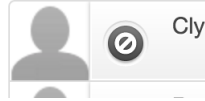


Canvas Training Week

Canvas: Attendance

Canvas Attendance

1. Click on the **Attendance** link on the left navigation panel
2. Click the **Calendar** Icon in upper right, and **choose date**
3. Click on the **Attendance Status** icon next to the students' name to toggle their attendance as present, absent, or late (or not recorded which is the default)



Note: There is no save button. Canvas will automatically save the attendance information as you change the status for each student.

Tip: click on the **MARK ALL PRESENT** button and adjust those who are absent or late.