Instructor

Guide

Attend HE Canvas LTI

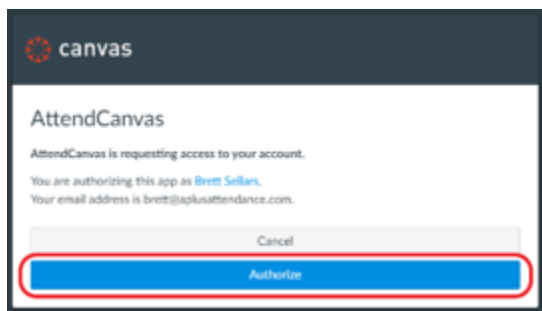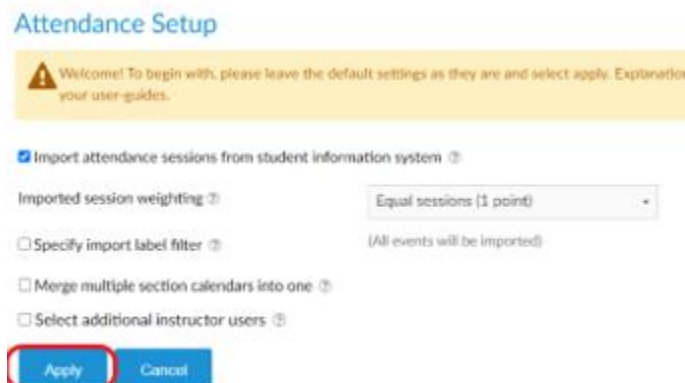aPlus+ attendance

canvas

QuickStart

- Inside of your Canvas course, select "Attendance" from the navigation menu.
- Authorize the aPlus+ Attendance LTI.

- If you are shown an Attendance Setup screen, leave the defaults as they are and select "Apply"

- Your sessions will be shown. If your course has sections, you can select the section that you would like to view from the section's dropdown.

Record Attendance Manually

To enter attendance, select the session that you would like to record attendance for by clicking on the column header (circled in red).

Your session will now be ready to record attendance against. The attendance statuses that you are able to select are configured by your system administrator.

1 – The "Fill blanks" option allows you to set all attendance at once. For example, if the class was fully present except for one student then you could begin by marking everyone to Attended and adjusting just the single student who was absent.

2 – Adjust attendance for an individual student.

3 – Add any notes that may be relevant for a student's attendance status.
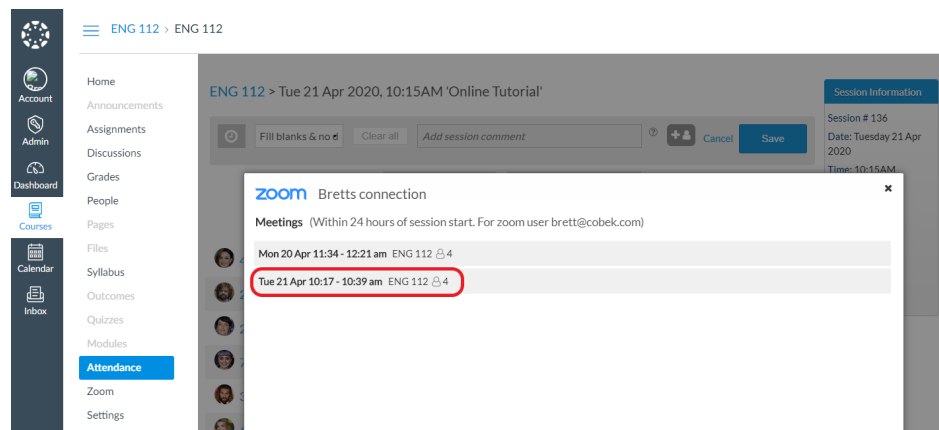
4 – Save.

Record Attendance from Zoom

To utilize the Zoom feature of aPlus Attendance, please ensure the following:

1. You will need to be using a Zoom licensed account provided by OTC. If you are unsure of your license, contact the IT helpdesk at helpdesk@otc.edu
2. Your Zoom sessions will need to be scheduled (as opposed to using your Zoom personal meeting link).

From within your attendance session, select the Zoom button. If this button is not shown, please speak to your

Canvas Admin.

