

User Guide

Configuring and using the
aPlus+ Attendance Canvas LTI



Before you start

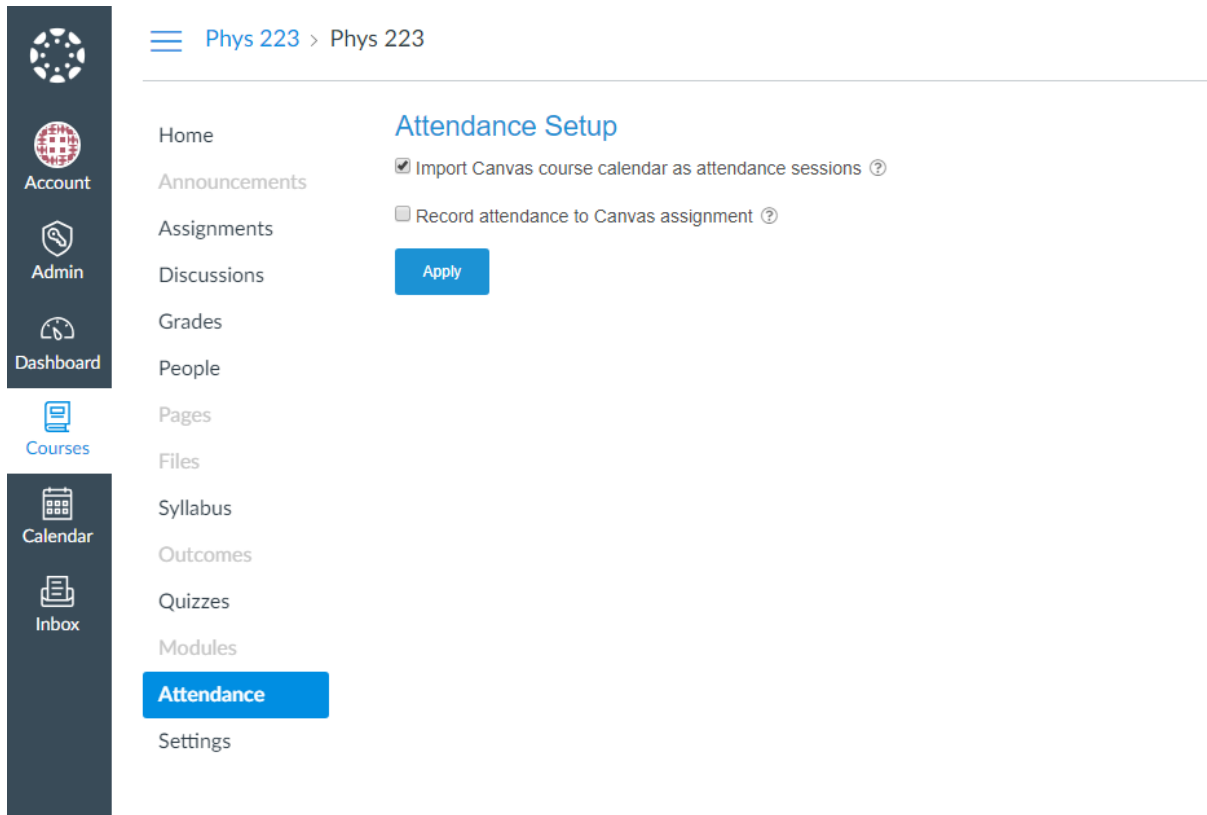
Before use, the aPlus+ Attendances Canvas LTI integration requires some configuration by an administrator, prior to instructors working through this guide.

aPlus+ will work with your relevant administrator users to get that sorted out.

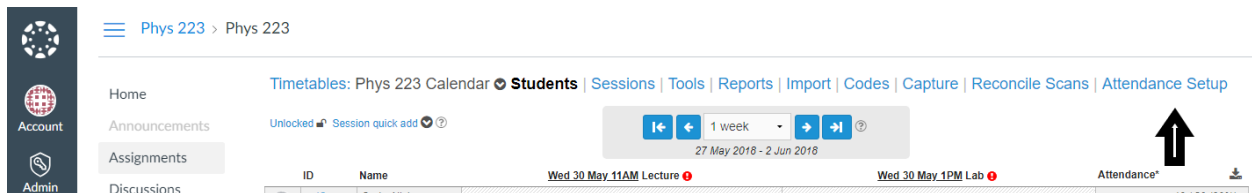
Let's get started!

An instructor can access the aPlus+ Attendance module from the Attendance link in their course menu.

The first time an instructor visits the attendance module, they will be directed to the configuration screen.




If you have previously closed this screen, you can access it by selecting the Attendance Setup link on the top right of the attendance module.



Calendar

Now you get to select whether you would like the sessions in the attendance calendar to be sourced from your Canvas course calendar. If so, then select this option.

Attendance Setup

Import Canvas course calendar as attendance sessions 

You may have some questions at this point:

- *Can I alter the calendar in the attendance module?*

You sure can, it will always sync the sessions initially bought in from Canvas, but you can add ons to record attendance against.

- *What if there are things in my calendar that I don't want to record attendance against?*

Tell us! We can configure a few things in the background to handle such situations.

- *What if I update my course calendar mid semester?*

Any sessions that were initially retrieved from Canvas will be updated. There may be some restrictions to sessions being changed if attendance has already been recorded against them.

Not interested in pulling your course calendar?

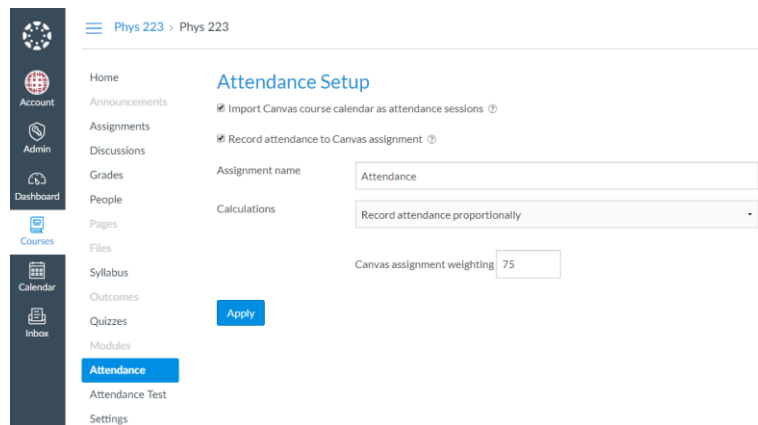
Just leave that box deselected. You can set up the course sessions manually in the attendance module, or, we can arrange to integrate with your timetable system (if we are not already)

Using Attendance for grading inside of Canvas

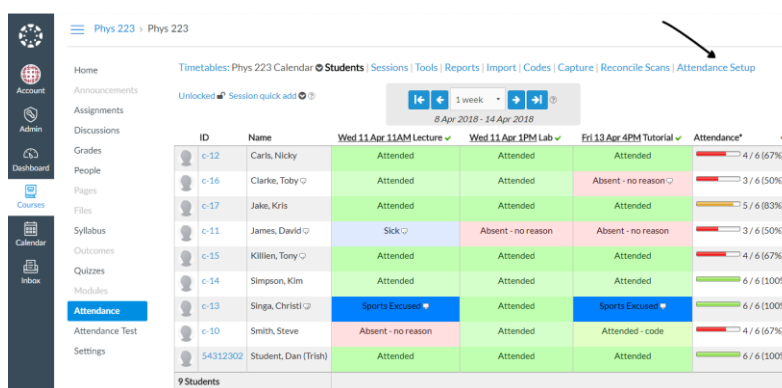
The aPlus+ Attendance Canvas LTI Integration supports several different configurations with respect to how attendance is applied to students' grades.

- Proportional - Where the proportion of sessions attended vs sessions taught (to date), is applied against a point value for the attendance assignment.
- Rule Based Percentage Penalty of Total Grade - Where the instructor defines a set of attendance rules, which once breached, trigger a percentage penalty against the students' total grade.
- Rule Based Absolute Points Penalty - Where the instructor defines a set of attendance rules, which once breached, trigger a point's penalty against the student.
- Raw Points By Session Attended - Where the instructor can enter the number of sessions, and define the points value of attendance overall, meaning each session attended makes up a proportion of that attendance. Attendance is shown as a proportion of sessions attended, vs all sessions (not just the ones that have passed).

