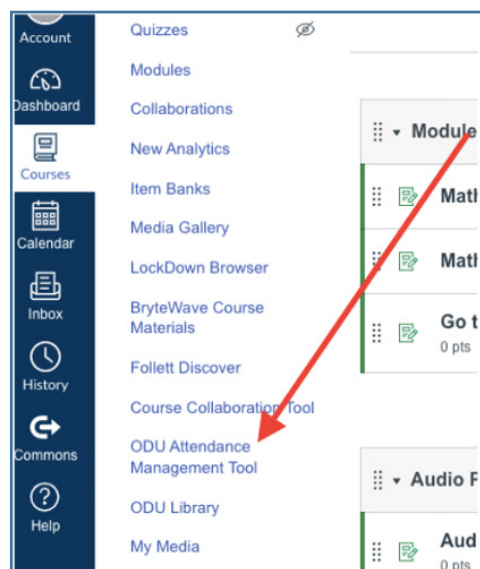


ODU Attendance Management Tool (Instructors)

Automated attendance management is available in many classrooms across the University, allowing students to check in and out of class using a mobile app or their student ID. Attendance is recorded in a Canvas tool called **ODU Attendance Management Tool** that integrates attendance data with your course and gradebook.

Accessing the tool in Canvas

To access the attendance management tool, go to your course menu, then select **ODU Attendance Management Tool**. (Students can view their own attendance data from the same tool.)



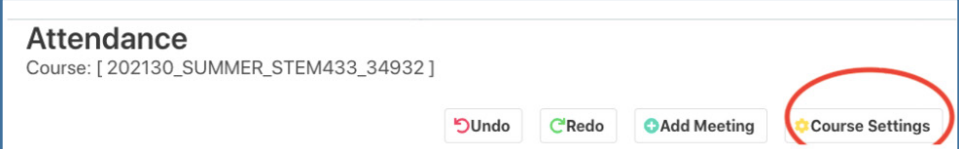
Settings

The Attendance Tool is activated by default, but you may want to update the settings for your classes. If you use the tool, you can decide what percentage of the class must be attended before a student is considered tardy or absent, whether or not to factor attendance into course grades, how grades are calculated and how the grades are added to the grade center.

You should clearly document your attendance expectations in course syllabi. Include information about academic integrity and how any discovered issues of cheating will be dealt with. Find more information about academic integrity [here](#).

The settings that you choose apply to all students, throughout the duration of the semester. If you make changes after the course starts, all student attendance data will be recalculated based on the new settings. You should adjust settings early (before classes start), and don't make changes unless necessary.

- To access the attendance management tool's settings, click on the **Course Settings** button at the top menu:



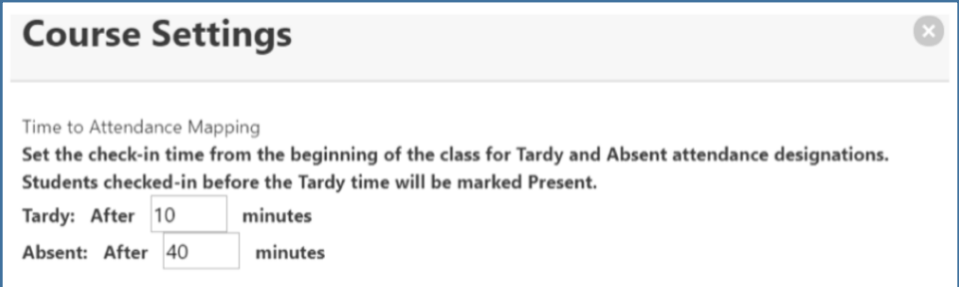
Attendance
Course: [202130_SUMMER_STEM433_34932]

Undo Redo Add Meeting **Course Settings**

Time to Attendance Mapping

This section is used to calculate the amount of time the student must be present in the class to be considered present, tardy/late or absent.

- Enter the number of minutes after the start of class that a student must check in before they are considered tardy/late.
- Enter the number of minutes after the start of class at which point a student is considered absent, even if the student checks in.



Course Settings

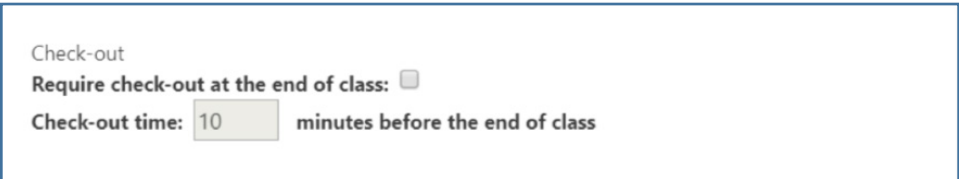
Time to Attendance Mapping
Set the check-in time from the beginning of the class for Tardy and Absent attendance designations. Students checked-in before the Tardy time will be marked Present.

