

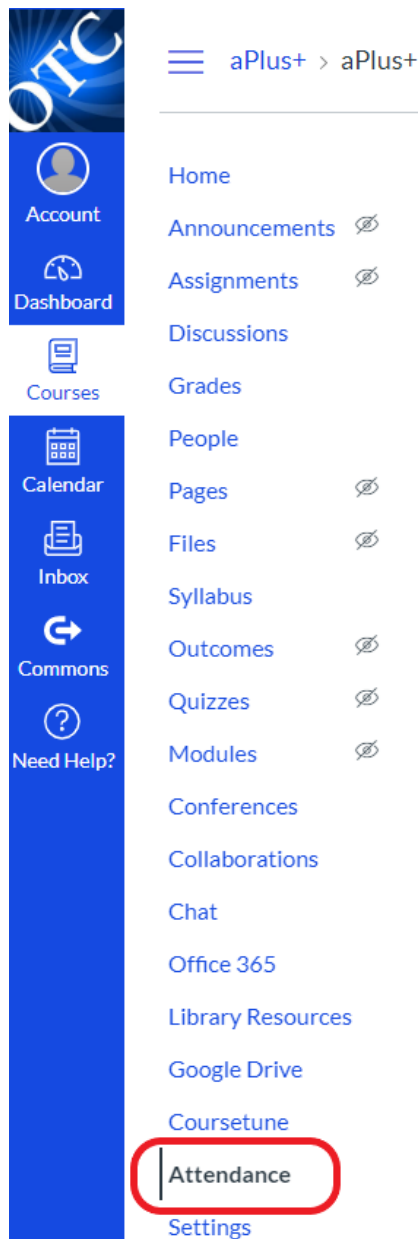
# Instructor Guide

Attend HE Canvas LTI

# Accessing the Attendance in Canvas

The attendance module will be added globally for your courses and will appear in the course navigation menu.

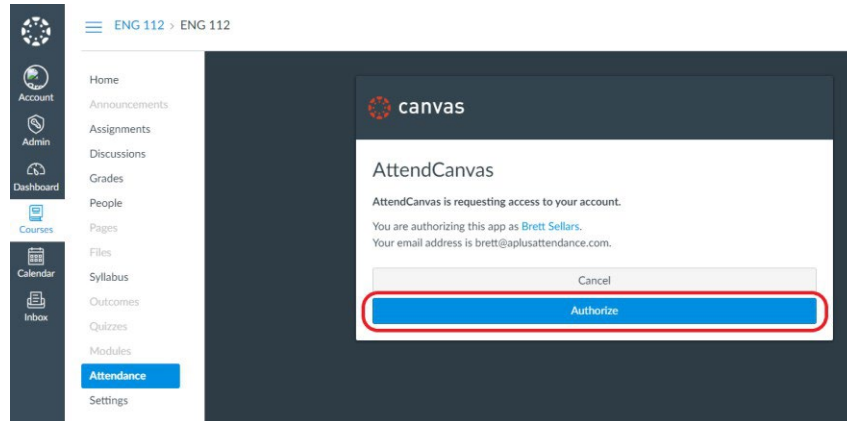
If the attendance module is not available, please speak with your Canvas admin at [online@otc.edu](mailto:online@otc.edu). If the attendance module is available, but not enabled, please see contact Canvas admin.



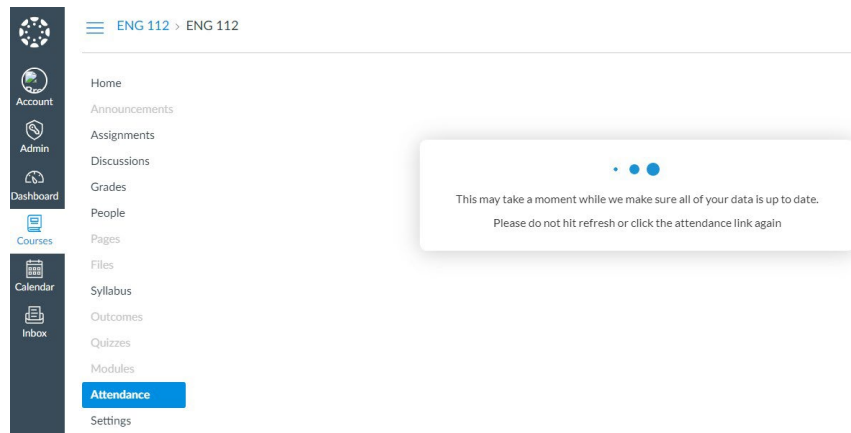
The image shows a screenshot of the Canvas course navigation menu. On the left is a vertical blue sidebar with icons and labels for: Account, Dashboard, Courses, Calendar, Inbox, Commons, and Need Help?. The main navigation area on the right shows a breadcrumb 'aPlus+ > aPlus+' and a list of course items. The 'Attendance' item is highlighted with a red rounded rectangle. Other items in the list include Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, Conferences, Collaborations, Chat, Office 365, Library Resources, Google Drive, Coursetune, and Settings.