The instructor will be prompted to set up attendance when first entering the attendance module for their course. They have full control on whether they would like to pull in the Canvas course calendar, and if attendance should be used for grading at all.

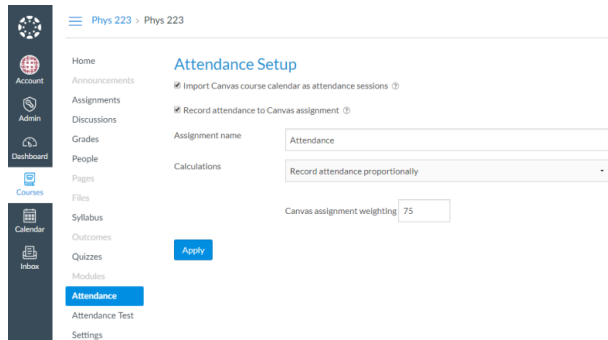


The attendance settings can be changed at any time, by selecting the Attendance Setup link from the menu.



Proportional

The proportion of sessions attended vs sessions taught (to date), is applied against a point value for the attendance assignment.



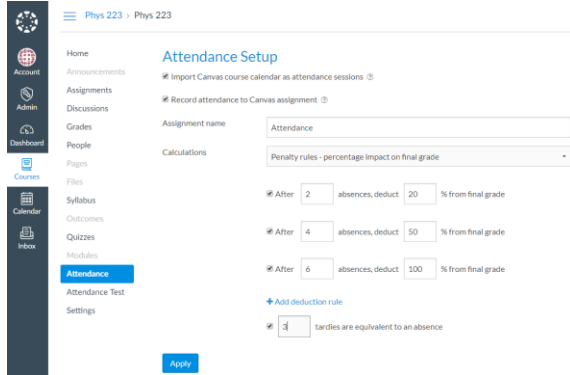
For example - Nicky Carls - has attended 4/6 sessions to date. The attendance weighting has been set to 75 points. Therefore her current attendance score is $4/6 \times 75 = 50$.

ID	Name	Wed 11 Apr 11AM Lecture	Wed 11 Apr 1PM Lab	Fri 13 Apr 4PM Tutorial	Attendance*
c-12	Carls, Nicky	Attended	Attended	Attended	4 / 6 (67%)
c-16	Clarke, Toby	Attended	Attended	Absent - no reason	3 / 6 (50%)
c-17	Jake, Kris	Attended	Attended	Attended	5 / 6 (83%)
c-11	James, David	Sick	Absent - no reason	Absent - no reason	3 / 6 (50%)
c-15	Killien, Tony	Attended	Attended	Attended	4 / 6 (67%)
c-14	Simpson, Kim	Attended	Attended	Attended	6 / 6 (100%)
c-13	Singa, Christi	Sports Excused	Attended	Sports Excused	6 / 6 (100%)
c-10	Smith, Steve	Absent - no reason	Attended	Attended - code	4 / 6 (67%)
54312302	Student, Dan (Trial)	Attended	Attended	Attended	6 / 6 (100%)

Student Name	Secondary ID	Quiz 1 Out of 200	Quiz 2 Out of 200	Quiz 3 Out of 100	Attendance Out of 75	Assignments	Total
Nicky Carls	brett+nc@cobek.com	150	125	45	50	64.35%	370
Toby Clarke	brett+tc@cobek.com	50	75	76	37.5	41.48%	238.5
Kris Jake	brett+kj@cobek.com	75	50	44	62.5	40.26%	231.5
David James	brett+dj@cobek.com	200	200	100	37.5	93.48%	537.5
Tony Killien	brett+tk@cobek.com	143	187	53	50	75.3%	433
Kim Simpson	brett+ks@cobek.com	67	178	66	75	67.13%	386
Christi Singa	brett+cs@cobek.com	187	76	67	75	70.43%	405
Steve Smith	brett+ss@cobek.com	176	154	87	50	81.22%	467
Test Student	9b00aa8f56d6d5f53b9f55f	50	50	100	75	47.83%	275

Rule Based Percentage Penalty of Total Grade

The instructor defines a set of attendance rules, which once breached, trigger a percentage penalty against the students' total grade. The attendance column sent to Canvas Grades is set to zero, so attendance does not affect students unless they breach an attendance rule.



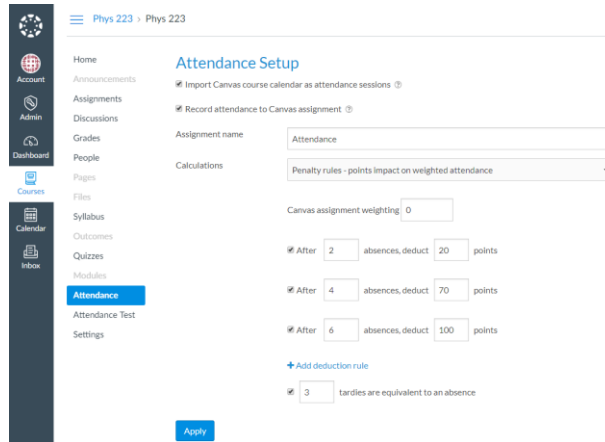
For example - Toby Clarke has more than 2 absences, but less than 4, therefore is penalized 20% of their total grade (based on the rules above). Their total grade is 201 (75 +76 +50). 20% of 201 is 40.2. So a negative point's score of 40.2 is applied.

ID	Name	Wed 11 Apr 11AM Lecture	Wed 11 Apr 1PM Lab	Fri 13 Apr 4PM Tutorial	Attendance*
c-12	Carl's, Nicky	Attended	Attended	Attended	4 / 6 (67%)
c-16	Clarke, Toby	Attended	Attended	Absent - no reason	3 / 6 (50%)
c-17	Jake, Kris	Attended	Attended	Attended	5 / 6 (83%)
c-11	James, David	Sick	Absent - no reason	Absent - no reason	2 / 6 (50%)
c-15	Killien, Tony	Attended	Attended	Attended	4 / 6 (67%)
c-14	Simpson, Kim	Attended	Attended	Attended	6 / 6 (100%)
c-13	Singa, Christ	Sports Excused	Attended	Sports Excused	6 / 6 (100%)
c-10	Smith, Steve	Absent - no reason	Attended	Attended - code	4 / 6 (67%)
54312302	Student, Dan (Trial)	Attended	Attended	Attended	6 / 6 (100%)

Student Name	Secondary ID	Quiz 1 Out of 200	Quiz 2 Out of 200	Quiz 3 Out of 100	Attendance Out of 0	Assignments	Total
Nicky Carl's	brett+nc@cobek.com	150	125	45	-64	51.2%	256
Toby Clarke	brett+tc@cobek.com	50	75	76	-40.2	32.16%	160.8
Kris Jake	brett+kj@cobek.com	75	50	44	0	33.8%	169
David James	brett+dj@cobek.com	200	200	100	-100	80%	400
Tony Killien	brett+tk@cobek.com	143	187	53	0	76.6%	383
Kim Simpson	brett+ks@cobek.com	67	178	66	0	62.2%	311
Christ Singa	brett+cs@cobek.com	187	76	67	0	66%	330
Steve Smith	brett+ss@cobek.com	176	154	87	-83.4	66.72%	333.6
Test Student	9b00aa8f56d5f538f955i	50	50	100	0	40%	200

Rule Based Absolute Points Penalty

The instructor defines a set of attendance rules, which once breached, trigger a point's penalty against the student. The attendance column sent to Canvas Grades can be set to any point's value, including 0. This gives you the flexibility of giving positive points to a student based on attendance, as well as the option of only applying negative attendance points to the grades when a penalty is involved.



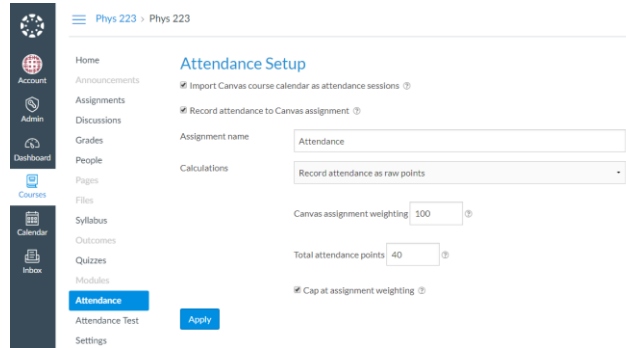
For example - Toby Clarke has 2 or more absences, but less than 4, therefore is penalized 20 points.