Select the Zoom session that you would like to retrieve attendance from. Note that this does not have to be the exact same time as the scheduled session in aPlus+.
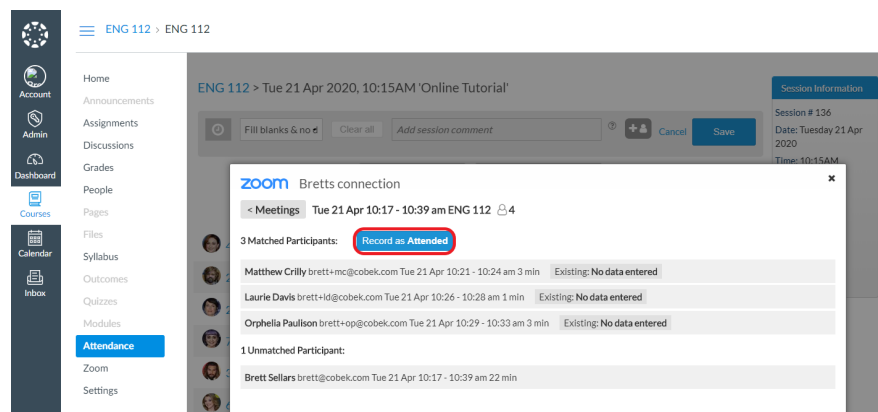

aPlus+ will attempt to map the participants, to students who are on the roster for the aPlus+ session that you selected. This will be based on the students email if they were logged into Zoom when they joined, or their name. You may wish to require students to register with their primary school email when setting up Zoom meetings to make sure that a match can be found.

Select "Record as Attended" to mark the matched students as attended in the session.

Note that if a student has an existing attendance status set, then it will **not** be overwritten. This it to protect against any manually set attendance such as 'late'.
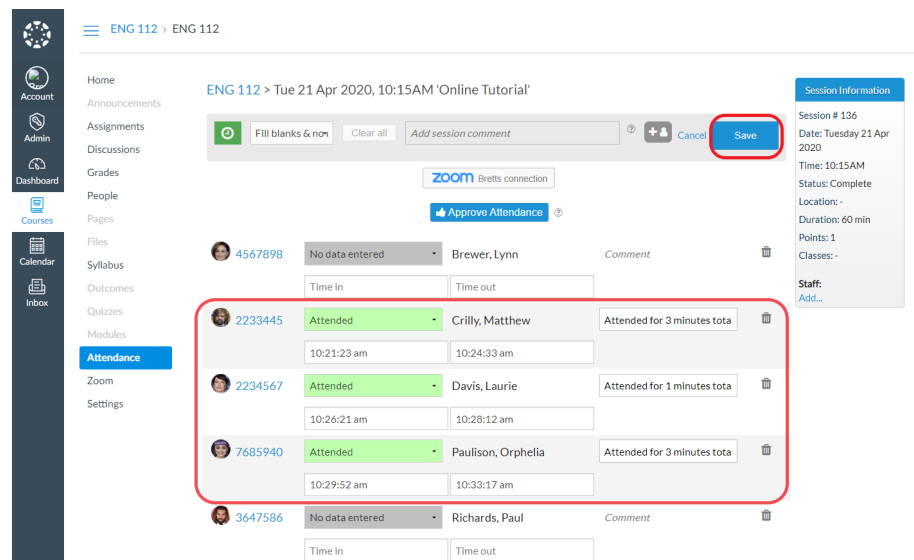
Note that sometimes you may see multiple entries for a student. This can be cause by waiting rooms, or a student dropping off and re-joining.

Students will be marked as attended (or to the status that is setup for your school). The time that the student joined is shown, along with a comment noting how many minutes they attended total. This total does include multiple session if a student dropped and re-joined, or participated in breakout rooms.

The intent of populating the times and minutes joined to make it easier to eyeball a session and make manual adjustments as needed.

Please be sure to select save when you are finished.

Using Seating Plans

Click through to record attendance as usual – there is an option on the attendance entry screen to select the seating plan view.

When you first click through to the seating plan for a timetable, you will be asked to specify the seating plan mode. This can be changed later. Select the option to continue to the next screen.

You will then confirm additional layout options, which can also be changed later. Each option is explained below. The 'i' icon on the lower left can be clicked to see other settings which may be configured for reference. All layout options can be changed later.