- Account
- Dashboard
- Courses
- Calendar
- Inbox
- Commons
- Need Help?
- Home
- Announcements
- Assignments
- Discussions
- Grades
- People
- Pages
- Files
- Syllabus
- Outcomes
- Quizzes
- Modules
- Conferences
- Collaborations
- Chat
- Office 365
- Library Resources
- Google Drive
- Coursetune
- Attendance**
- Settings

The first time that you select this attendance module, you will be asked to authorize the module. Select “Authorize” to continue.



You will then see the Attend module load screen.

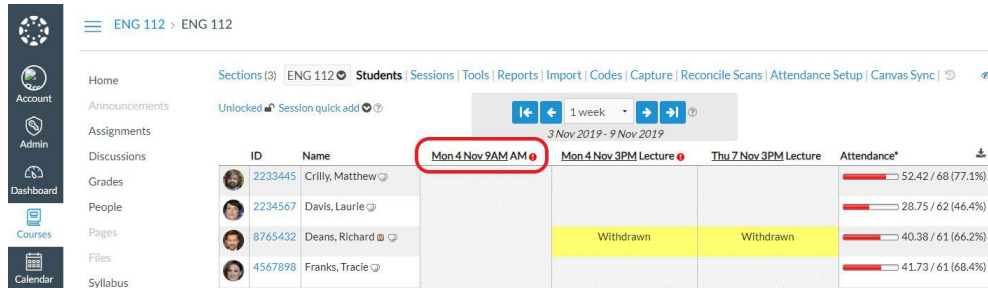


If you get a message at this point, please read it carefully. Common messages include:

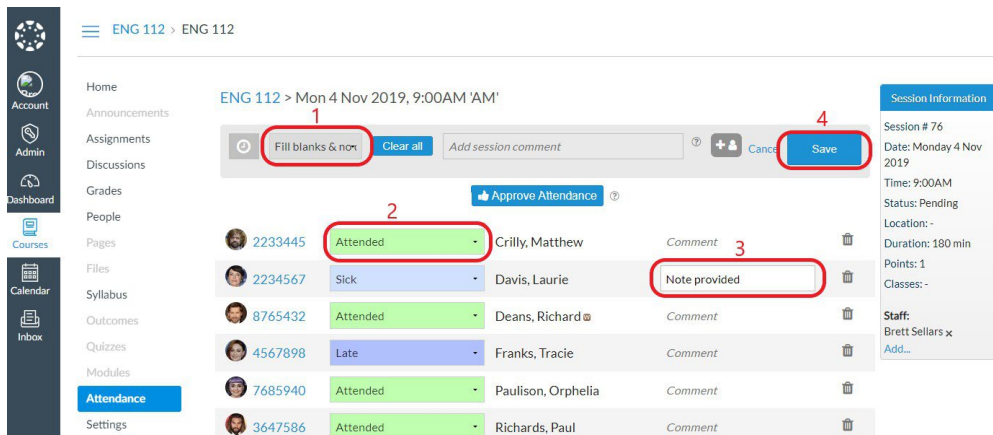
- *Oops, your browser is super secure.....*  
Just click on the link below that message in order to open the LTI in a new window
- *Course Starts dates missing*  
This means that the system was unable to determine the start date of the course. Please check the course settings to ensure a term has been selected, or a start date manually set.