ID	Name	Wed 11 Apr 11AM Lecture	Wed 11 Apr 1PM Lab	Fri 13 Apr 4PM Tutorial	Attendance*
c-12	Carls, Nicky	Attended	Attended	Attended	4 / 6 (67%)
c-16	Clarke, Toby	Attended	Attended	Absent - no reason	3 / 6 (50%)
c-17	Jake, Kris	Attended	Attended	Attended	5 / 6 (83%)
c-11	James, David	Sick	Absent - no reason	Absent - no reason	3 / 6 (50%)
c-15	Killien, Tony	Attended	Attended	Attended	4 / 6 (67%)
c-14	Simpson, Kim	Attended	Attended	Attended	6 / 6 (100%)
c-13	Singa, Christi	Sports Excused	Attended	Sports Excused	6 / 6 (100%)
c-10	Smith, Steve	Absent - no reason	Attended	Attended - code	4 / 6 (67%)
54312302	Student, Dan (Trish)	Attended	Attended	Attended	6 / 6 (100%)

Student Name	Secondary ID	Quiz 1 Out of 200	Quiz 2 Out of 200	Quiz 3 Out of 100	Attendance Out of 0	Assignments	Total
Nicky Carls	brett+nc@cobek.com	150	125	45	-20	60%	300
Toby Clarke	brett+tc@cobek.com	50	75	76	-20	36.2%	181
Kris Jake	brett+kj@cobek.com	75	50	44	0	33.8%	169
David James	brett+dj@cobek.com	200	200	100	-20	96%	480
Tony Killien	brett+tk@cobek.com	143	187	53	0	76.6%	383
Kim Simpson	brett+ks@cobek.com	67	178	66	0	62.2%	311
Christi Singa	brett+cs@cobek.com	187	76	67	0	66%	330
Steve Smith	brett+ss@cobek.com	176	154	87	-20	79.4%	397
Test Student	9800aa8f56dd5f53b99551	50	50	100	0	40%	200

Raw Points by Session Attended

The instructor can enter the number of sessions, and define the points value of attendance overall, meaning each session attended makes up a proportion of that attendance. Attendance is shown as a proportion of sessions attended, vs all sessions (not just the ones that have passed).



For example - The instructor has defined that students must attend 40 sessions to get full attendance, and set attendance to have a points value of 100 points in Canvas Grades. Effectively making each session attended, worth 2.5 points. Nicky Carls has attended 4 sessions, and is therefore given a current score of 10.

Attendance Grid Data:

ID	Name	Wed 11 Apr 11AM Lecture	Wed 11 Apr 1PM Lab	Fri 13 Apr 4PM Tutorial	Attendance*
c-12	Carls, Nicky	Attended	Attended	Attended	4 / 6 (67%)
c-16	Clarke, Toby	Attended	Attended	Absent - no reason	3 / 6 (50%)
c-17	Jake, Kris	Attended	Attended	Attended	5 / 6 (83%)
c-11	James, David	Sick	Absent - no reason	Absent - no reason	3 / 6 (50%)
c-15	Killien, Tony	Attended	Attended	Attended	4 / 6 (67%)
c-14	Simpson, Kim	Attended	Attended	Attended	6 / 6 (100%)
c-13	Singa, Christi	Spets Excluded	Attended	Spets Excluded	6 / 6 (100%)
c-10	Smith, Steve	Absent - no reason	Attended	Attended - code	4 / 6 (67%)
54312302	Student, Dan (Trish)	Attended	Attended	Attended	6 / 6 (100%)

Grades Table Data:

Student Name	Secondary ID	Quiz 1 Out of 200	Quiz 2 Out of 200	Quiz 3 Out of 100	Attendance Out of 300	Assignments	Total
Nicky Carls	brett+nc@cobek.com	150	125	45	10	55%	330
Toby Clarke	brett+tc@cobek.com	50	75	76	7.5	34.75%	208.5
Kris Jake	brett+kj@cobek.com	75	50	44	12.5	30.25%	181.5
David James	brett+dj@cobek.com	200	200	100	7.5	84.58%	507.5
Tony Killien	brett+tk@cobek.com	143	187	53	10	65.5%	393
Kim Simpson	brett+ks@cobek.com	67	178	66	15	54.33%	326
Christi Singa	brett+cs@cobek.com	187	76	67	15	57.5%	345
Steve Smith	brett+ss@cobek.com	176	154	87	10	71.17%	427
Test Student	9b00aa8f56d8f538f959	50	50	100	15	35.83%	215

Recording Attendance

Are you all setup? Great!

If not, don't worry. You are not committed to the settings, they can be changed at any time.

Now let's record some attendance.

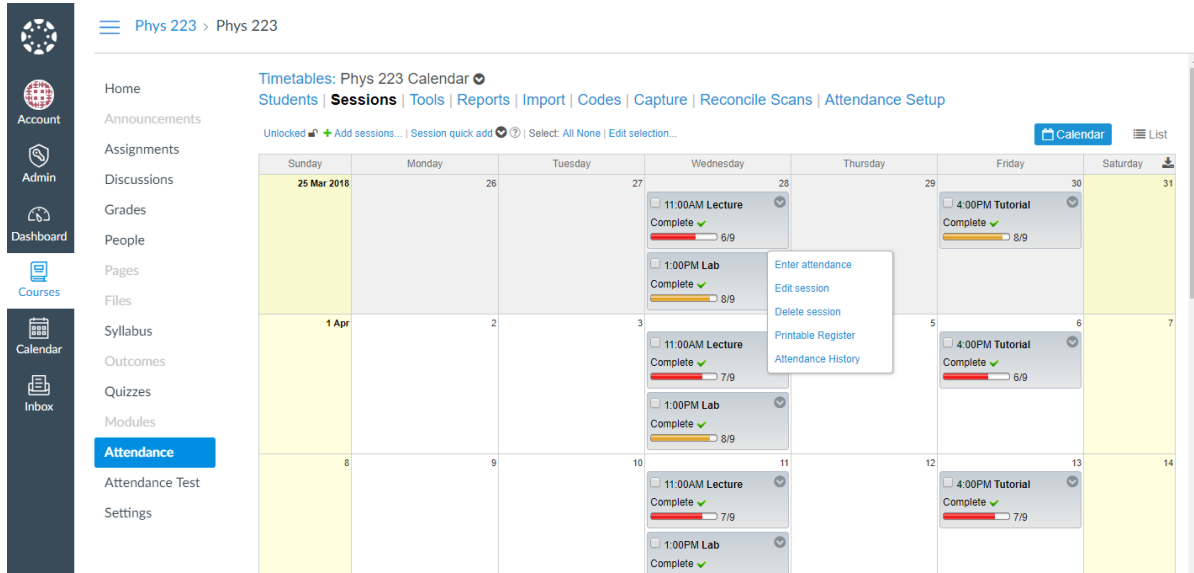
The attendance module will generally start on the same screen where you last left it. You can access attendance from two places.

Selecting **Students** from the top menu (in bold in the screenshot below). The current week should be shown by default, you and cycle through them as you want.