- **Location;** because a seating plan reflects a physical location, the name of that location is required. This will initially be set to the location of the session.
- **Seating mode;** this will already have been selected, but can be edited by clicking the edit icon.
- **Layout;** 'Grid' is the only layout available which has seats arranged on a grid.
- **Seat number visibility;** Will be set to the system default and you can select to show or hide seat numbers.
- **Seats rows;** The number of rows of seats.
- **Seats per row;** The number of seats in each row.

Seating Layout and Assigning Students

The seating plan view is shown below. In this example screen, no students have been assigned to seats, so all students are on the left *Unassigned* area. We can see the location of this layout and that seat numbers are visible. The grid has automatically numbered seats starting with A1 on the front (bottom) left.

Opens layout options

If a session does not yet have a layout, the layout (and student assignments depending on the seating plan mode) will be based on the previous session which has a seating plan at the same location, and this will be indicated at the top of the seating plan view. The screen below shows that the layout is based on an earlier session.

To assign students to seats, drag them from the *Unassigned* area to an available seat. You are not required to assign all or any students to seats.

Any changes you make to the layout or assigned students will be saved with the layout for the current attendance session, and these changes won't affect previous sessions. Changes you make to future layouts or assigned seats won't affect this layout.

When a seat has been preassigned, students will be shown their assigned seat in the aPlus+ Attendance Student portal, on the day of the session.

Editing Attendance

To edit attendance for seated or unassigned students, click the student. The attendance status, comment (and other relevant options) can be set in the popup window as shown below.
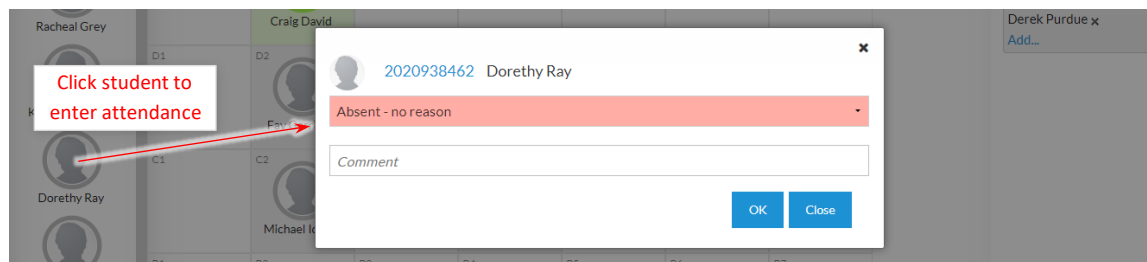
You can switch between the seating plan and list views to record attendance. Note that your changes will not be saved until you click the *Save Changes* button.

Report of attendance % for the Current Course

Navigate to reports, then "Attendance by Date"

If you wish to report across multiple sections within the course, be sure to turn on the "Across Timetables" switch.

Contents

Accessing the Attend HE Canvas LTI

In many cases the LTI will be added globally for your courses. In that case it will appear in the course navigation menu. Note that the name of the LTI is customizable by customer, and may be different to what is shown in these screenshots.