Tardy: After 10 minutes
Absent: After 40 minutes

For example, with the setting above, if a 50-minute course begins at 8:00 a.m., all students who check in until 8:09 are considered **present**. Students who check in at or after 8:10 are considered **tardy/late**. And students who check in at or after 8:40 are marked **absent**.

Check-out

You can configure whether check-out is required for class. By default, only check-in configured; check-out must be activated by the instructor in this section. You can also set the number of minutes before the end of class that check-out will be allowed.



Check-out
Require check-out at the end of class: ☐
Check-out time: 10 minutes before the end of class

Attendance to Grade Mapping

You can also adjust grade threshold and grade mapping. This determines the grade a student will get assigned for being present, tardy or absent. These settings apply to all the students in the class for the duration of the course.

- Enter the percentage of the grade that will be given if a student is marked present or tardy/late. You also have options for if a student is excused, class is canceled or if the University is closed.

Course Settings

Attendance to Grade Mapping

Adjust the grade equivalent to each attendance value here:

Present: %

Tardy/Late: %

Absent/No Show: %

Excused: %

Cancelled: %

School Closed: %

Low Grade Warning Thresholds

The attendance tool can display information in different colors based on the attendance grade percentage students are currently achieving. Quickly identify students who may be at risk based on their work. You can set this threshold in different percentages, depending on your preferences.

Low Grade Warning Thresholds

Yellow: below

Red: below

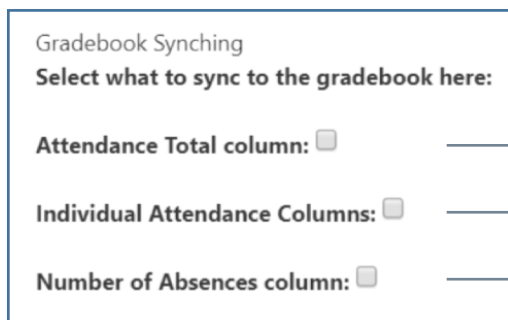
In this example, any student with an attendance grade of 70% or less would display in **yellow**, and any student with an attendance grade of 50% or less would display in **red**.

Gradebook Syncing

The attendance tool will create grade center columns based on your selections. The settings in this area are independent of each other – you can choose any, all or none of the options. If you choose to provision attendance columns in the gradebook, you should never manually edit the column header or any data from within the gradebook; edit the data from the attendance management tool, and changes will be reflected in the gradebook. Once in the gradebook, the attendance columns can be used the same way as any other grade column (weight totals, averages, etc.).

Gradebook syncing is not currently available for courses that are merged/cross listed inside Canvas by faculty members.

- In Course Settings, scroll down to the **Gradebook Syncing** options.



Attendance Total column creates a single column in the gradebook reflecting the student's current attendance grade (based on your attendance grade mapping settings).

Individual Attendance Columns creates a new gradebook column for every course session date, displaying the attendance grade for each session.

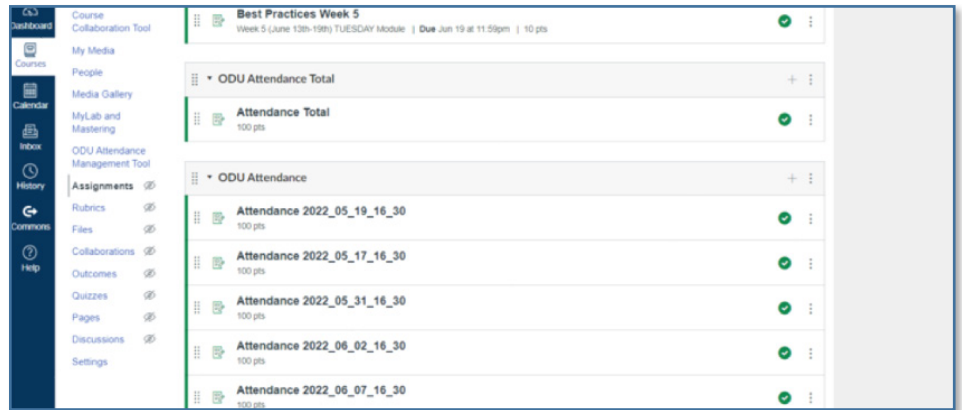
Attendance Total Column: When you sync the Attendance Total with the course gradebook, the system automatically creates an assignment group for the Attendance Total. The Attendance Total is always based on 100 points. You can adjust assignment group point assignment and weight by reviewing the [procedures for weighting assignments](#).