## 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.



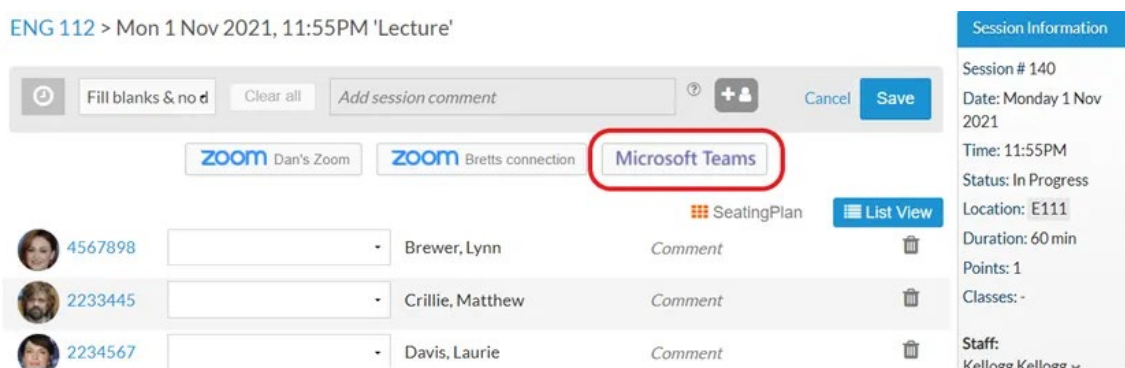
- 1 – The “Fill blanks” option allows you to set all attendance at once. For example, if the class was fully present except for one student then you could begin by marking everyone to Attended and adjusting just the single student who was absent.
- 2 – Adjust attendance for an individual student.
- 3 – Add any notes that may be relevant for a student’s attendance status.
- 4 – Save.

## Record Attendance from TEAMS

The MS Teams integration allows instructors to record attendance based on the participants who joined their MS Teams session. MS Teams integration must be configured by system administrators for the MS Teams button/s to show.

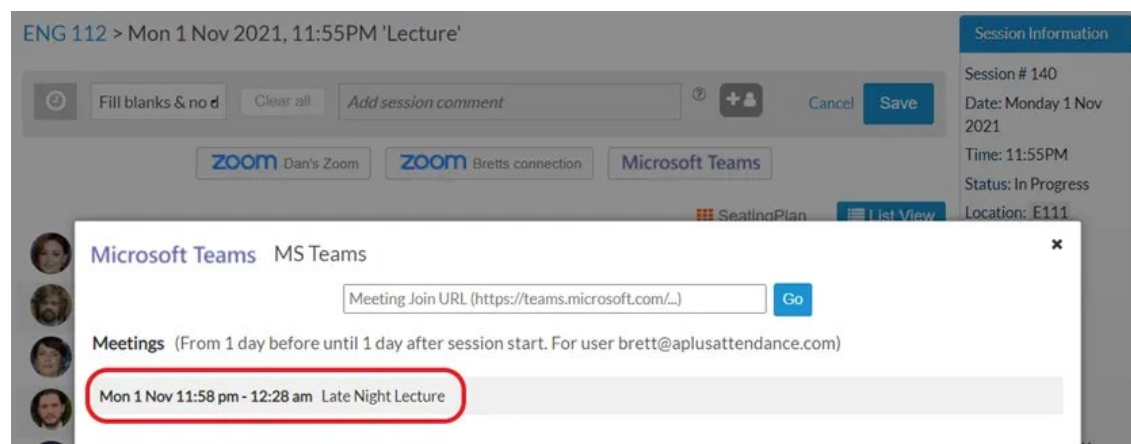
At the conclusion of the Teams session, the instructor should open the corresponding session in aPlus+ attendance, and select the Microsoft Teams button.

aPlus+ will retrieve the instructors Teams account information in order to provide a list of meetings that were completed close to the time of the scheduled session.



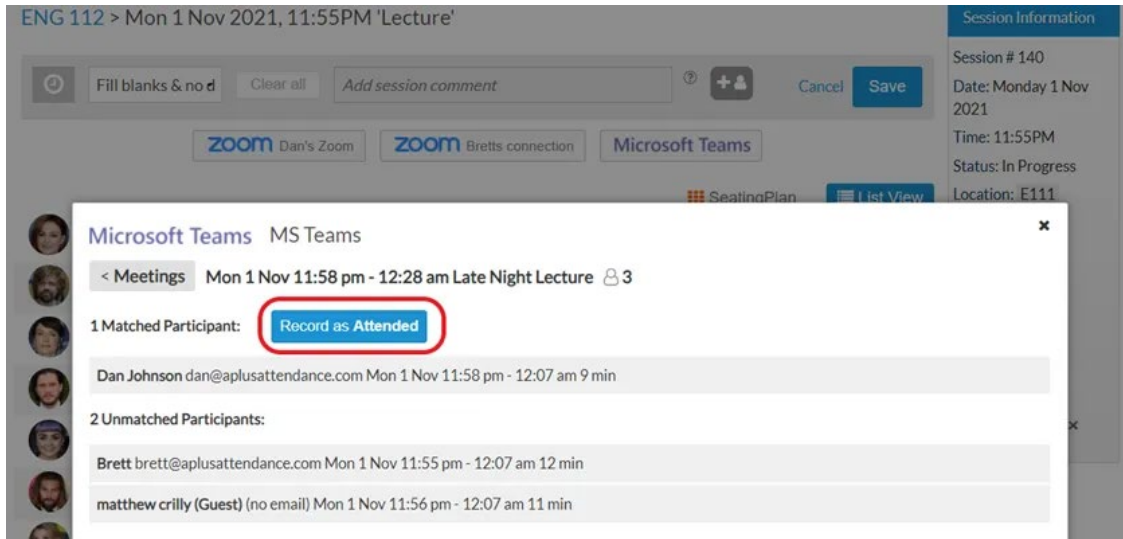
A list of completed Teams sessions, 24 hours either side of date and time of the aPlus+ session, will be shown for selection. (This is adjustable through settings available to an administrator)