If the LTI is not available, please speak with your Canvas admin. If the LTI is available, but not enabled, please see section "Enable Attend LTI for your Course"
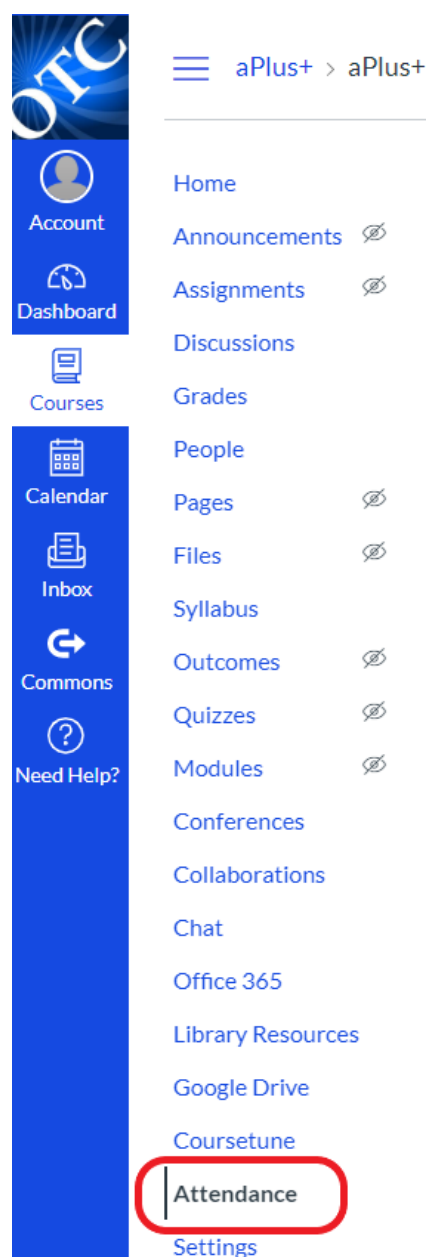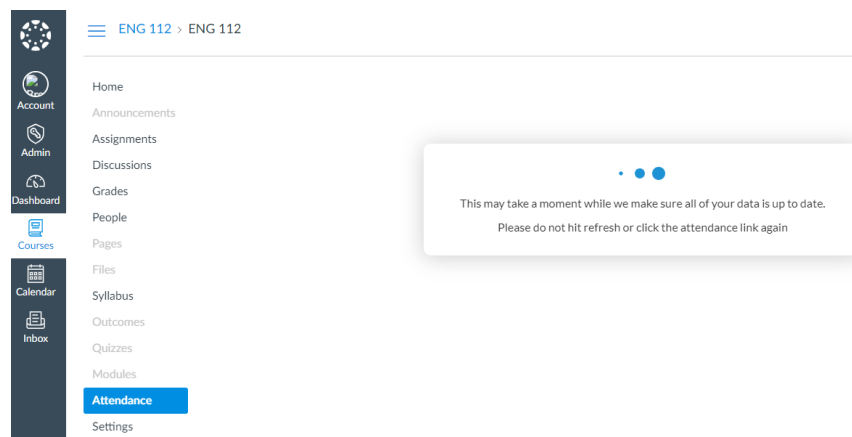
The first time that you select this LTI (and periodically afterwards), you will be asked to authorize the LTI.

Select "Authorize" to continue.
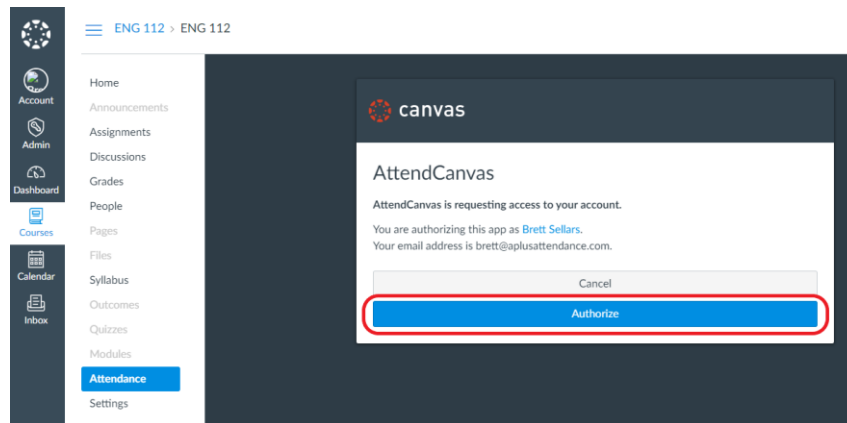
You will then see the Attend LTI load screen.

If you get a message at this point, please read it carefully.
Common messages include:

- *Opps, your browser is super secure…..*
  Just click on the link below that message in order to open the LTI in a new window

- *Course Starts dates missing*
  This means that the system was unable to determine the start date of the course. Please check the course settings to ensure a term has been selected, or a start date manually set.

Attendance Setup Screen

When the Attend LTI is first opened for a course from inside of Canvas you will be prompted with the *Attendance Setup* screen. If you are not, then you can access it by selecting *Attendance Setup* from the top menu.

Please leave the default settings for this page unless you are sure of the change you are making.

Your view of this screen may differ based on the settings enabled for your implementation globally. Some of these settings may be locked on and/or set to global defaults.

In many cases the welcome message on this screen will outline whether you need to make any changes to this page.

Complete Your Attendance Setup

Once you are happy with your selections, select "Apply".