Number of Absences column creates a single column in the gradebook reflecting the number of absences the student has accumulated to that point. (Caution: A lower number here defines a better score, while the default gradebook settings would indicate a 0 (Zero) as a bad score. If you use this option, reformat this gradebook column to appropriately reflect the data.)

Individual Attendance Columns: When you sync individual attendance columns for all course sessions with the gradebook, the system automatically creates a separate assignment group with all individual sessions defined as assignments included. You can adjust individual assignment group weight based on the [procedures for weighting assignments](#). (Default weight for the attendance assignment groups is 5%.)

- You must enable weights as noted in the reference documentation.
- You can adjust the weights as needed.

- If you decide to sync both Attendance Total and Individual Attendance grades, you should assign a weight for one assignment group and 0 for the other, so attendance is not reflected twice in the course total.
- 100 points is a lot compared to the points usually assigned to regular assignments (typically around 10). Remember to adjust weights so attendance only counts toward as much of the final grade as you intend.



After saving the settings, it will take a few moments to transfer information from the attendance tool to the grade center. Once the columns are in the grade center, you can edit the format of the columns or how it is used/displayed. *Reminder: You should not edit the data in the header or in the column. Make changes from the attendance tool itself, not the gradebook.*

*After you have made changes to the Course Settings that you believe appropriate, ensure you click **Save Settings** at the bottom to save your changes.*

Attendance Management Tool

When you go to your course tools and open the ODU Attendance Management tool, you can view, and update student data as needed. Based on the Attendance Management course settings you have already established, data will be populated in this tool for easy management.

The first 3 columns of the tool can be used to sort data based on your needs. The remaining columns will be the attendance data for each course session, with the more recent information being inserted immediately to the right of the fixed columns and scrolling off to the right.

Attendance
Course: [201830_SUMMER_MATH162M_30079]

Undo Redo Add Meeting Course Settings

Student	Attendance Grade	Absences	8/12/2019 10:00	8/7/2019 10:00
BEALL, SASHA	90	0	late	present
BIBALO, TONYA	50	0	present	checkoutmissing
COLE, ERIK	0	2	absent	—
EGYUD, JULIE	50	1	present	—
GAUSE, LAUREN	50	1	present	—
GRABOW, TYLER	50	1	present	—
HAMNER, JULIAN	50	1	present	—
HEINBERG, COOPER	50	1	present	—
HOAG, WHITNEY	50	1	present	—
HODGES, ANDREW	50	1	present	—

Color Legend (Attendance Grade) below 70 below 50

Note: After manual editing please refresh the page to get recalculated Attendance Grade and Absences

Updating individual student attendance grades

Click in the session column of a student you wish to update.

The tool will display the documented data for that student in that session including check-in and check-out times (if applicable) along with a calculated dwell time in the session. If a student hasn't checked in or out by the time the class is over, they will be marked absent.

If a field shows “--” or “-- **error**,” a grade cannot be assigned due to inadequate or missing data. You’d need to correct this situation by manually assigning a grade.

Showing automatic attendance from: **Aug 7, 2019 10:05**

Checked in: **Aug 7, 2019 10:05**

Checked out: **Aug 7, 2019 11:01**

Dwell time: **00h 55m**

☒ present

☐ late

☐ absent

☐ excused

☐ -- clear manual

You can manually mark a student as:

- Present
- Late
- Absent
- Excused
- Clear, to remove the mark

Updating entire columns

You can update all students’ attendance by updating the session column.

- Click the date of the meeting (meeting header) at the top row of the student attendance list.

8/15/2018 10:00 8/14/2018 13:00

☒ Mark All Present

☐ Mark All Absent

☐ Mark All Late

☐ Mark All Excused

☐ Mark All School Closed

☐ Mark All Cancelled

☐ -- Clear All Manual Attendance

☐ Delete Meeting

☐ Hide Meeting From Students

Mark Students:

- Mark All Present
- Mark All Absent
- Mark All Late
- Mark All Excused
- Mark All School Closed
- Mark Canceled

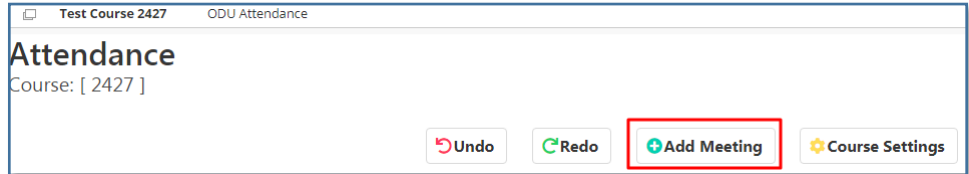
Mark Meeting:

- Clear All Manual Attendance
- Delete Meeting
- Hide Meeting from Students

Create meetings

You shouldn't create individual meeting dates for regularly scheduled course sessions – the system creates those automatically. However, you can create additional meetings if there are sessions that fall outside your normal class times.

