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# Setting Up aPlus+ Attendance in Canvas (Instructors)

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This article describes aPlus+ Attendance for Wharton faculty use. Students should see [Getting started with aPlus+ in Canvas \(Students\)](#).

If you have used aPlus+ in a previous semester and would like to access the aPlus+ configuration in an older Canvas site(s), please refer to [this article here](#) (Option 1) and use [upenn.aplusattendance.com](https://upenn.aplusattendance.com) as the URL to access the admin portal.

aPlus+ Attendance is a tool built into Canvas that helps teaching teams track student check-ins and attendance. Instructors can either mark attendance manually with custom statuses or let students sign in using a code or QR code within a set time.

If you are new to using aPlus+, please refer to [this article](#) for initial setup instructions. The article also covers additional configuration options, including how to sync aPlus+ with the Canvas gradebook. For details on using aPlus+ in Canvas, see [Using aPlus+ Attendance in Canvas \(Instructors\)](#). Other helpful articles include [Using aPlus+ in the Classroom \(Instructors\)](#) and [Managing Student Absence Requests with aPlus+ Attendance in Canvas \(Instructors\)](#).

## Before You Start

You will need:

- Access to [Canvas](#)
- Instructor role in the Wharton course that will use aPlus+ Attendance

For help with either of these, contact your [Wharton Computing representative](#).

**Please Note:** aPlus+ Attendance is NOT completely accessible for low-vision students due to the way the numeric code is displayed. If you use this code, we recommend contacting your [Wharton Computing representative](#) to discuss alternate solutions.

## aPlus+ Attendance Benefits

aPlus+ Attendance provides the following benefits:

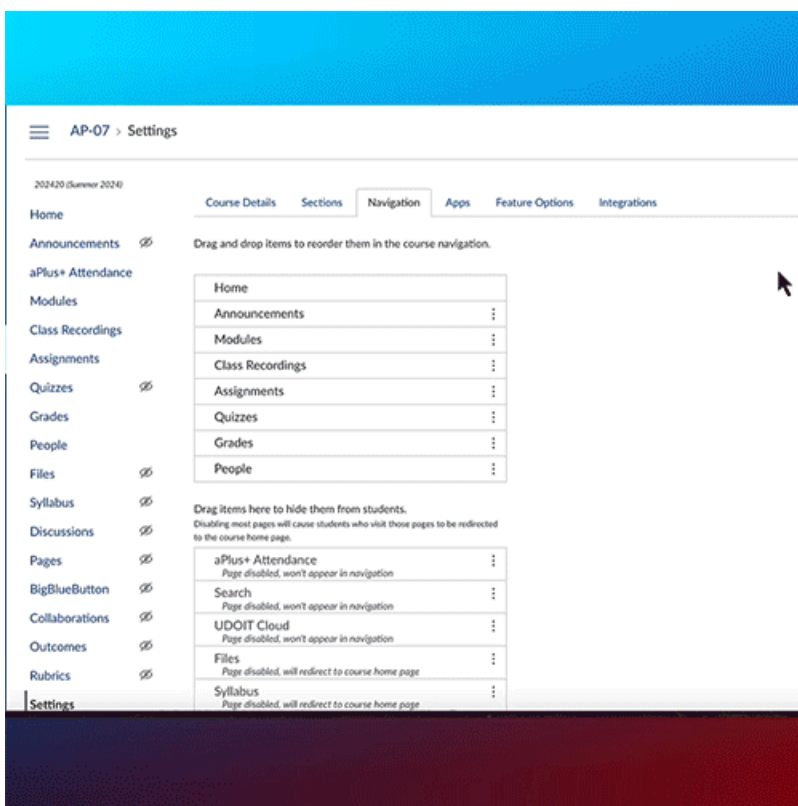
- **Rolling Code Check-in:** Prevents fraudulent check-ins by displaying a unique code in class via Canvas.

