The Wharton Attendance, Absence, and Video Requests helps you manage attendance in your classes by allowing students to:

- Check into your class for attendance, so you don't have to take attendance manually.
- Request an excused absence for specific dates.
- Request access to a class video for specific dates.

This can be used to report on attendance, approve (or deny) absence requests and manage video requests either individually or all at once. Each feature can be enabled or disabled for your classes on a per-section basis.

The Wharton Attendance, Absence, and Video Requests app is available for instructors through Instruction Center, and students access it through Canvas (see the Student View in Canvas section below). To get started, please contact the Wharton Computing App Support Team.

### Before You Start

- Confirm you have access to Instruction Center.
- **Contact the Wharton Computing App Support Team** to set up access to the app.
- Student directions for the app are available here.

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These are all customizable by the instructor and can be enabled independently of each other.

### Course Check-In

Course Check-In allows students to check in to class, so you don't have to take attendance manually. They can check in using either the Canvas Student app (IOS/Android) or the Canvas website.

Key things to keep in mind about Check-In are:

- Check-In opens ten minutes before class and closes at the end of the class.
- Students who fail to check in on a particular class meeting will be prompted to submit an absence request for that class meeting. (See Absence Requests for more information on absences.)
Absence Requests

Students are able to submit an absence request when they cannot attend class or if they fail to check in. If enabled, students can submit their absence requests through the Attendance & Video Requests app in their Canvas site, and the instructor can manage the absence requests through Instruction Center. Students will receive an email at the end of the day with a report of any updates to their absence requests.

Key things to keep in mind about Absence Requests are:

- Students only have two weeks past the class meeting date to submit absence requests.
- Students can submit absence requests in advance if they know they are going to miss a class (or a number of classes).
- Absence Requests for Personal Health, Personal/Family Emergency, and Religious Observance are automatically excused. The other options (Personal, Recruiting, Technology, and Other) are by default unexcused and up to the instructor to excuse if appropriate.
- Instructors and/or TA's will get a daily notification summarizing any absence requests that were submitted.

For details on this feature, Read More ➤

Video Requests

This feature allows students to use Canvas to submit video access requests for classes they have missed. The instructor can approve or deny that access using Instruction Center.

Key things to keep in mind about Video Requests are:

- Students are only able to submit requests for the past 2 weeks of class meetings.
- Students are able to submit requests for future class dates if they know they are going to miss a class or a period of classes.
- Video Requests are not approved automatically. Instructors will need to approve them.
- Instructors and/or TA's will get a summary email at the end of each day with a listing of all video requests that have been submitted and their current status.
- If a video request is approved for a particular class meeting, that recording will be given permission automatically for the student to view, and the student will receive an email stating that they now have access.

For details on this feature, Read More ➤

Reporting

Reports are available in Instruction Center for reporting on absence/excuse and video request data.

For details on this feature, Read More ➤

Student View in Canvas

Students can manage their attendance and video requests from within Canvas course sites.

There are two resources for students that you may want to share with them as appropriate:
Questions?

Faculty

If your question is about:

- **The Wharton Attendance tool itself:** Email the Wharton Computing App Support Team
- **Providing access to specific recordings:** Email the Wharton Computing Classroom Technology Team

For all other questions, email Academic Computing Support.

Students

Contact Wharton Student Computing for questions or support.