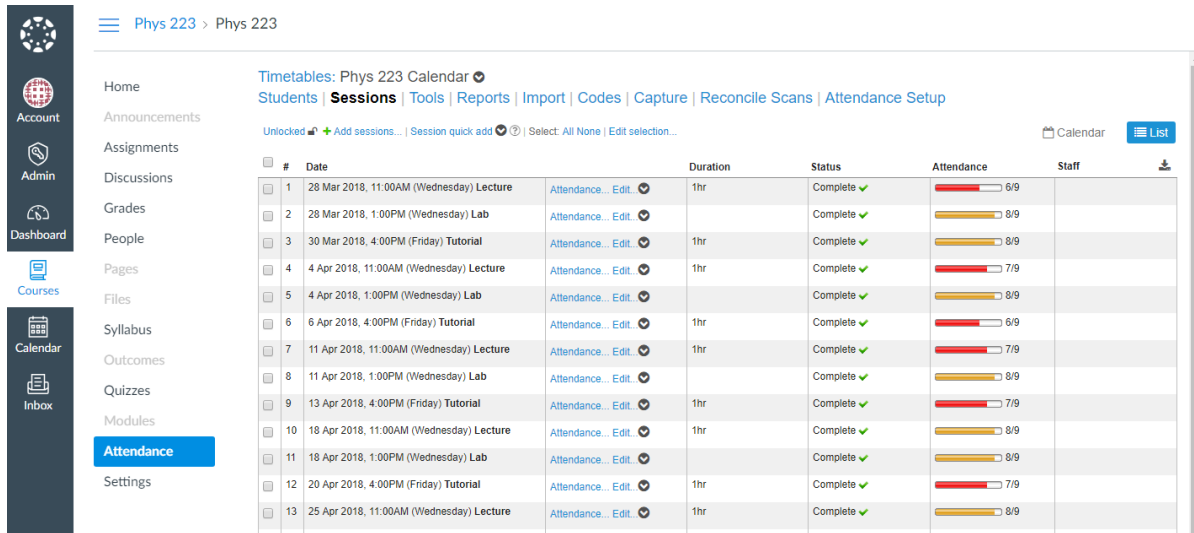
The screenshot shows the Canvas LTI interface for 'Phys 223'. The top navigation bar includes 'Students' (highlighted in bold), 'Sessions', 'Tools', 'Reports', 'Import', 'Codes', 'Capture', 'Reconcile Scans', and 'Attendance Setup'. Below this is a table of student attendance for the week of 6 May 2018 to 12 May 2018. The table has columns for 'ID', 'Name', and three sessions: 'Wed 9 May 11AM Lecture', 'Wed 9 May 1PM Lab', and 'Fri 11 May 4PM Tutorial'. The 'Attendance*' column shows progress bars and percentages for each student.

ID	Name	Wed 9 May 11AM Lecture ✓	Wed 9 May 1PM Lab ✓	Fri 11 May 4PM Tutorial ●	Attendance*
c-12	Carls, Nicky	Attended	Attended		9 / 11 (82%)
c-16	Clarke, Toby	Attended	Absent - no reason		5 / 12 (42%)
c-17	Jake, Kris	Absent - no reason	Attended		8 / 12 (67%)
c-11	James, David	Attended	Attended		8 / 11 (73%)
c-15	Killien, Tony	Attended	Attended		9 / 11 (82%)
c-14	Simpson, Kim	Attended	Attended		11 / 11 (100%)
c-13	Singa, Christi	Attended	Attended		10 / 11 (91%)
c-10	Smith, Steve	Attended	Late		10 / 13 (77%)
54312302	Student_Dan (Trish)	Attended	Attended		11 / 11 (100%)
9 Students					

Selecting **Sessions** from the top menu, then selecting the right arrow of the session you are interested in.



Sessions can also be viewed in a list if you prefer, select “List” on the top right.



Lets look at the options for recording attendance and how they work. You may have access to some, one, or all of these depending on how the system was setup.

See one that you like, but don't have access to it?

Talk to your system administrator, it maybe be possible to enable it.

Manual Entry

- Open the session you are recording attendance for.
- Fill blanks, to set attendance quickly
- Add comments about students, or the session
- Select save

Phys 223 > Phys 223

Phys 223 Calendar > Fri 11 May 2018, 4:00PM 'Tutorial'

Student ID	Status	Name	Comment
c-12	Attended	Carls, Nicky	Comment
c-16	Attended	Clarke, Toby	Comment
c-17	Sick	Jake, Kris	Emailed Note
c-11	Attended	James, David	Comment
c-15	Attended	Killien, Tony	Comment
c-14	Absent - no reason	Simpson, Kim	Comment
c-13	Absent - no reason	Singa, Christi	Comment
c-10	Attended	Smith, Steve	Comment
54312302	Attended	Student, Dan (Trish)	Comment

Session Information

Session # 21
 Date: Friday 11 May 2018
 Time: 4:00PM
 Status: Complete
 Location: -
 Duration: 60 min
 Points: 1
 Classes: -
 Staff: Add...

The attendance statuses that you are able to select are configured by your system administrator.

Scanners

Do you have scanners in your room?

If so, you don't need to do anything to record attendance. The scanners will automatically mark students' attendance to the correct session.

You can still elect to login to the attendance module to make changes or overrides. You can mark a student's status in advance if you know they are going to be absent, but do not want them marked as "Absent - no reason".

Phys 223 > Phys 223

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Settings

Phys 223 Calendar > Wed 9 May 2018, 11:00AM 'Lecture'

Fill blanks & no data... Clear all Add session comment ? + Cancel Save

c-12	Attended - card	Carls, Nicky	Comment	
c-16	Attended - card	Clarke, Toby	Comment	
c-17	Sick	Jake, Kris	Note coming	
c-11	Absent - no reason	James, David	Comment	
c-15	Attended - card	Killien, Tony	Comment	
c-14	Attended - card	Simpson, Kim	Comment	
c-13	Late	Singa, Christi	Comment	
c-10	Attended - card	Smith, Steve	Comment	
54312302	Late	Student, Dan (Trish)	Comment	

Session Information
Session # 19
Date: Wednesday 9 May 2018
Time: 11:00AM
Status: Complete
Location: -
Duration: 60 min
Points: 1
Classes: -
Staff:
Add...

By selecting the Clock icon, you can see the specific scan times.

Phys 223 > Phys 223

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Phys 223 Calendar > Fri 11 May 2018, 4:00PM 'Tutorial'

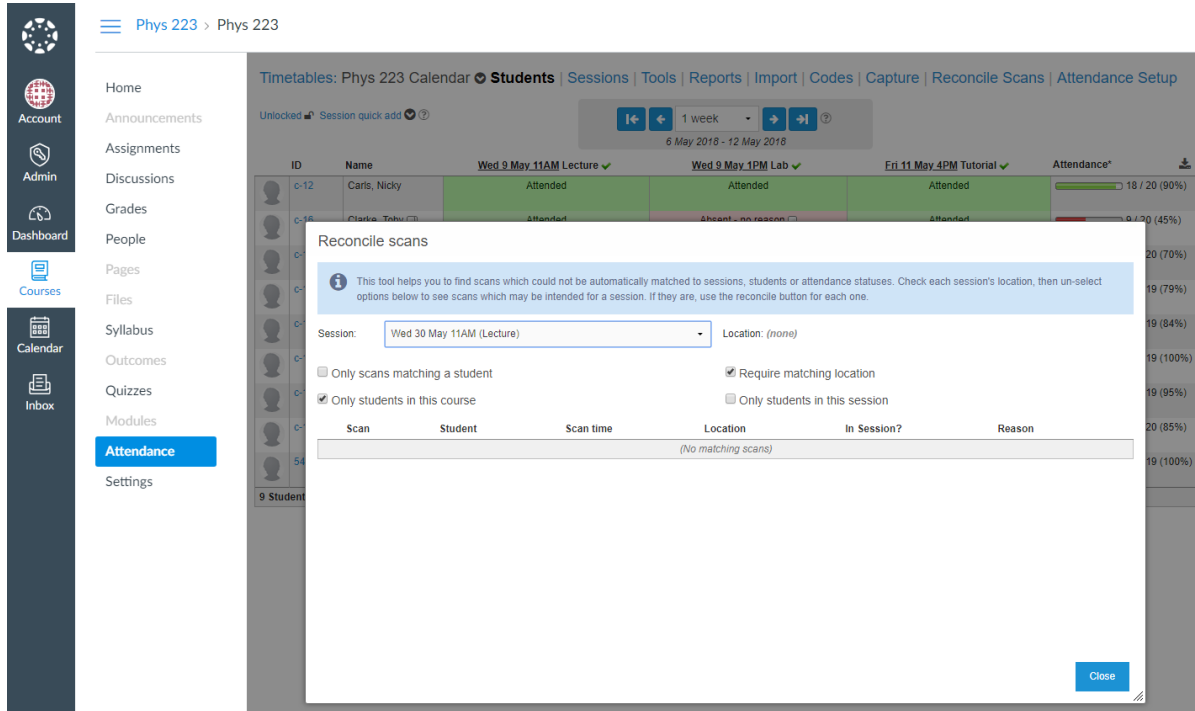
Fill blanks & no data... Clear all Add session comment ? + Cancel Save

c-12	Attended - card	Carls, Nicky	Comment	
c-16	Attended - card	Clarke, Toby	Comment	

Session Information
Session # 21
Date: Friday 11 May 2018
Time: 4:00PM
Status: Complete
Location: -
Duration: 60 min
Points: 1
Classes: -
Staff:
Add...