Remember that you can come back to these settings in the future and make changes as needed. Simply select "Attendance Setup"

General Navigation of the Attendance LTI

This section provides an overview the navigation options available. These will differ between installations. If you see an option here that you would like, that is not currently enabled, please speak to your Canvas administrator.

- **Sections:** Use this dropdown to move between the sections for this course.
- **Students** (shown above)**:** The most common view for viewing and managing recent attendance.
- **Sessions:** Viewing the timetable data that is setup for this course and its sections. It is also where you would edit timetable data if you are managing timetables manually.
- **Reports:** Course level reports can be accessed here.
- **Attendance Setup:** Access to the Attendance Setup screen
- **Canvas Sync:** Forces a refresh of the Canvas data (this is automatically run whenever you enter the Attendance LTI).
- **Clock Icon:** View the Canvas sync history.
- **Eye Icon:** Privacy mode. Masks the screen for situations where students may be able to see the screen (such as when using USB scanning).

Recording Attendance

Manual Entry by Status

On the *Students* screen you can navigate to previous weeks, or change the number of days included in this view by altering the view settings:

To enter attendance, select the session that you would like to record attendance for by clicking on the column header (circled in red).

Your session will now be ready to record attendance against. The attendance statuses that you are able to select are configured by your system administrator.

1 – The "Fill blanks" option allows you to set all attendance at once. For example, if the class was fully present except for one student then you could begin by marking everyone to Attended and adjusting just the single student who was absent.

2 – Adjust attendance for an individual student.

3 – Add any notes that may be relevant for a students attendance status.

4 – Save.

Recording Time In and Out

Some courses require that attendance is recorded by time in and time out.

To record the time in and/or out

- 1 - Select the clock icon (this will already be selected if times have already been recorded)
- 2 – Time in will always default to the session start time. You can make a manual adjustment by enter +*minutes late.* In the example Tracie has been marked as 12 minutes late. You can also use a full time format if you choose.
- 3 - Time out will always default to the start time plus the duration. You can make a manual adjustment by enter -*minutes early.* In the example Matthew has been marked as leaving 15 minutes early. You can also use a full time format if you choose.

Recording Attendance from Zoom

To utilize the Zoom feature of aPlus Attendance, please ensure the following:

3. You will need to be using a Zoom licensed account provided by OTC. If you are unsure of your license, contact the IT helpdesk at helpdesk@otc.edu
4. Your Zoom sessions will need to be scheduled (as opposed to using your Zoom personal meeting link).

From within your attendance session, select the Zoom button. If this button is not shown, please speak to your Canvas Admin.

Select the Zoom session that you would like to retrieve attendance from. Note that this does not have to be the exact same time as the scheduled session in aPlus+.

aPlus+ will attempt to map the participants, to students who are on the roster for the aPlus+ session that you selected. This will be based on the students email if they were logged into Zoom when they joined, or their name. You may wish to require students to register with their primary school email when setting up Zoom meetings to make sure that a match can be found.

Select "Record as Attended" to mark the matched students as attended in the session.

If a student has an existing attendance status set, then it will **not** be overwritten. This it to protect against any manually set attendance such as 'late'.

Sometimes you may see multiple entries for a student. This can be caused by waiting rooms.

Students will be marked as attended (or to the status that is setup for your school). The time that the student joined is shown, along with a comment noting how many minutes they attended total. This total does include multiple session if a student dropped and re-joined, or participated in breakout rooms.

The intent of populating the times and minutes joined to make it easier to eyeball a session and make manual adjustments as needed.

Please be sure to select save when you are finished.

Session View

Session view allows you to view your timetable information. All sessions should be setup in Canvas

Depending on the settings in place in your installation, you may or may not be able to edit these sessions. See the Timetable Wizard section of this guide to see more about creating and editing sessions

Some options that exist for each session include:

- Enter Attendance: Go to the manual attendance entry screen for this session.
- Edit Allocations: This can be ignored as its an advanced option.
- Printable Register: Provides a printable roster of the class, for situations where a class list is needed for printing.
- Attendance History: An audit log of all changes made to attendance for this session. Including IP addresses from which student self-registration attendance has been collected.

Seating Plan

Seating plans were added to aPlus+ v3.9.1 and extend the attendance recording screen to allow seating to be managed as attendance is recorded. Seating plans are intended to allow the system to track which seats are available and where students are seated.