The instructor should select the session that they would like to retrieve attendance from. Alternatively if available a meeting *Join URL* can be entered to select that meeting.

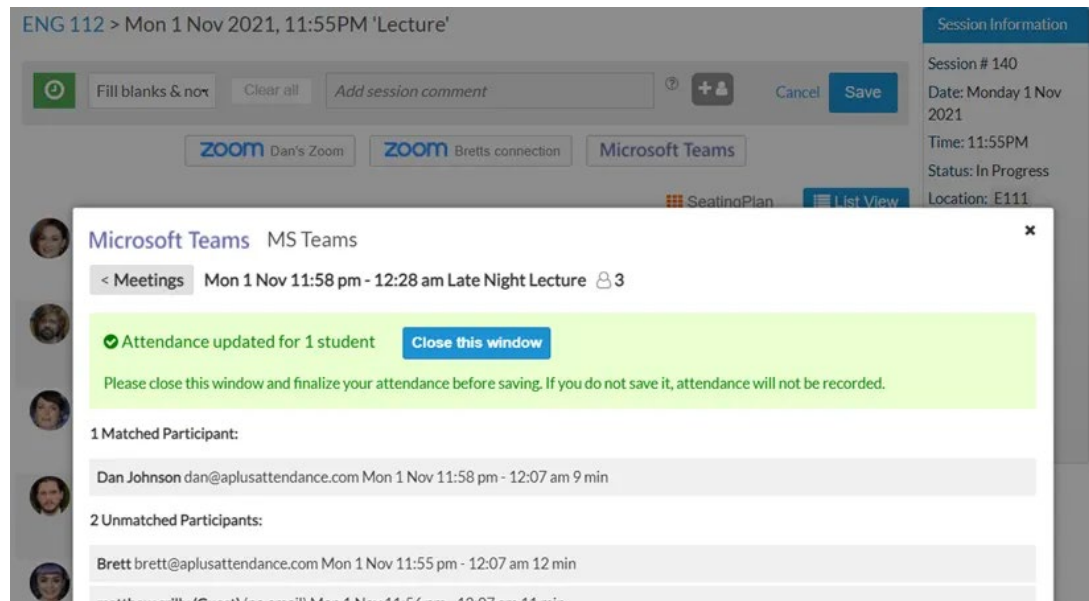


Students are matched from the Teams session based primarily on their email address that their Teams account or user is associated with.

Instructor should select “Record as Attended” to record attendance for the matched participants.



A confirmation screen is shown, the window can now be closed:



Matched students are marked with your chosen attendance status. In this case “Attended – Teams”. The first time of arrival on the Teams session is shown, along with a total showing the total number of minutes attended. This excludes any time where a student may have disconnected from the Teams session temporarily.



Instructor should review attendance, make any manual adjustments, then select save (top right):

ENG 112 > Mon 1 Nov 2021, 11:55PM 'Lecture'

Fill blanks & not

	4567898	<input type="text"/>	Brewer, Lynn	<i>Comment</i>	<input type="button" value=""/>
<input type="text"/>	<input type="text"/>	<input type="text"/>			
	2233445	<input type="text"/>	Crillie, Matthew	<i>Comment</i>	<input type="button" value=""/>
<input type="text"/>	<input type="text"/>	<input type="text"/>			
	2234567	<input type="text"/>	Davis, Laurie	<i>Comment</i>	<input type="button" value=""/>
<input type="text"/>	<input type="text"/>	<input type="text"/>			
	9876567	Attended - Teams	Johns, Dan	Attended for 9 minutes tota	<input type="button" value=""/>
<input type="text"/>	<input type="text"/>	<input type="text"/>			
		11:58:40 pm		Time out	