If you have an unexpected room, or time change, that is not reflected in your timetable, you can correct and respective mis-scans by selecting Reconcile Scans from the top menu.

For example, if you had to move a session from room 1 to room 2. The student’s scans in room 2 would need to be assigned to Room 1 in order for them to be collected as attendance correctly. This tool allows that.



Student Code / Student Self Registration

Do you have the student portal setup for the students to record their own attendance?

Select the 'Codes' link from the top menu.

A popup appears, showing unique generated codes for your upcoming sessions.

The screenshot shows the Canvas LTI interface for 'Phys 223'. A 'Session Codes' popup is displayed over a table of student attendance. The popup shows the following session codes:

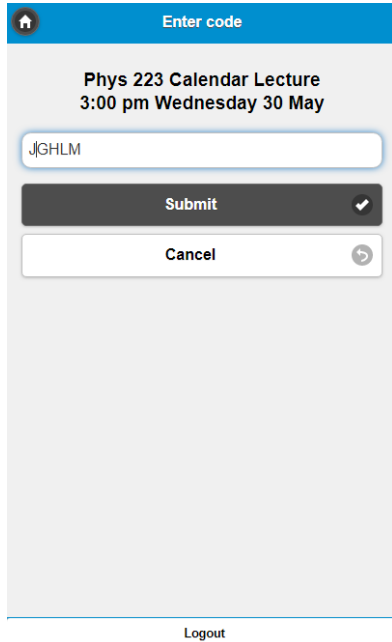
Date	Session Type	Time	Code
Wednesday, 30 May	Lecture	3:00PM	J6HLM
Wednesday, 30 May	Lab	5:00PM	Y5A7D

The background table shows student attendance for two sessions: 'Wed 16 May 11AM Lecture' and 'Wed 16 May 1PM Lab'. The 'Attendance*' column shows progress bars and counts for each student.

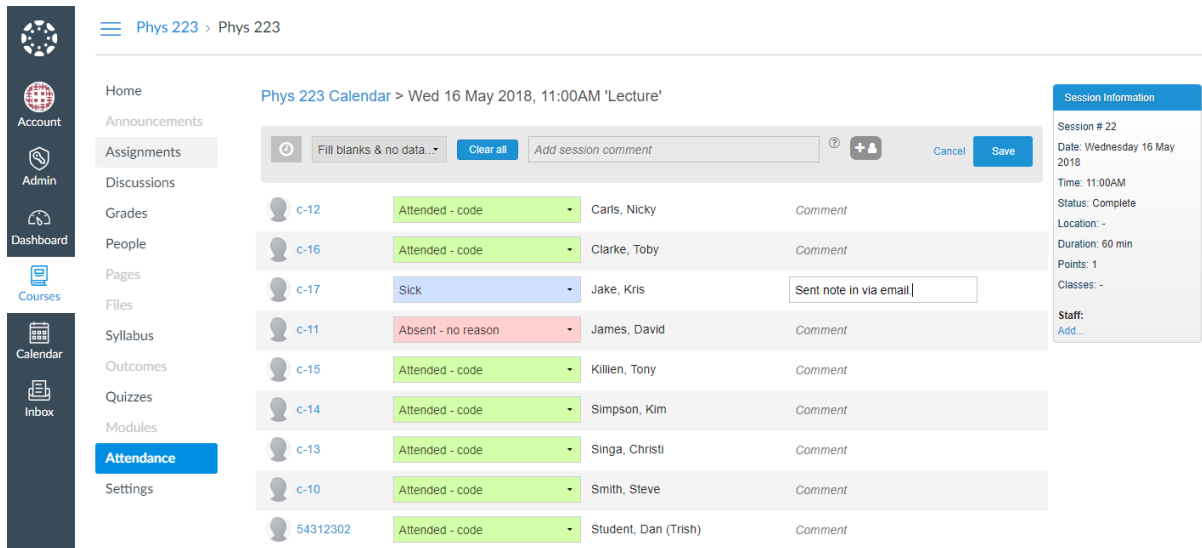
ID	Name	Attendance*
c-12	Carls, Nicky	18 / 20 (90%)
c-16	Clarke, Toby	9 / 20 (45%)
c-17	Jake, Kris	14 / 20 (70%)
c-11	James, David	15 / 19 (79%)
c-15	Killien, Tony	16 / 19 (84%)
c-14	Simpson, Kim	19 / 19 (100%)
c-13	Singa, Christi	18 / 19 (95%)
c-10	Smith, Steve	17 / 20 (85%)
54312302	Student, Dan (Trish)	19 / 19 (100%)

Share this code with your class when class starts.

Students will login to Canvas and select attendance in the course menu. This will bring them to their aPlus+ Attendance student portal. They select the session and enter the code. Please note that this can be restricted to a predefined time window (such as within 10 minutes of class scheduled start time), and geo-locked to allow access from the university campus only.



Once students have entered their code and submitted, you will see their attendance appear in the attendance module for the session. You can open this session and make any edits or overrides that you wish that you wish.



USB Scanners

USB scanners that read your particular type of card can be connected to a laptop in order to collect scans. This will need to be configured in advance as its critical that the code read off of the card is assigned to the student.

Select 'Capture' from the top menu.

A popup will appear with the Live Attendance Capture tool. Select the session that you would like to record attendance for. Students can now scan on your chosen USB connected scanner.


The screenshot shows the Canvas LTI interface for 'Phys 223'. A 'Live Attendance Capture' popup is displayed over a table of student attendance. The popup includes a dropdown menu for session selection, a 'Scan' input field, and a 'Go' button. The background table shows student names and their attendance percentages for two sessions: 'Wed 23 May 11AM Lecture' and 'Wed 23 May 1PM Lab'.

ID	Name	Wed 23 May 11AM Lecture	Wed 23 May 1PM Lab	Attendance*
c-12	Carls, Nicky			18 / 20 (90%)
c-16	Clarke, Toby			9 / 20 (45%)
c-17	Jake, Kris			14 / 20 (70%)
c-11	James, David			15 / 19 (79%)
c-15	Killien, Tony			16 / 19 (84%)
c-14	Simpson, Kim			19 / 19 (100%)
c-13	Singa, Christi			18 / 19 (95%)
c-10	Smith, Steve			17 / 20 (85%)
54312302	Student, Dan (Tris)			19 / 19 (100%)

Reporting

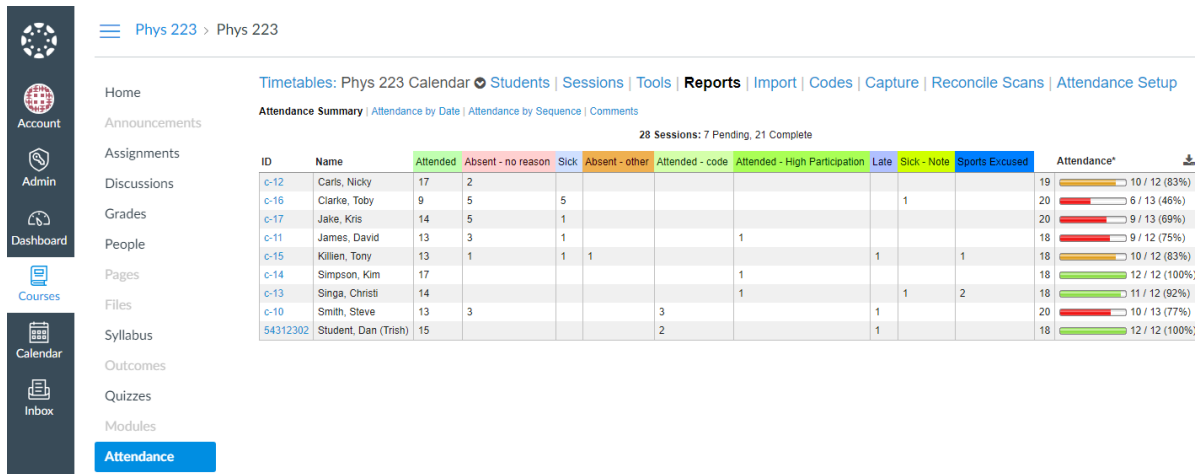
There are two type of reporting available. The first is covered below as its accessible directly from within the Attendance module.

By selecting the 'Reports' link in the top menu, you can immediately see attendance reports for your course.