Terms and Concepts

Each timetable has a *seating plan mode*, which is set when the first seating plan is created. Multiple timetables within one course are independent in terms of seating plans. There are three modes:

- **Occasionally**: seating layouts inherit from previous sessions but student seat assignments are not inherited.
- **Always**: seating layouts + student assignments inherit from previous sessions.
- **Student defined**: seating layouts inherit from previous sessions but student seat assignment are not inherited, so that students can assign themselves to seats via their student interface.

When a seating plan layout is created for a session, it will apply to future sessions as well (depending on the seating plan mode) if those sessions are in the same location.

If a session is inheriting a seating plan from a previous session in the same location and changes are made to the seating, those changes won't affect the past seating plan, and will then then apply to future sessions in the same location unless those future sessions have their own seating plans configured. Sessions which do have seating plan layouts saved are indicated on the attendance Sessions Calendar and List views with a small chair icon as shown below.

17	15 Jul 2020, 1:00PM (Wednesday) **PM**	Attendance... Edit... ✓ ⧉	3hr	Complete ✔

A **seating layout** is the arrangement of seats at a location. Seats can be placed on a grid with a defined width and height and are numbered (A1, A2...B1, B2... etc) although the numbers can be hidden if required.

Student seat assignments are the assignment of a student to a seat.

Typical Usage

Depends on the seating mode:

Never
The seating plans option remains available to click through to but unless a seating mode is defined, a seating plan won't exist.

Occasionally
- A seating plan is configured for a session when first needed.
- On other occasions when a seating plan is needed, students can be assigned to their seats.
- If sessions are in different locations a new seating layout will need to be created for the location as needed.

Always
- A seating plan is configured for a session when it's first needed, with students assigned to seats.
- This seating plan applies to future sessions in the same location, and can be adjusted over time as attendance is recorded should students change seats or new students join the course.
- If sessions are in different locations a new seating layout will need to be created for the location as needed.

Student defined
- A seating plan is configured with no students assigned, for the first session where students will self-enter their seat. Seat number visibility will need to be enabled.
- The seating layout will persist for future sessions so students can enter their seats according to the seat numbers.
- If sessions are in different locations a new seating layout will need to be created for the location as needed.

Accessing Seating Plan

When seating plans are enabled, when you click through to record attendance as usual – there is an option on the attendance entry screen to select the seating plan view. Attendance entry list view is always shown when you click through to attendance and so the seating plan must always be selected.
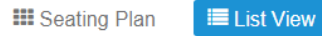
If a seating plan applies to the attendance session, this will be indicated by an orange icon.
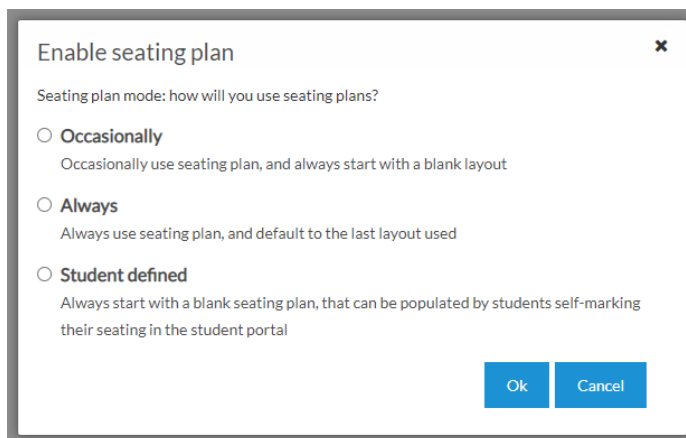
User Access

