# Attendance Seating Charts in Canvas

Taking Attendance in class today is important and setting up a Seating Chart in Canvas is quick and Easy to do.
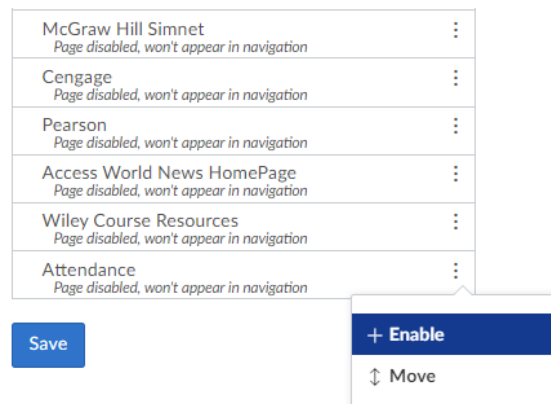
Adding Attendance to Course Navigation Menu in Canvas

First, you will want to make sure that you see the **Attendance** link in the course navigation menu. If it is not in the course navigation menu, Click on **Settings**, then click on the **Navigation** tab.
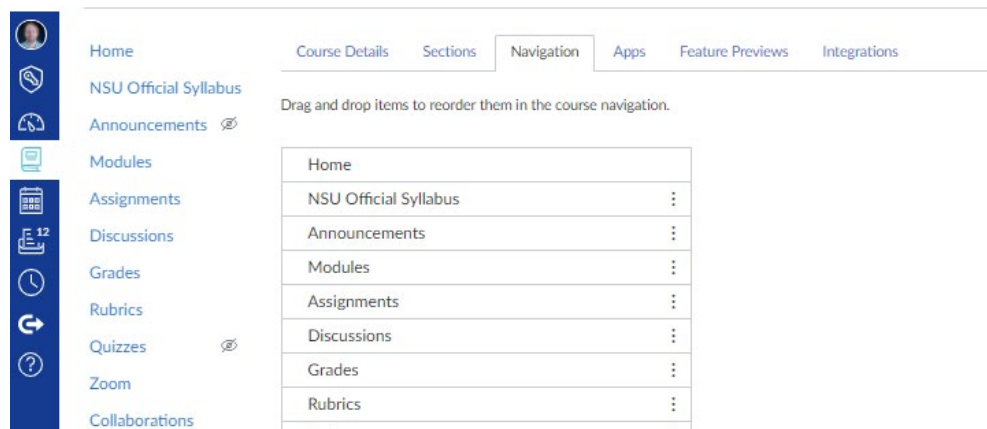
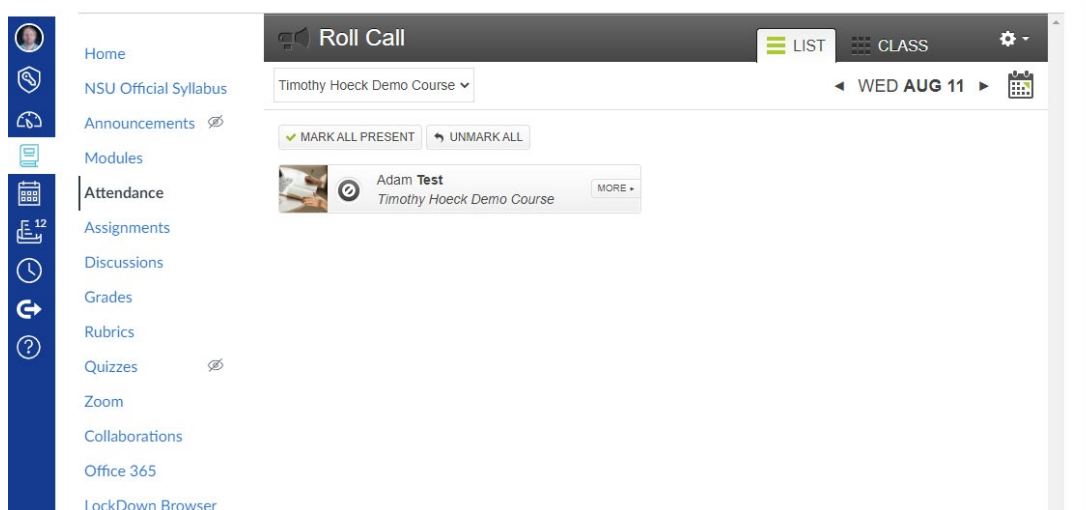*Enable Attendance under Settings -> Navigation*