**Session Information**

Session # 140  
 Date: Monday 1 Nov 2021  
 Time: 11:55PM  
 Status: In Progress  
 Location: E111  
 Duration: 60 min  
 Points: 1  
 Classes: -  
**Staff:**  
 Kellogg Kellogg x  
 Brett Sellars x  
 Molly Sellars x  
 Sandbox Teacher x  
[Add...](#)

The recorded attendance will then show:

Sections (3)

Unlocked

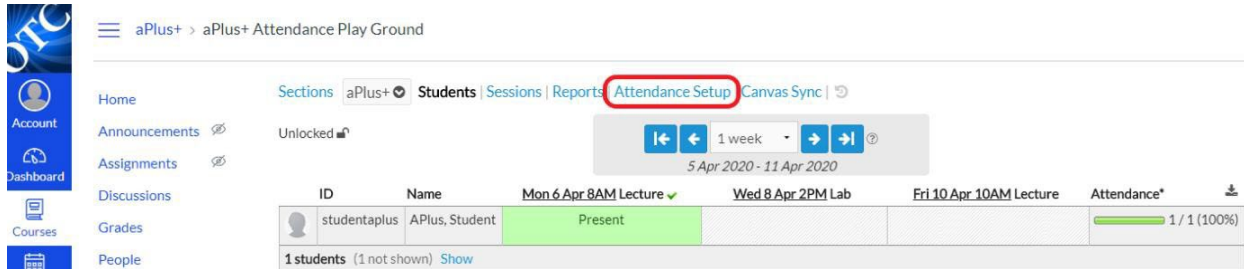
1 week     
 31 Oct 2021 - 6 Nov 2021

ID	Name	Mon 1 Nov 11:55PM Lecture	Wed 3 Nov 11AM Lecture
	4567898 Brewer, Lynn		
	2233445 Crillie, Matthew		
	2234567 Davis, Laurie		
	9876567 Johns, Dan	Attended - Teams	
	7685940 Paulison, Orphelia		

# Attendance Setup Screen

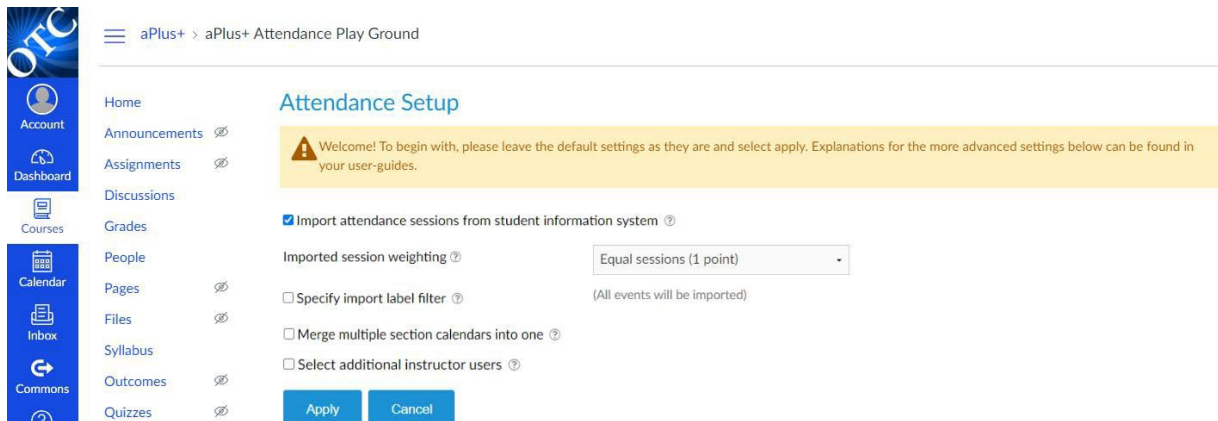
When the Attend LTI is first opened for a course from inside of Canvas you will be prompted with the *Attendance Setup* screen. If you are not, then you can access it by selecting *Attendance Setup* from the top menu.

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.