Anyone with access to open the attendance entry view to make changes to attendance also has access to seating plans.
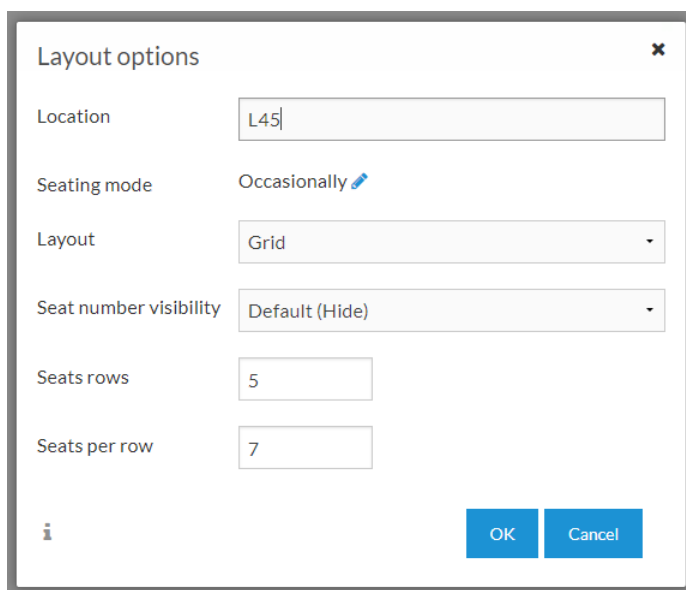
Creating a Seating Plan

When you first click through to the seating plan for a timetable, you will be asked to specify the seating plan mode. This can be changed later. Select the option to continue to the next screen.

You will then confirm additional layout options, which can also be changed later. Each option is explained below. The 'i' icon on the lower left can be clicked to see other settings which may be configured for reference. All layout options can be changed later.

- **Location;** because a seating plan reflects a physical location, the name of that location is required. This will initially be set to the location of the session.
- **Seating mode;** this will already have been selected, but can be edited by clicking the edit icon.
- **Layout;** 'Grid' is the only layout available which has seats arranged on a grid.
- **Seat number visibility;** Will be set to the system default and you can select to show or hide seat numbers.
- **Seats rows;** The number of rows of seats.
- **Seats per row;** The number of seats in each row.

Seating Layout and Assigning Students

The seating plan view is shown below. In this example screen, no students have been assigned to seats, so all students are on the left *Unassigned* area. We can see the location of this layout and that seat numbers are visible. The grid has automatically numbered seats starting with A1 on the front (bottom) left.

If a session does not yet have a layout, the layout (and student assignments depending on the seating plan mode) will be based on the previous session which has a seating plan at the same location, and this will be indicated at the top of the seating plan view. The screen below shows that the layout is based on an earlier session.

To assign students to seats, drag them from the *Unassigned* area to an available seat. You are not required to assign all or any students to seats.

Any changes you make to the layout or assigned students will be saved with the layout for the current attendance session, and these changes won't affect previous sessions. Changes you make to future layouts or assigned seats won't affect this layout.

26

When a seat has been preassigned, students will be shown their assigned seat in the aPlus+ Attendance Student

portal, on the day of the session.

Editing Attendance

To edit attendance for seated or unassigned students, click the student. The attendance status, comment (and other relevant options) can be set in the popup window as shown below.

You can switch between the seating plan and list views to record attendance. Note that your changes will not be saved until you click the *Save Changes* button.

Student entered seats

When a student has entered their own seat, this will be indicated by a pointing hand icon as shown (right). You can hover your pointer over the icon to see the seat entered by the student. If the seat enters a valid seat number then that student will be seated automatically at that seat.

If the student does not enter a valid seat number or if they enter the seat number of a filled seat, they will remain in the *Unassigned* area and a warning indicator (see below) will show which can be clicked on to see more information.
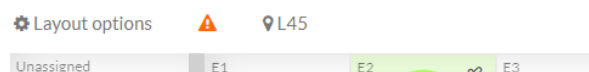
About Locations

aPlus+ supports more than one location for each session, and also for the timetable. If a session does not have a location specified then the location of the timetable applies if available.

Each seating plan layout is for one location only. Multiple locations are not supported – one of the locations must be selected. Seating plans work best when either all sessions have one location specified, or all sessions have no session specified. When sessions are imported from an external system, they would usually have one location specified for each session.

For the purposes of seating plans, if a session has more than one location, then the "Location" of that session will be the first of those locations to have been created within aPlus+. This ensures that the system consistently determines the location of the session when it actually has multiple locations.

When opening the seating plan view for a session which does not have one saved, aPlus+ will load the layout from a previous session with the same location. If the session does not have a location, then the first previous session with a seating plan will be found, regardless of the location of that seating plan.

About the warning indicator

At the top of the seating plan view a warning indicator may show to indicate a problem encountered with assigning students to seats. For the most part this can be ignored unless you're investigating something.