Reports can be exported to csv or Excel by selecting 

Attendance Summery Report:

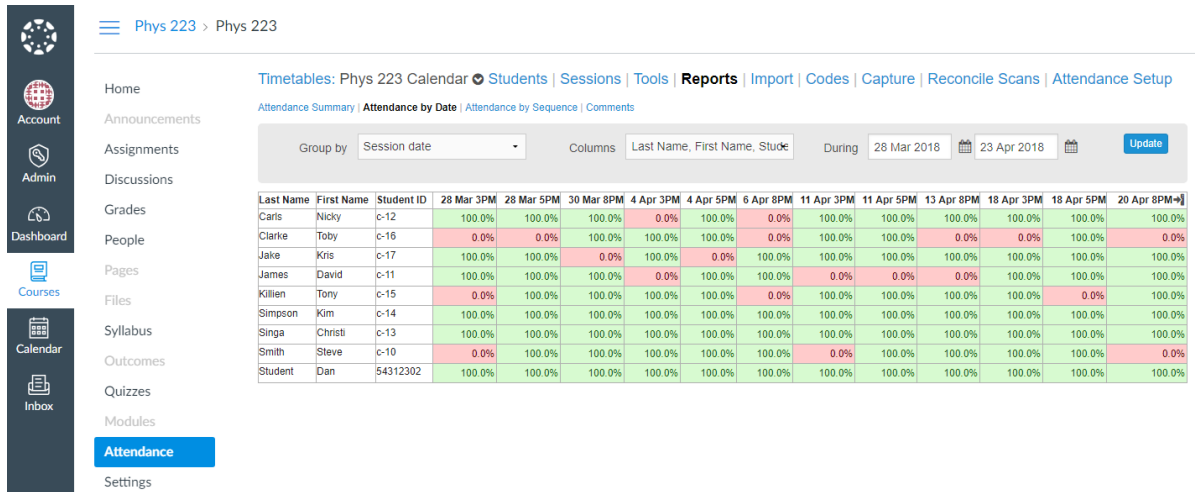
View statuses by student. View count of all statuses including badges that may have been awarded.



ID	Name	Attended	Absent - no reason	Sick	Absent - other	Attended - code	Attended - High Participation	Late	Sick - Note	Sports Excused	Attendance*
c-12	Carls, Nicky	17	2								19
c-16	Clarke, Toby	9	5	5				1			20
c-17	Jake, Kris	14	5	1							20
c-11	James, David	13	3	1		1					18
c-15	Killien, Tony	13	1		1				1		18
c-14	Simpson, Kim	17					1				18
c-13	Singa, Christi	14					1	1	2		18
c-10	Smith, Steve	13	3			3		1			20
54312302	Student, Dan (Trish)	15				2		1			18

Attendance by Date

Modify the groupings, columns and date ranges to meet your requirements.



Last Name	First Name	Student ID	28 Mar 3PM	28 Mar 5PM	30 Mar 8PM	4 Apr 3PM	4 Apr 5PM	6 Apr 8PM	11 Apr 3PM	11 Apr 5PM	13 Apr 8PM	18 Apr 3PM	18 Apr 5PM	20 Apr 8PM
Carls	Nicky	c-12	100.0%	100.0%	100.0%	0.0%	100.0%	0.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
Clarke	Toby	c-16	0.0%	0.0%	100.0%	100.0%	100.0%	0.0%	100.0%	100.0%	0.0%	0.0%	100.0%	0.0%
Jake	Kris	c-17	100.0%	100.0%	0.0%	100.0%	0.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
James	David	c-11	100.0%	100.0%	100.0%	0.0%	100.0%	100.0%	0.0%	0.0%	0.0%	100.0%	100.0%	100.0%
Killien	Tony	c-15	0.0%	100.0%	100.0%	100.0%	100.0%	0.0%	100.0%	100.0%	100.0%	100.0%	0.0%	100.0%
Simpson	Kim	c-14	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
Singa	Christi	c-13	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
Smith	Steve	c-10	0.0%	100.0%	100.0%	100.0%	100.0%	100.0%	0.0%	100.0%	100.0%	100.0%	100.0%	0.0%
Student	Dan	54312302	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

Attendance by Sequence

Modify the columns that show.

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☰ Phys 223 > Phys 223

Home [Timetables: Phys 223 Calendar](#) [Students](#) | [Sessions](#) | [Tools](#) | **[Reports](#)** | [Import](#) | [Codes](#) | [Capture](#) | [Reconcile Scans](#) | [Attendance Setup](#)

[Attendance Summary](#) | [Attendance by Date](#) | **[Attendance by Sequence](#)** | [Comments](#)

Columns: Last Name, First Name, Stud... Update

Last Name	First Name	Student ID	1	2	3	4	5	6	7	8	9	10	11	12	13	14	16	17	18	19	20	21
Carls	Nicky	c-12	100.0%	100.0%	100.0%	0.0%	100.0%	0.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	
Clarke	Toby	c-16	0.0%	0.0%	100.0%	100.0%	100.0%	0.0%	100.0%	100.0%	0.0%	0.0%	100.0%	0.0%	0.0%	100.0%	0.0%	0.0%	100.0%	0.0%	100.0%	
Jake	Kris	c-17	100.0%	100.0%	0.0%	100.0%	0.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	0.0%	0.0%	0.0%	0.0%	100.0%	100.0%	
James	David	c-11	100.0%	100.0%	100.0%	0.0%	100.0%	100.0%	0.0%	0.0%	0.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	
Killien	Tony	c-15	0.0%	100.0%	100.0%	100.0%	100.0%	0.0%	100.0%	100.0%	100.0%	100.0%	0.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	
Simpson	Kim	c-14	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	
Singa	Christi	c-13	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	0.0%	100.0%	100.0%	100.0%	100.0%	100.0%	
Smith	Steve	c-10	0.0%	100.0%	100.0%	100.0%	100.0%	100.0%	0.0%	100.0%	100.0%	100.0%	100.0%	0.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	
Student	Dan	54312302	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	

Comments

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Home [Timetables: Phys 223 Calendar](#) [Students](#) | [Sessions](#) | [Tools](#) | **[Reports](#)** | [Import](#) | [Codes](#) | [Capture](#) | [Reconcile Scans](#) | [Attendance Setup](#)

[Attendance Summary](#) | [Attendance by Date](#) | [Attendance by Sequence](#) | **[Comments](#)**

Wed 28 Mar 2018, 11:00AM Lecture
Killien, Tony ([Sick](#)) Note provided

Wed 11 Apr 2018, 11:00AM Lecture
James, David ([Sick](#)) Note provided to Faculty
Singa, Christi ([Sports Excused](#)) Swim Meet

Fri 13 Apr 2018, 4:00PM Tutorial
Clarke, Toby ([Absent - no reason](#)) At baseball according to friend
Singa, Christi ([Sports Excused](#)) Swim Meet