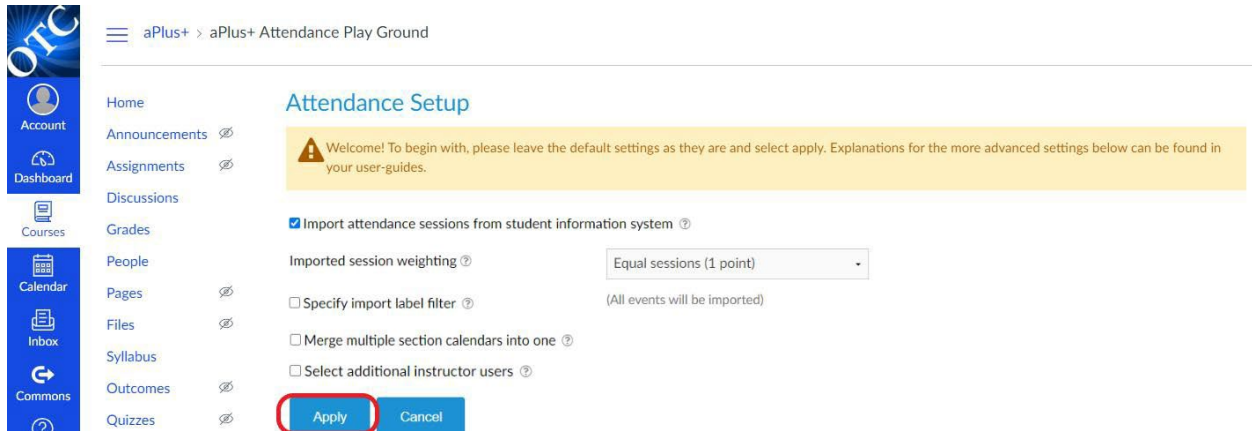
In many cases the welcome message on this screen will outline whether you need to make any changes to this page.



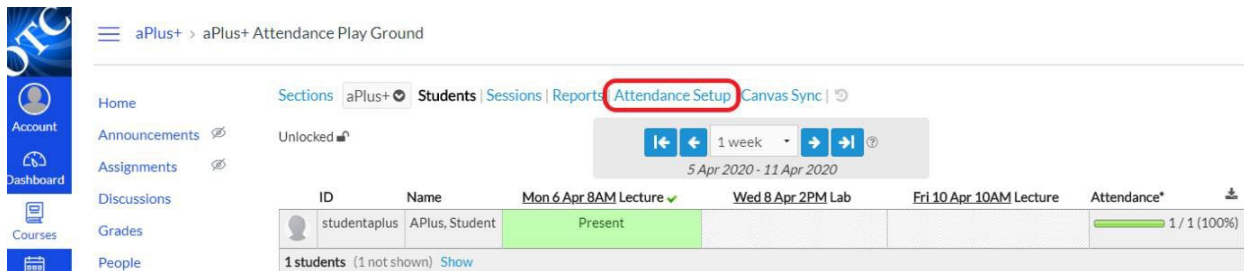


## Complete Your Attendance Setup

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 of 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.

The screenshot shows the aPlus+ Attendance LTI interface. The breadcrumb path is "aPlus+ > aPlus+ Attendance Play Ground". The navigation menu on the left includes Home, Account, Announcements, Assignments, Discussions, Grades, Dashboard, and Courses. The main navigation bar contains "Sections", "aPlus+", "Students", "Sessions", "Reports", "Attendance Setup", and "Canvas Sync". A red box highlights the "Sections" dropdown menu, which includes navigation icons and a "1 week" filter. Below the navigation bar, there is a table showing attendance data for a student named "studentaplus" (APlus, Student) across three sessions: "Mon 6 Apr 8AM Lecture", "Wed 8 Apr 2PM Lab", and "Fri 10 Apr 10AM Lecture". The student is marked as "Present" for the first session. The attendance summary shows "1 / 1 (100%)".

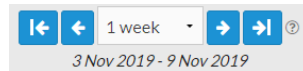
ID	Name	Mon 6 Apr 8AM Lecture	Wed 8 Apr 2PM Lab	Fri 10 Apr 10AM Lecture	Attendance*
studentaplus	APlus, Student	Present			1 / 1 (100%)

- **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).