- To create meetings, click the button **Add Meeting**.

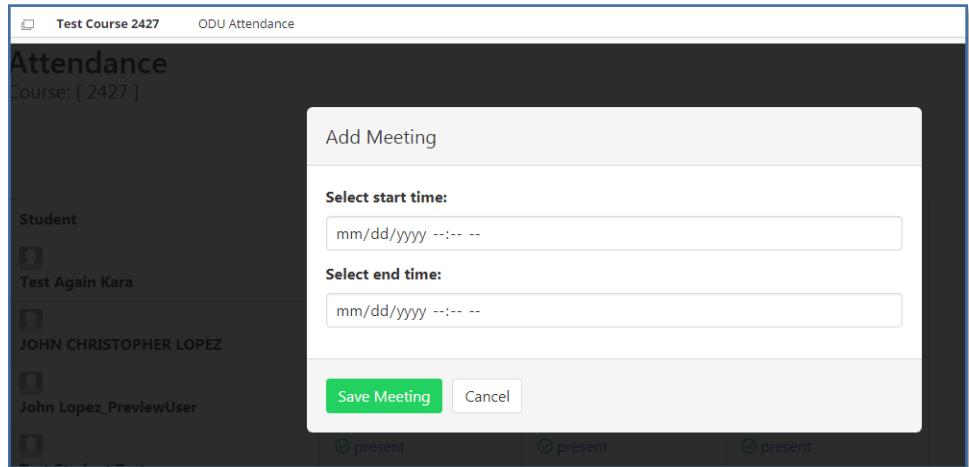


Test Course 2427 ODU Attendance

Attendance
Course: [2427]

Undo Redo **Add Meeting** Course Settings

- Enter the meeting's start and end date/time.



Test Course 2427 ODU Attendance

Attendance
Course: [2427]

Student

Test Again Kara

JOHN CHRISTOPHER LOPEZ

John Lopez_PreviewUser

present present present

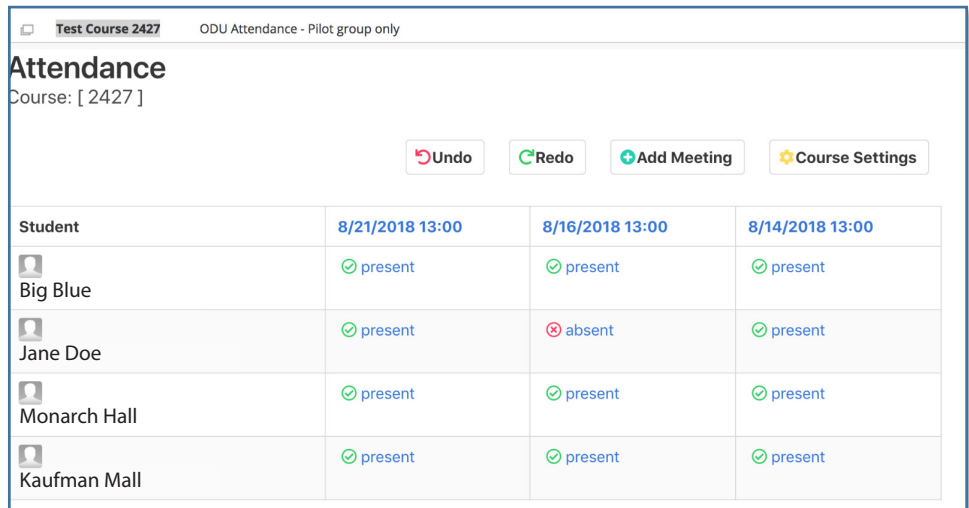
Add Meeting

Select start time:
mm/dd/yyyy --:-- --

Select end time:
mm/dd/yyyy --:-- --

Save Meeting Cancel

- The new meeting will show up in the list of available sessions. You will need to manually manage the attendance data for each student in the manual column.



Test Course 2427 ODU Attendance - Pilot group only

Attendance
Course: [2427]

Undo Redo Add Meeting Course Settings

Student	8/21/2018 13:00	8/16/2018 13:00	8/14/2018 13:00
Big Blue	present	present	present
Jane Doe	present	absent	present
Monarch Hall	present	present	present
Kaufman Mall	present	present	present