- **DirectAttendance Management:** Lets you set schedules (also known as timetables), update records, and access tools in the aPlus+ Attendance tab within your course.
- **Reporting:** View and analyze attendance data in multiple formats (e.g., absences per student, types of absences).
- **Canvas Gradebook Integration:** Automatically includes attendance scores based on your policy.
- **Centralized Absence Records:** Students and faculty can review and update attendance and absence requests in one place negating the need for email correspondence regarding absences.

## Configuring aPlus+ Attendance for your Course

Any teaching member with the role of **Teacher** or **TA** can follow these 3 steps to configure aPlus+ Attendance. Please click the "+" sign next to the left of each number to read more about each step.

### 1. Unhide the aPlus+ Attendance tab



1. Log into Canvas and select the course that will be using the aPlus+ Attendance tab.
2. Select the **Settings** tab from your course sidebar navigation.
3. Click on the **Navigation** tab.
4. Drag **aPlus+ Attendance** from the hidden section to your course navigation.
5. Drop **aPlus+ Attendance** in the tab order. The other visible tabs will move out of the way as you place it.
6. Scroll down and click the blue **Save** button.
7. aPlus+ should be on your course navigation sidebar where you placed it. To hide it/move it just repeat the above steps.

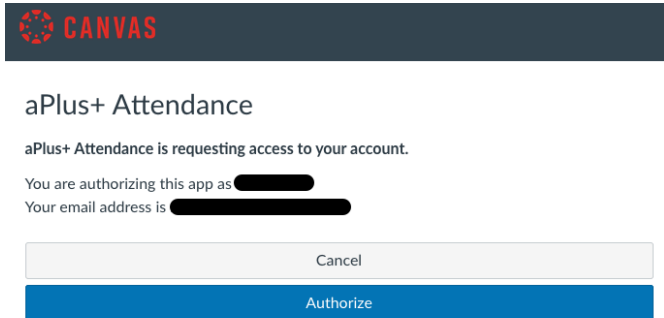
### 2. Authorize Account (First-Time Use Only)

As the instructor, you must click on the aPlus+ Attendance tab before students first try to access aPlus+. If

students attempt to access it before you take this step to initiate the application, they will receive an error message. Clicking on the tab just once before a new semester will enable student access.

To authorize aPlus+ Attendance:

1. Click on **aPlus+ Attendance** in the course navigation sidebar.
2. The first time you access the tool, you will be prompted to authorize access to your account:

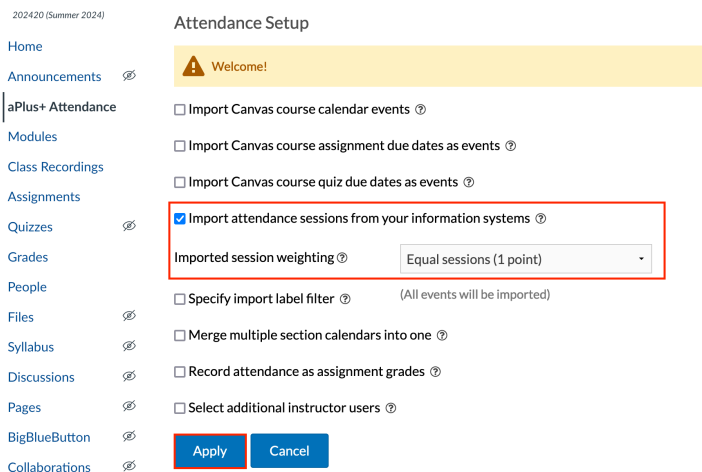


3. Click the blue **Authorize** button.
4. aPlus+ Attendance will load the Attendance Setup landing page (see the next section).

### 3. Set Up Attendance

After you click the Authorize button, or when you click the aPlus+ tab after authorizing the first time, you arrive at the Attendance Setup landing page. To set up attendance for this class:

1. Check the **Import attendance sessions from your information systems** box and then choose a session weighting. The recommended weighting is "Equal sessions (1 point)."
2. Click the blue **Apply** button to save your changes.



You will now see the sessions populate on the course timetable, as shown in the screenshot below. This import should add all of your class meetings to your session timetables. The next section discusses some additional import options that you can use to add more/different entries to your timetable associated with other aspects of your course.

