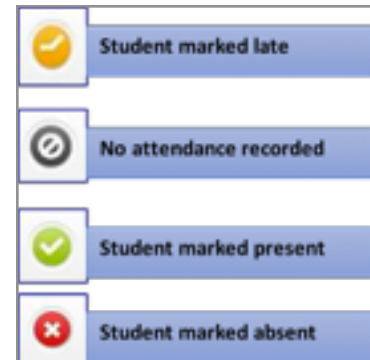
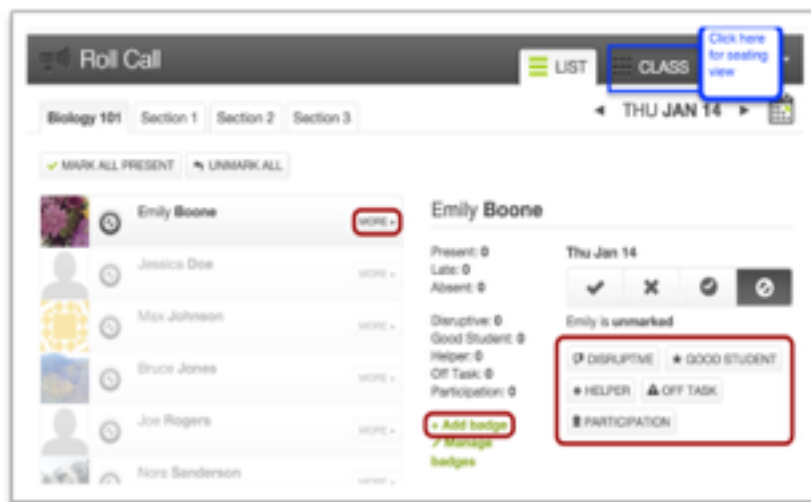
Using the List View

- Switch between list and class views using the buttons on the top right
- For attendance totals, badges, and other options, click **More** to the right of the student name.

Options

Attendance options are found to the right of the student ID.

- Student marked late,
- Student marked present,
- Student marked absent, or
- No attendance recorded (if you are not recording attendance in Canvas).



Using the Seating Chart View

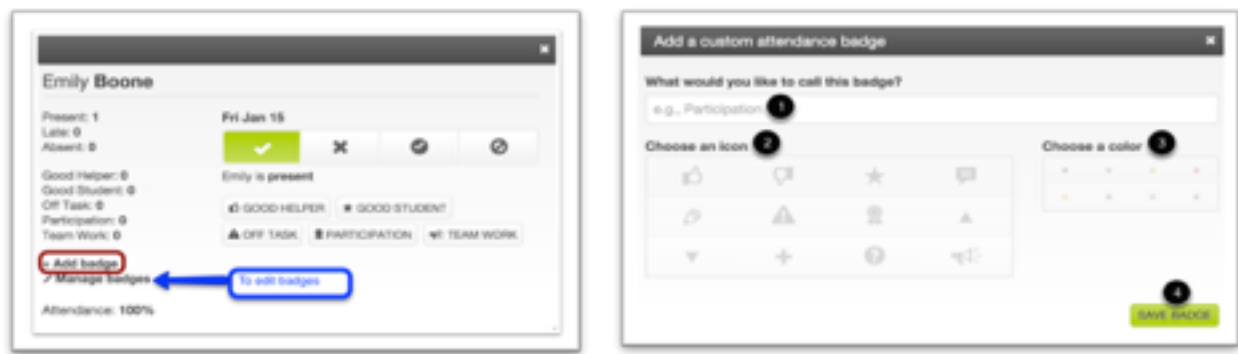
- Open Class View
- Click the Edit Seating Chart tab
- Move students from the left to the desired seat location on the chart and rearrange by dragging
- Take attendance and view student details in the Seating Chart view by clicking **Take Attendance** at the top of the seating chart.



Using Roll Call to Create and Manage Badges

Tip: [Using Badges](#) allows quick notations about student activity in class (participation/disruption/preparedness/on task). Custom Badges that are added for a specific student can be used for every student in the class.

- To create a badge while in Attendance, access the **add badge** option
- By clicking the **More** tab next to the student name in **List View**
- By clicking on the name of the student when in **Class View**
- To add a new badge, click the **Add Badge** link.
- Name your badge and select desired icon and color then **Save Badge**.
- To edit an existing badge, click the **Manage Badges** link.



Note: Make sure the desired student profile is selected for the badge. Click the badge to be assigned and the badge will be highlighted to indicate it is selected. Badges may be removed by clicking again

For more information about using the Roll Call Attendance Assignment in Canvas, email George Hoffman at ghoffman@su.edu.