Find **Attendance** and click on the *three dots* to the right, then select **Enable**. Scroll down to the bottom of the Navigation options and click on **Save**.
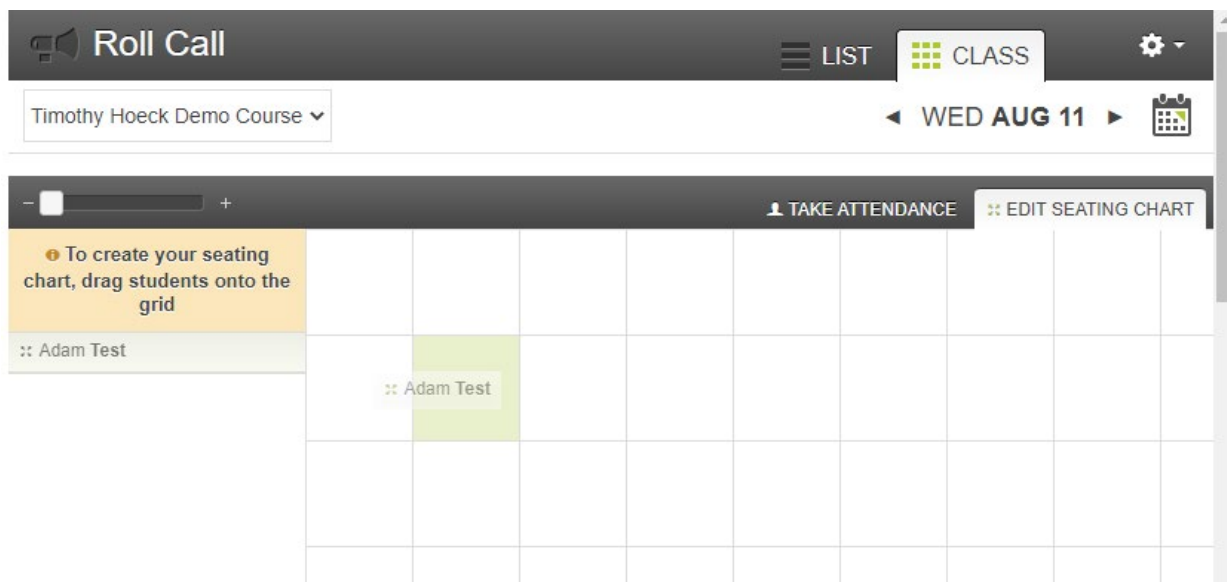

Enable Attendance and click Save

Editing a Seating Chart

Once Attendance is in the course navigation menu, click on the **Attendance** link:

Access Attendance form the Course Navigation menu

Click on the **Class** tab, then click the **Edit Seating Chart** tab:

Edit Seating Chart under the Class tab

Drag student names from the left onto the grid to represent seating in your class.

Taking Attendance

Once you have your seating chart setup, you can take attendance using the seating chart under the Class tab by clicking Take Attendance or using the List of students.

To toggle between attendance statuses, click the student.

Take Attendance (Seating Chart View)

Click students in the Seating Chart to toggle their attendance

List View

You can also toggle attendance status in the List view by clicking the List tab. On this tab, you can view additional details like attendance history by clicking the More button.
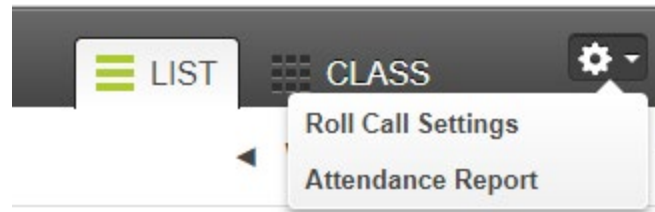
Click students in the List to toggle their attendance, click More to see additional information

Attendance can be one of the following statuses:

|	
✔	Present (on time)
✖	Absent
◕	Late
⊘	Unmarked

Additional Settings

You can also establish additional settings and create attendance reports using the *gear* icon in the top right corner.

Click the Gear icon to access Roll Call settings or create an Attendance Report

Roll Call Settings

Roll Call Settings lets you change if the attendance is counted toward the student's final grade, as well as what percent of a lateness counts as.
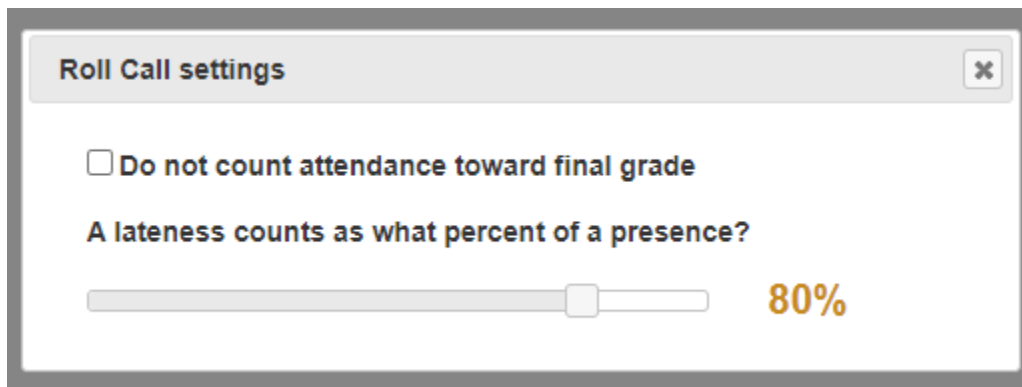
Roll Call settings adjust if attendance counts toward final grade, and if so, what percentage

Attendance Report

The Attendance Report allows you to receive a filtered attendance report via email:

1. Select the **start** and **end** dates
2. If you want a specific student enter their **student id** (optional)
3. Double check your *email address* is correct
4. Click **Run Report**.

🔊 Roll Call

Export Attendance Data: **Timothy Hoeck Demo Course**

1. Filter your data *(optional)*

Start date

08/11/2021 📅

End date

08/11/2021 📅

SIS Student ID

2. Tell us where we should send the report

thoeck@nova.edu

RUN REPORT

Attendance Report allows you to receive a filtered report of attendance via email

You will be sent a link via email to download the Attendance Report.