Make sure that the **Sessions** tab is selected and you have selected a section showing your class start time (e.g. 1:45pmMGMT1110-001-Fall2024) to see the sessions populate on the timetable.

If class start times are not available after you click the Sections drop-down selection menu, please contact a **Wharton Computing representative** for assistance.

Sections (3) 1:45pmMG MGMT 1110 - Fall 2024\*

Students Sessions Tools 1:45pmMGMT1110-001-Fall2024 Sync | Reconcile Scans

Unlocked + Add session 3:30pmMGMT1110-002-Fall2024

| Sunday      | Monday | Tuesday  | Wednesday | Thursday                                       |
|-------------|--------|--|-----------|--|
| August 2024 |        |  |           |  |
| 25          | 26     | 27   | 28        | 29   |
|             |        | <input type="checkbox"/> 1:45PM Pending<br>≡ S |           | <input type="checkbox"/> 1:45PM Pending<br>≡ S |
| September   |        |  |           |  |
| 1           | 2      | 3  | 4         | 5  |
|             |        | <input type="checkbox"/> 1:45PM Pending<br>≡ S |           | <input type="checkbox"/> 1:45PM Pending<br>≡ S |

## Additional Import Options

Typically, the attendance sessions will be imported from our information systems as detailed above; however, it is possible to import from course-calendar events, assignments, or even quizzes. This section details those options and why you might want to use them.


If you plan to use aPlus+ Attendance in a **Blueprint course**, please contact the Courseware Team at [courseware@wharton.upenn.edu](mailto:courseware@wharton.upenn.edu).

The additional import options are:

**Course Calendar Events**

If you want events on your **calendar** for this course to show on the aPlus+ timetable, check the **Import Canvas calendar events** box on the aPlus+ Attendance setup screen.

Attendance Setup

 Welcome!

Import Canvas course calendar events

Canvas sites are typically configured using assignments rather than populating calendar events, so this may not be necessary for your course.

### Canvas Course Assignment Due Dates as Events

Check **Import Canvas course assignment due dates as events** on the aPlus+ setup screen to populate your course assignments as attendance sessions on an aPlus+ timetable. Any assignment that you add to the Canvas course (outside of aPlus+) will sync with the aPlus+ timetable *as long as a due date is set*.

Once you check that box, an additional setting to count the submissions toward attendance for that day appears (Import Canvas assignment submissions as attendance).

- Import Canvas course assignment due dates as events ⓘ
- Import Canvas assignment submissions as attendance

With **Import Canvas assignment submissions as attendance** checked, students will be automatically marked as attended for that session when they submit the assignment.

Once a student successfully submits, their status will show as a green "Submission" (if they submitted on time):



### Canvas Course Quiz Due Dates as Events

You can also set quizzes (as long as they have due dates) to sync on the aPlus+ timetable. To take this a step further, if you want to create a quiz that only in-person attendees will know about for that day, you can check the box to **Import Canvas quiz submissions as attendance**, which will then mark them with the "Submission" status in aPlus+:

- Import Canvas course quiz due dates as events ⓘ
- Import Canvas quiz submissions as attendance

## Recording Attendance as Assignment Grades

Anything that is counted towards attendance on an aPlus+ timetable -- whether a calendar event, quiz, assignment, or just a basic session that's either imported or manually added -- can be synced with the Canvas gradebook.

**However, please note that this can only exist as one assignment in Canvas.**

Click the **box next to Record attendance as assignment grades** on the aPlus+ setup screen and some more settings will appear:

**Record attendance as assignment grades**

**i** With this option selected, a 'published' assignment will be created into the course's top assignment group (you can move it later). Students will immediately be able to see the assignment. With the new grade book students will be able to see grades, which you can change (via Grades in Canvas) by setting the assignment Grade Posting Policy to 'Manually'. With the old grade book the assignment will be muted. If this assignment is unpublished in Canvas, this setting will be deselected.