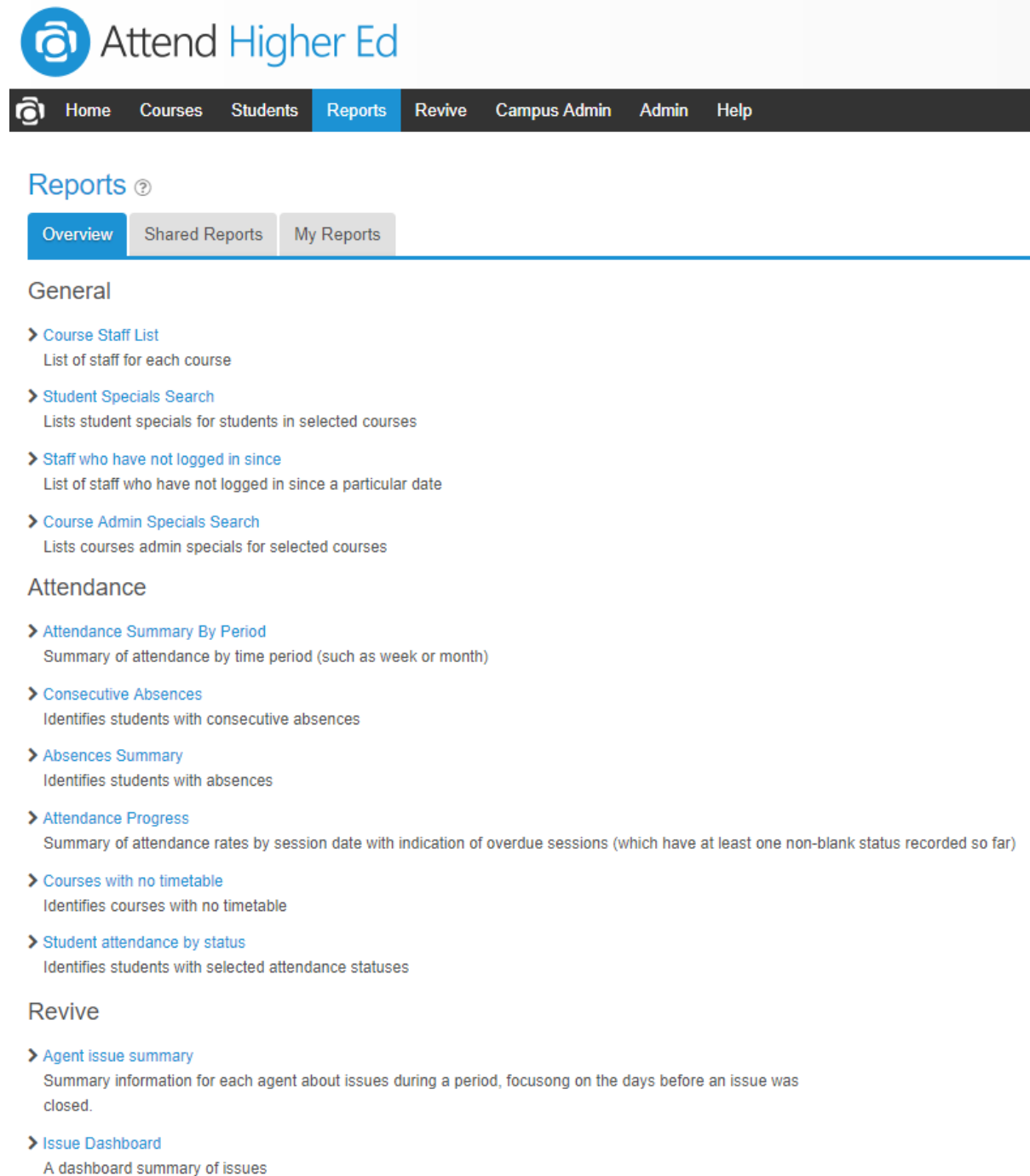
Wed 25 Apr 2018, 1:00PM Lab
Clarke, Toby ([Sick](#)) Strep - excused
Jake, Kris ([Attended](#)) Forgot card

Wed 2 May 2018, 11:00AM Lecture
Moved room, scanners weren't fitted there (Fred Smith)
James, David ([Attended - High Participation](#)) Drove discussion
Killien, Tony ([Sports Excused](#)) Swim meet

Wed 2 May 2018, 1:00PM Lab
Clarke, Toby ([Sick - Note](#)) Strep throat back in a week

Fri 4 May 2018, 4:00PM Tutorial

The other reporting is accessible directly inside of the Attend HE which you may or may not have access to. More complex reports and analytics can be run from there. Some examples are below. These reports can be setup, saved and scheduled. If you do not have access to this part of the system, then an administrator may elect to build the report you desire and schedule that to email to you automatically on a predetermined schedule.



Attend Higher Ed

Home Courses Students **Reports** Revive Campus Admin Admin Help

Reports ?

Overview Shared Reports My Reports

General

- > [Course Staff List](#)
List of staff for each course
- > [Student Specials Search](#)
Lists student specials for students in selected courses
- > [Staff who have not logged in since](#)
List of staff who have not logged in since a particular date
- > [Course Admin Specials Search](#)
Lists courses admin specials for selected courses

Attendance

- > [Attendance Summary By Period](#)
Summary of attendance by time period (such as week or month)
- > [Consecutive Absences](#)
Identifies students with consecutive absences
- > [Absences Summary](#)
Identifies students with absences
- > [Attendance Progress](#)
Summary of attendance rates by session date with indication of overdue sessions (which have at least one non-blank status recorded so far)
- > [Courses with no timetable](#)
Identifies courses with no timetable
- > [Student attendance by status](#)
Identifies students with selected attendance statuses

Revive

- > [Agent issue summary](#)
Summary information for each agent about issues during a period, focusing on the days before an issue was closed.
- > [Issue Dashboard](#)
A dashboard summary of issues

This shows an example of the configurability of this reporting. Allowing for custom grouping, and filtering by attendance rate. **Absolute is also available.**

The screenshot shows the 'Attend Higher Ed' reporting interface. At the top left is the logo and name 'Attend Higher Ed'. A navigation bar includes 'Home', 'Courses', 'Students', 'Reports' (highlighted), 'Revive', 'Campus Admin', 'Admin', and 'Help'. The user name 'Brett Sellars' is in the top right. The main heading is 'Attendance Summary By Period' with a sub-heading 'Summary of attendance by time period (such as week or month)'. A note states 'Fields marked with an asterisk (*) are required'. The interface contains several filter sections: 'Courses *' with a 'none' button; 'From *' and 'To *' with date pickers and 'Sessions from this date'/'Sessions to this date' labels; 'Include no attendance' with 'Yes' and 'No' radio buttons; 'Group By *' with a dropdown menu; 'Time Period *' with a dropdown menu; 'Rate filter >=' and 'Rate filter <=' with input fields and explanatory text; 'International filter' with a dropdown menu; 'Part time filter' with a dropdown menu; 'Include student email' with 'Yes' and 'No' radio buttons; and 'Weight by session points' with 'Yes' and 'No' radio buttons.

Student (if enabled)

Depending on your permission levels, and configuration, you may be able to view a student individually. By selecting a student in the attendance pages, or reports, you can view them individually.

If you are using tags and scanners, this is one place where the card details are visible. If these details are being sourced from another system, they will not be editable here.

Phys 223 > Phys 223

c-10: Steve Smith

Overview Courses Attendance Revive

Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Quizzes

Modules

Attendance

Settings

Ext. Student ID: 10

Student ID: c-10

First Name: Steve

Last Name: Smith

Gender: Male

Date of Birth: ?

Email: brett+ss@cobek.com

Ethnicity: American

International: No

NFC: Add tag Add

NFC_TAG: Add tag Add

aPlus+ Student ID: 10, externalID: 10, externalID2: c-10, updateRequired: False, lastUpdate: 5/30/2018 2:43:19 AM

Flag for update...

Revive

Does Steve need help?

If you are aware of any reason which may affect Steve's achievement please flag this.

Flag Steve...

Steve has an open issue

Steve has priority factors for Under 20

You can view the other courses that a student is enrolled in, and depending on your permissions, you may be able to view their attendance for those courses.

Overview

Phys 223 > Phys 223

c-10: Steve Smith

Overview Courses Attendance Revive

Overview Detailed Timetable Download detailed attendance as CSV

1 Jan 2010 - 16 Jun 2019

Canvas

Course	Timetable	Attendance	Notes
Engl 324 Engl 324	Engl 324 Calendar	6 / 7 (86%)	Really Drove Discussion Fred Smith, 12 Apr 18 Provided Note Fred Smith, 12 Apr 18
Maths 101 Maths 101	Maths 101 Calendar	4.5 / 4.5 (100%)	
Phys 223 Phys 223	Phys 223 Calendar	17 / 20 (85%)	Snuck out Fred Smith, 8 May 18
Total:		27.5 / 31.5 (87%)	

Attendance

Settings

Using the top menu, you can cycle through the other views of the students' attendance. All data can be exported to csv or excel.