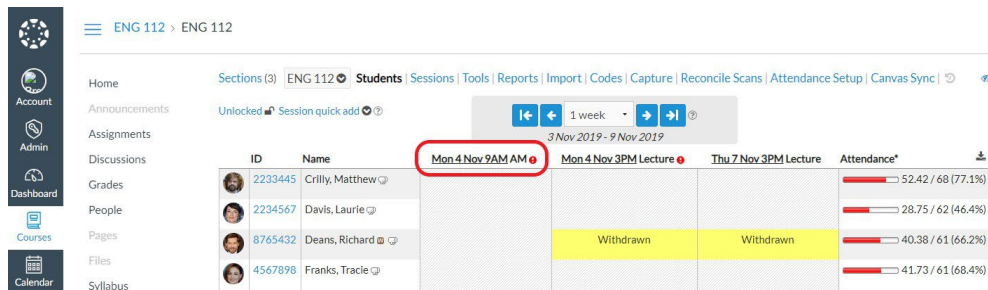
# Recording Attendance

## Manual Entry by Status

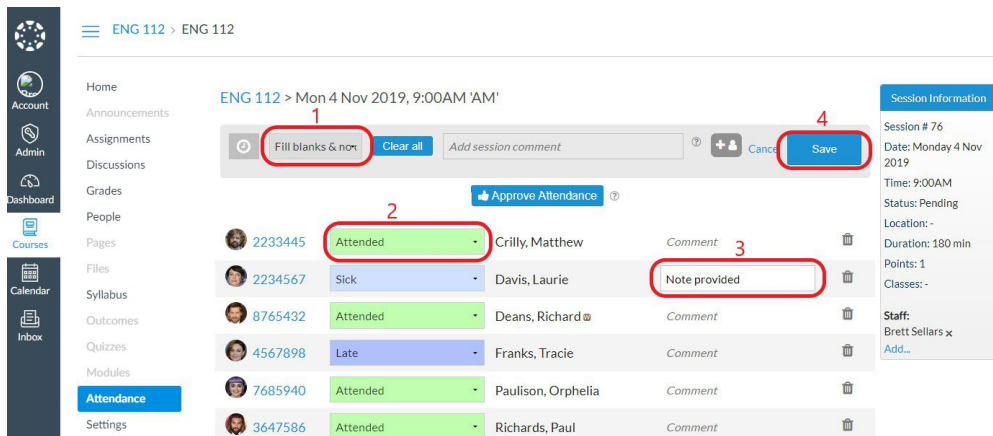
On the *Students* screen you can navigate to previous weeks, or change the number of days included in this view by altering the view settings:



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.

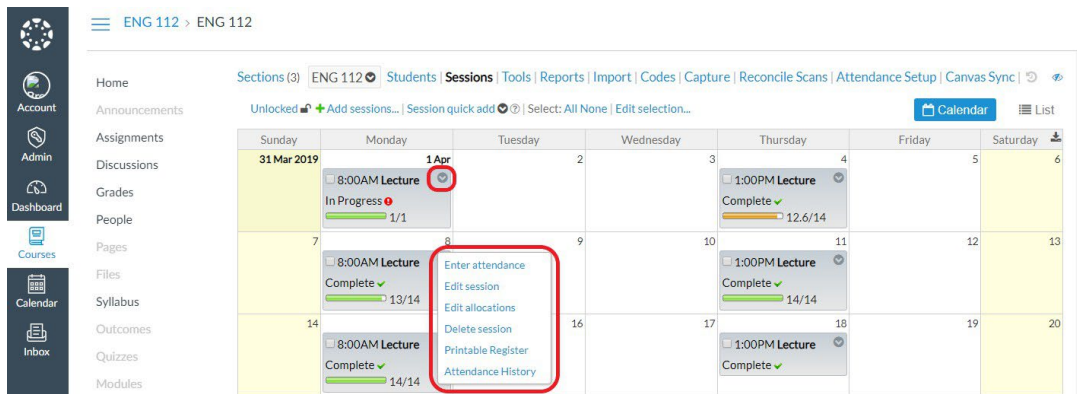
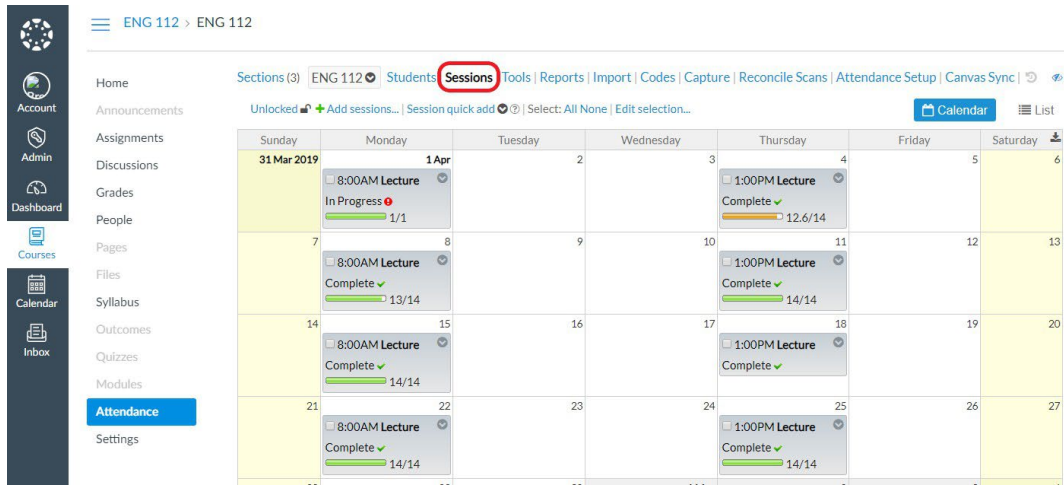


- 1 – The “Fill blanks” option allows you to set all attendance at once. For example, if the class was fully present except for one student then you could begin by marking everyone to Attended and adjusting just the single student who was absent.
- 2 – Adjust attendance for an individual student.
- 3 – Add any notes that may be relevant for a students attendance status.
- 4 – Save.