Assignment name

Assign assignment to each section

Calculations

*Each student's attendance percentage will be scaled to the specified assignment weighting*

Assignment weighting

This one assignment (you can give it a name other than Attendance) will calculate as an aggregate attendance score based on the specific calculations you configure via the **Calculations** dropdown menu:

| Calculation   | Description  | Example   |
|---|--|---|
| <b>Record attendance proportionally</b>                     | The proportion of sessions attended vs. sessions taught (to date), is applied against a point value for the attendance assignment.   | <b>Example:</b> If a student misses more than 3 classes, a 5% penalty is applied to their total grade. If the student's total grade was 90%, it would be reduced to 85%.                          |
| <b>Penalty Rules - percentage impact on final grade</b>     | The instructor defines a set of attendance rules and once these are breached, this triggers a percentage penalty against the student's final grade. The attendance column sent to the gradebook is set to zero, so attendance does not affect students unless they breach an attendance rule.  | <b>Example:</b> If a student is late more than 5 times, a penalty of 10 points is applied. If the student's total attendance points were 85, it would be reduced to 75.                           |
| <b>Penalty Rules - points impact on weighted attendance</b> | The instructor defines a set of attendance rules and once these are breached, this triggers a point penalty against the student. The attendance column sent to the gradebook can be set to any point value, including 0. This gives the instructor the flexibility of giving positive points to a student based on attendance, as well as the option of only applying negative attendance points to the grades when a penalty is involved. | <b>Example:</b> If a student is late more than 5 times, a penalty of 10 points is applied. If the student's total attendance points were 85, it would be reduced to 75.                           |
| <b>Record attendance as raw points</b>                      | The instructor can enter the number of sessions and define the point value of attendance overall so that each session attended makes up a proportion of that attendance. The attendance is shown as a proportion of sessions attended vs. all sessions (not just the ones that have passed).   | <b>Example:</b> If there are 20 total sessions and attendance is worth 100 points, each session is worth 5 points (100/20). If a student attends 15 sessions, they would earn 75 points (15 x 5). |

### Gradebook syncing

The assignment created in the Canvas gradebook is strictly managed by the aPlus+ Attendance LTI. As long as the integration is active, aPlus+ acts as the source of truth. Any manual changes or "fudge points" entered directly into

the Canvas gradebook will be overwritten by aPlus+ the next time it syncs. To safely "decouple" the attendance grades at the end of the semester so that manual overrides will stick, the instructor can do the following:

1. Open the aPlus+ Attendance LTI within the Canvas course.
2. Navigate to the Attendance Setup (settings) page.
3. Uncheck the option for "Record attendance as assignment grades".
4. Click Apply.

By unchecking this setting, the associated attendance assignment will remain in the Canvas gradebook with its current score, but it will no longer receive updates from aPlus+. Once this connection is severed, the instructor can manually add their fudge points or apply their "free absence" policies directly in the Canvas gradebook column and those changes will permanently stick.

## Managing Additional Instructor Users

You can grant aPlus+ access to other Canvas users on the aPlus+ setup screen. You can only grant access to Canvas users that have the Teaching Assistant role (or roles based on it) in your course.

**Note that the default is currently set so that all TAs will have access to aPlus+, but you can always uncheck this box for any users with this role if you do not want TAs to have access.**

Select additional instructor users ?

Additional users to select from:

Kemal Test340 (TA)

Canvas users with the proper permissions in your course will be listed. **Check the box next to all** that you want to add and click **Apply**.

## Accessibility Concerns

Wharton Computing works to ensure that all digital tools available for students meet current accessibility standards. Occasionally, especially when using 3rd party vendors, we may recommend using the tools but include suggestions for workarounds that will benefit those who need these provisions.

As mentioned above, aPlus+ Attendance is NOT completely accessible for low-vision students due to the way the numeric code is displayed. If you use this code, we recommend asking one of the teaching team members to read out the numbers during each class.

## Questions?

**Troubleshooting tip:** If you are using Safari and encounter any access issues, please refer to our [Using web browsers with Learning Tools](#) article regarding using Safari with Canvas learning tools. If you have trouble in Chrome, try using a different browser, like Firefox.

Please contact the [Courseware Team](#) for support if you need more assistance.