Detailed

Phys 223 > Phys 223

c-10: Steve Smith

Overview Courses Attendance Revive

Overview Detailed Timetable Download detailed attendance as CSV 1 Jan 2010 - 16 Jun 2019

Canvas Filter attendance by date

Course	Timetable	Attendance	Notes
Engl 324 Engl 324	Engl 324 Calendar Tue 27 Mar 2018, 12:00PM Attended Thu 29 Mar 2018, 4:00PM Attended Tue 3 Apr 2018, 12:00PM Sick Thu 5 Apr 2018, 4:00PM Attended - High Participation Tue 10 Apr 2018, 12:00PM Attended Tue 29 May 2018, 12:00PM Blank Thu 31 May 2018, 4:00PM Blank	6 / 7 (86%)	(Comments are shown below)
Maths 101 Maths 101	Maths 101 Calendar Mon 26 Mar 2018, 4:00PM Attended Mon 2 Apr 2018, 4:00PM Attended Mon 9 Apr 2018, 4:00PM Attended Mon 28 May 2018, 4:00PM Blank	4.5 / 4.5 (100%)	(Comments are shown below)
Phys 223 Phys 223	Phys 223 Calendar Wed 28 Mar 2018, 11:00AM Absent - no reason Wed 28 Mar 2018, 1:00PM Attended Fri 30 Mar 2018, 4:00PM Attended Wed 4 Apr 2018, 11:00AM Attended Wed 4 Apr 2018, 1:00PM Attended Fri 6 Apr 2018, 4:00PM Attended Wed 11 Apr 2018, 11:00AM Absent - no reason Wed 11 Apr 2018, 1:00PM Attended Fri 13 Apr 2018, 4:00PM Attended - code	17 / 20 (85%)	(Comments are shown below)

Timetable

- Home
- Account
- Admin
- Dashboard
- Courses
- Calendar
- Inbox

☰ Phys 223 > Phys 223

c-10: Steve Smith @ ☆ ...

Overview Courses **Attendance** Revive

Overview | Detailed | **Timetable** | Download detailed attendance as CSV 1 Jan 2010 - 16 Jun 2019

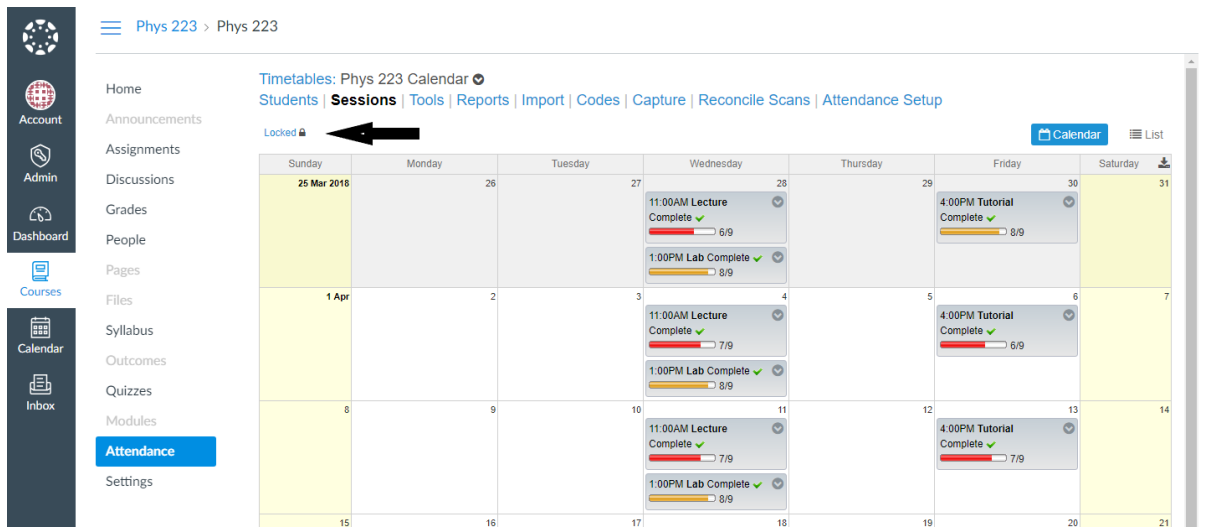
Calendar dates adjusted to match timetabled activities

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25 Mar 2018	26 4:00PM Maths 101 (Lecture) Attended	27 12:00PM Engl 324 (Tutorial) Attended	28 11:00AM Phys 223 (Lecture) Absent - no reason 1:00PM Phys 223 (Lab) Attended	29 4:00PM Engl 324 (Lecture) Attended	30 4:00PM Phys 223 (Tutorial) Attended	31
1 Apr	2 4:00PM Maths 101 (Lecture) Attended	3 12:00PM Engl 324 (Tutorial) Sick	4 11:00AM Phys 223 (Lecture) Attended 1:00PM Phys 223 (Lab) Attended	5 4:00PM Engl 324 (Lecture) Attended - High Participa...	6 4:00PM Phys 223 (Tutorial) Attended	7
8	9 4:00PM Maths 101 (Lecture) Attended	10 12:00PM Engl 324 (Tutorial) Attended	11 11:00AM Phys 223 (Lecture) Absent - no reason 1:00PM Phys 223 (Lab) Attended	12 4:00PM Engl 324 (Lecture)	13 4:00PM Phys 223 (Tutorial) Attended - code	14
15	16 4:00PM Maths 101 (Lecture)	17 12:00PM Engl 324 (Tutorial)	18 11:00AM Phys 223 (Lecture) Attended 1:00PM Phys 223 (Lab) Attended	19 4:00PM Engl 324 (Lecture)	20 4:00PM Phys 223 (Tutorial) Absent - no reason	21
22	23 4:00PM Maths 101 (Lecture)	24 12:00PM Engl 324 (Tutorial)	25 11:00AM Phys 223 (Lecture) Attended 1:00PM Phys 223 (Lab) Attended - code	26 4:00PM Engl 324 (Lecture)	27 4:00PM Phys 223 (Tutorial)	28

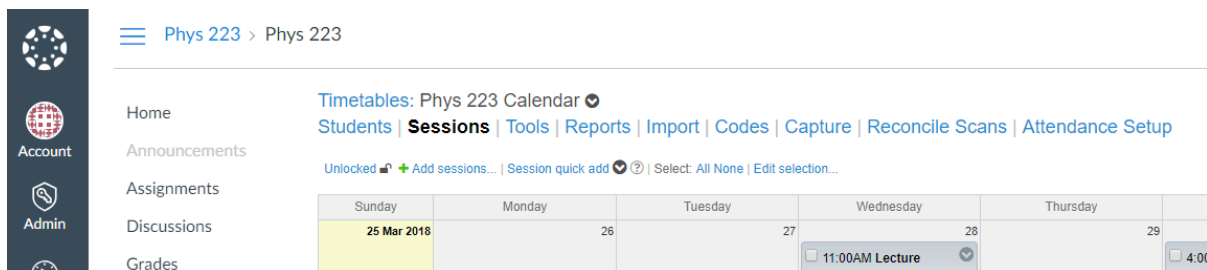
Adding Sessions

In many cases your course sessions will be pulled automatically from your Canvas course calendar or imported automatically from your timetabling system. If you would prefer to add your own, or would like to add additional sessions. Then these are the steps to follow.

First check if the calendar is locked. If it is you can try clicking on it to unlock it, you may not have permission. If you cannot unlock it, you will need to talk to your administrator. If it is unlocked, or you can unlock it, then lets keep moving.



Once you have unlocked your calendar you will have options for adding and editing sessions. You can edit multiple session by selecting them first. Select “Add Sessions...”



You can now define your new sessions. There are multiple way to quickly configure the sessions. Once you have defined them, select 'Validate' to ensure there are no conflicts.

Phys 223 > Phys 223

Phys 223 Calendar > Add Session(s)

Date: 26 Mar 2018 (Monday)

Time: No set time Time: 8:00 am

Holidays: Check for holidays
Extra holidays:

Repeat: Weekly

Repeat every: 1 week

Repeat on: Sun Mon Tues Wed Thur Fri Sat

Repeat until: 31 May 2018 (inclusive)

Location: Use timetabled location

Duration (not required): 60 minutes

Staff: Use timetabled staff
Brett Sellars x
Fred Smith x
[Add...](#)

Label (not required): Tutorial

Points: 1.0

Cancel Validate

Then select 'Create Sessions'

Phys 223 > Phys 223

Phys 223 Calendar > Add Session(s)

Validation successful, please confirm (below)

- 1 session(s) will be created

Click 'Create' to complete.

Date: 30 May 2018 (Wednesday)

Time: No set time Time: 8:00 am

Holidays: Check for holidays
Extra holidays:

Repeat: Weekly

Repeat every: 1 week

Repeat on: Sun Mon Tues Wed Thur Fri Sat

Repeat until: 31 May 2018 (inclusive)

Location: Use timetabled location

Duration (not required): 60 minutes

Staff: Use timetabled staff
Brett Sellars x
Fred Smith x
[Add...](#)

Label (not required): Tutorial

Points: 1.0

Cancel Validate Create Sessions