## 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.

# 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.

The screenshot shows the 'Attendance Summary' report for 'Phys 223'. The top navigation bar includes 'Timetables: Phys 223 Calendar | Students | Sessions | Tools | Reports | Import | Codes | Capture | Reconcile Scans | Attendance Setup'. The report title is 'Attendance Summary | Attendance by Date | Attendance by Sequence | Comments'. A summary line reads '28 Sessions: 7 Pending, 21 Complete'. The table below lists student attendance data:

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 10 / 12 (83%)
c-16	Clarke, Toby	9	5	5					1		20 6 / 13 (46%)
c-17	Jake, Kris	14	5	1							20 9 / 13 (69%)
c-11	James, David	13	3	1		1					18 9 / 12 (75%)
c-15	Killien, Tony	13	1	1	1			1		1	18 10 / 12 (83%)
c-14	Simpson, Kim	17				1					18 12 / 12 (100%)
c-13	Singa, Christi	14				1		1	2		18 11 / 12 (92%)
c-10	Smith, Steve	13	3			3		1			20 10 / 13 (77%)
54312302	Student, Dan (Trish)	15				2		1			18 12 / 12 (100%)

## 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%	100.0%	0.0%	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%
James	David	c-11	100.0%	100.0%	100.0%	0.0%	100.0%	100.0%	0.0%	0.0%	100.0%	100.0%	100.0%	100.0%
Killian	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.

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%	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%	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%	100.0%	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%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
Killian	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%	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%	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%	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%	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%	100.0%



## Comments

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

☰ Phys 223 > Phys 223

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**

## Date of Last Attended

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

☰ ENG 112 > ENG 112

Sections (3) ENG 112 Students | Sessions | Tools | **Reports** | Import | Codes | Capture | Reconcile Scans | Attendance Setup | Canvas Sync

Attendance Summary | Attendance by Date | **Date of Last Attendance** | Contact Hours | Attendance by Sequence | Comments Across timetables

Last Name	First Name	Student ID	First Attended	Last Attended	
Crilly	Matthew	2233445	1 Apr 2019	17 Oct 2019	
Davis	Laurie	2234567	4 Apr 2019	17 Oct 2019	
Deans	Richard	8765432	4 Apr 2019	15 Oct 2019	
Franks	Tracie	4567898	4 Apr 2019	17 Oct 2019	
Paulson	Orphelia	7685940	4 Apr 2019	17 Oct 2019	
Richards	Paul	3647586	8 Apr 2019	17 Oct 2019	
Rikards	Aimee	6758463	4 Apr 2019	17 Oct 2019	
Rivers	Travis	9876567	4 Apr 2019	17 Oct 2019	
Stewart	Ben	8750345	4 Apr 2019	17 Oct 2019	
Torrance	Yolanda	1239875	4 Apr 2019	17 Oct 2019	
Turner	Elizabeth	86543	4 Apr 2019	17 Oct 2019	
Varns	Cleveland	6785675	4 Apr 2019	17 Oct 2019	
Wordsworth	Stephanie	86453	4 Apr 2019	17 Oct 2019	
Wrings	Alan	87643	4 Apr 2019	17 Oct 2019	

## What do Students See?

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

Date and Time	Status
Mon 1 Apr 2019, 8:00AM	Attended
Thu 4 Apr 2019, 1:00PM	Attended*
Thu 11 Apr 2019, 1:00PM	Attended
Mon 15 Apr 2019, 8:00AM	Attended
Thu 18 Apr 2019, 1:00PM	Attended
Mon 22 Apr 2019, 8:00AM	Attended
Thu 25 Apr 2019, 1:00PM	Attended
Mon 29 Apr 2019, 8:00AM	Attended
Thu 2 May 2019, 1:00PM	Attended
Mon 6 May 2019, 8:00AM	Attended
Thu 9 May 2019, 1:00PM	Attended*

## 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.

ENG 112 > Mon 8 Apr 2019, 8:00AM 'Lecture'

**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 (🚫). 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.