



CANVAS TIPS & HINTS

How to record attendance?

- Enable Attendance in **Setting**.
- Open **Attendance**.
- Change students' attendance status by clicking on the profile tag or click **More**
- You may create a seating chart for your classroom by clicking the **Edit Seating Chart** tab, and dragging and dropping students' name on the grids.
- You may also create and add badges through Attendance. Click **More** to edit.

The screenshot shows the Canvas course navigation menu. The 'Test course > Settings' link is circled in red. An arrow points from this link to the 'Navigation' tab in the top navigation bar, which is also circled in red. Another arrow points from the 'Navigation' tab to the 'Attendance' item in the course navigation list, which is also circled in red.

The screenshot shows the Canvas Roll Call interface. The 'LIST' tab is selected. The 'Test course' dropdown is visible. The 'MARK ALL PRESENT' and 'UNMARK ALL' buttons are at the top. The student list shows Jeffrey Anderson, Joshua Wappes, and zixi li. Jeffrey Anderson's profile tag is circled in red, and the 'MORE' button next to it is also circled in red. The word 'or' is placed between the two circled elements.

The screenshot shows the Canvas Roll Call interface with the 'CLASS' tab selected. The 'WED OCT 05' date is visible. The 'EDIT SEATING CHART' button is circled in red. An arrow points from this button to the seating chart grid, which shows Jeffrey Anderson and Joshua Wappes seated.

The screenshot shows the Canvas Roll Call interface with the 'LIST' tab selected. The 'WED OCT 05' date is visible. The student list shows Jeffrey Anderson, Joshua Wappes, and zixi li. Jeffrey Anderson's profile tag is circled in red, and the 'MORE' button next to it is also circled in red. An arrow points from the 'MORE' button to the 'Jeffrey Anderson' details panel. In this panel, the 'CRITICAL THINKING' badge is circled in red.