Click the indicator to see a list of the problems which were encountered:
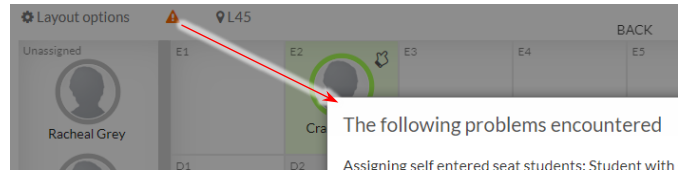
Possible reasons for problems:
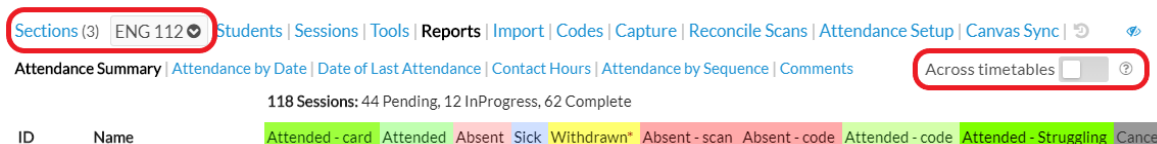
- A student has self entered their seat to a seat which is already occupied – either by a student who has entered the same seat number, or a student who has been manually seated. You could make manual changes to the seating assignments based on other information available about who was seating where.
- A student who has a self assigned seat does not exist in the Unassigned area. Possibly because they have already been assigned to a seat, or an unlikely possibility they may have been removed from the session. No action required.
- A student who has previously been assigned to a seat manually, no longer exists in the session and cannot be assigned to a seat. This is rare and their seat assignment will remain in this case. No action required.

Reports

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 ⬇

Reports can include data for either the currently selected section or across all sections for the entirety of the course.

Attendance Summary Report:

View statuses by student. View counts of each status including badges that may have been awarded.

Attendance by Date

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

Attendance by Sequence

Modify the columns that show.

Comments

Date of Last Attended

Contact Hours

Be sure to select the unit and whether the contact calculations are based on time in/out or status.

What do Students See?

Students can navigate to the Attendance LTI in Canvas. They can see their attendance history for the course they are in.

Troubleshooting

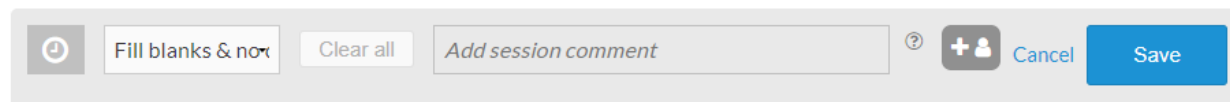**Why am I seeing students marked as "(na)"?**

This is common when using sections. It indicates that the student is enrolled in the course, but not this section. This may also be seen in other situations where the student although enrolled in the course, is not expected to attend that session.

This will also occur if a new session is created for the course in the past. To prevent historically added sessions impacting attendance calculations, students are not added to new historical sessions automatically.

To add students to a session manually:

Select the Add student icon, then select the students that should be added to this session.

Tell me about withdrawals

The Attend LTI uses the last active date that was observed for a student, as their withdrawal date. Students can be deleted or deactivated from a course or section in Canvas and the Attend LTI will recognize them as withdraw. Changes from one section to another are also respected and reflected accordingly. A withdrawn student is indicated by a W icon (W). For attendance from the date of withdrawal student's attendance will be set to a withdrawn status automatically unless otherwise configured by administrators.

The calculations do not look correct

First check session weightings. These may be affecting the calculations if they are not setup correctly.

Attendance statuses are also set globally to have a certain impact on calculations. It can be worthwhile checking that the attendance statuses are setup correctly with your Canvas administrator.

My timetable is locked

When timetable data comes from Canvas or your SIS, the calendar in aPlus+ will typically be locked. This is to ensure that there is only one system of record for timetable data. If you have a situation where you need to edit the timetable directly in aPlus+ then please speak to your Canvas administrator to get your timetable unlocked.

How can I see a history of how attendance was recorded for a session?

Navigate to the *Sessions* view of your course. Find the session, and select the dropdown arrow on the top right of the session. Then select "Attendance History". IP address tracking can be enabled for the code entry option, but you may need to speak to your Canvas administrator to have that activated.