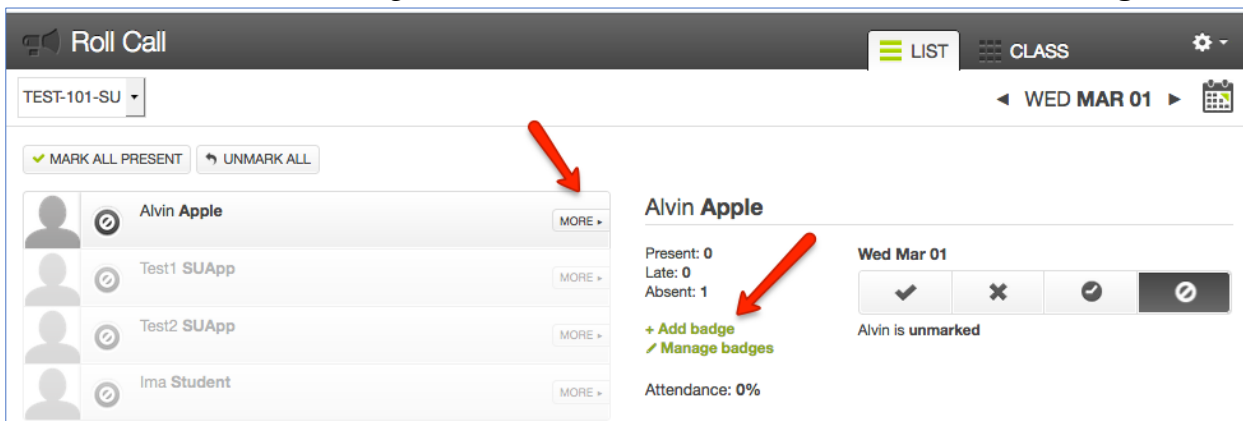


Using an Excused Badge in the Canvas Roll Call Attendance Tool

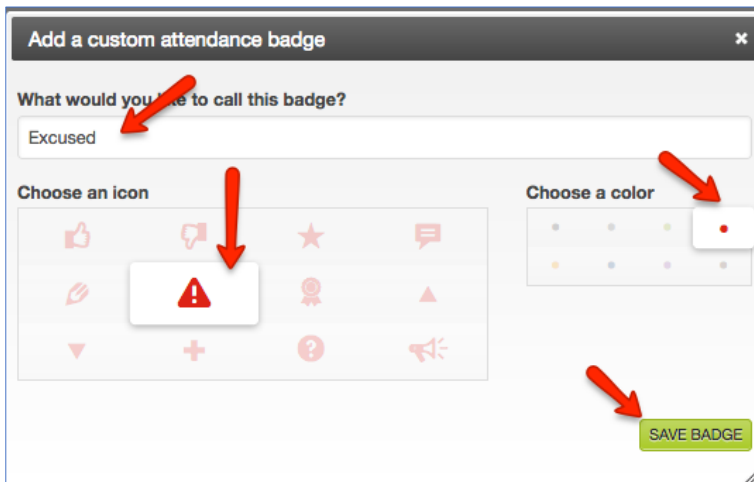
Badges are a way to record an excused absence in the Attendance Tool for your reference. They don't show up in attendance reports.

- 1) Create the badge (this is done once).
 - a. In Attendance, go to the student's record and click **More**, then **Add Badge**:



The screenshot shows the 'Roll Call' interface for a class. At the top, there are tabs for 'LIST' and 'CLASS', and a date selector for 'WED MAR 01'. Below this, there are buttons for 'MARK ALL PRESENT' and 'UNMARK ALL'. A list of students is shown on the left, with 'Alvin Apple' selected. To the right of the student list, there are 'MORE' buttons for each student. In the detailed view for Alvin Apple, there are statistics for 'Present: 0', 'Late: 0', and 'Absent: 1'. Below these statistics, there are links for '+ Add badge' and 'Manage badges'. On the far right, there is a date selector for 'Wed Mar 01' and a row of four buttons: a checkmark, an 'X', a clock, and a circle with a slash. The text 'Alvin is unmarked' is displayed below these buttons.

- 2) Name the badge and choose an icon and a color:



The screenshot shows the 'Add a custom attendance badge' dialog box. The dialog box has a title bar with a close button. Below the title bar, there is a text input field with the text 'Excused'. Below the text input field, there is a section titled 'Choose an icon' with a grid of icons. A red arrow points to a warning icon (a triangle with an exclamation mark). To the right of the icon grid, there is a section titled 'Choose a color' with a grid of colored dots. A red arrow points to a red dot. At the bottom right of the dialog box, there is a green button labeled 'SAVE BADGE'.

- 3) To apply the badge
 - a. Click on the appropriate date
 - b. Choose **More** after the student's name
 - c. Click on the badge until it changes color. The color change indicates the badge has been applied.

You will have a choice as to whether you want to mark the student present, absent, or unmarked depending on the circumstance.

Note: If you are using the Attendance tool to assign points for attendance, you might want to mark the student present, so points are not lost. If not, you might want to mark the student absent, so it shows up that way in attendance reports.