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# Using aPlus+ in the Classroom (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](http://upenn.aplusattendance.com) as the URL to access the admin portal.

aPlus+ is an attendance-tracking tool that is integrated with Canvas through a third-party application. It enables teaching teams to set specific attendance sessions on a timetable to manage student check-ins. From an instructor standpoint, the check-ins can be administered manually using custom statuses, or you can allow students to sign in using a specific alphanumeric or QR code, within a timeframe that you specify.

For details on how to set up aPlus+ check-in windows and related classroom needs, please refer to [this article](#). If you have never used aPlus+ before or if you need a refresher on how to add the application to a new site, please see [Setting up aPlus+ Attendance in Canvas \(Instructors\)](#). Other helpful articles include [Using aPlus+ Attendance in Canvas \(Instructors\)](#) and [Managing Student Absence Requests with aPlus+ Attendance in Canvas \(Instructors\)](#).

## Before You Start

You will need:

- Access to [Canvas](#)
- Instructor-level access to the class that is using aPlus+.
- aPlus+ set up in your Canvas course.

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

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Once your attendance is configured in aPlus+ and ready to go for the in-person check-in process, you'll need to

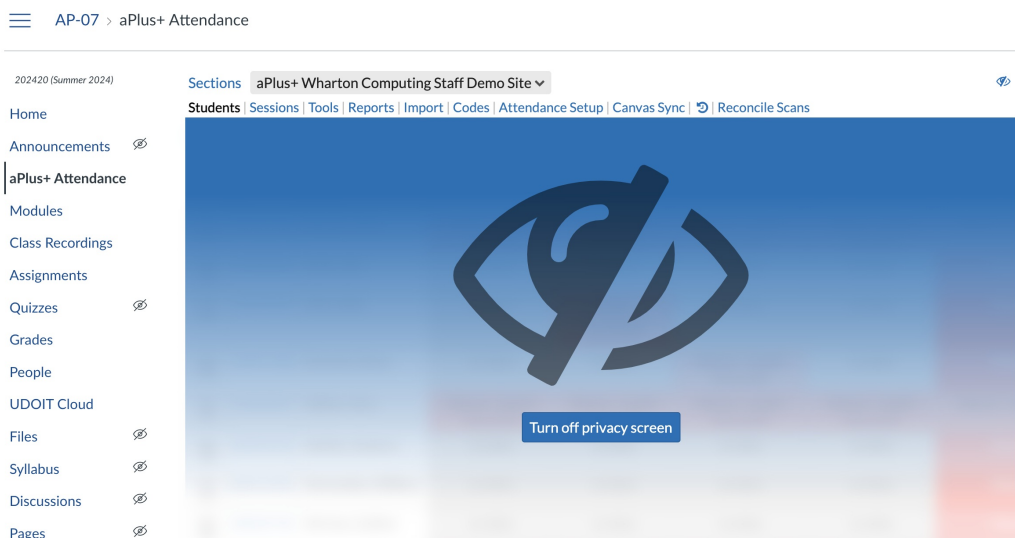
start up the classroom system and log in to the [canvas.upenn.edu](https://canvas.upenn.edu) site with your PennKey username and password.

**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 Tab

Make sure you start by **choosing a section** (e.g. *1:45pmMGMT1110-001-Fall2024*) which corresponds to your class start time (or, in the WEMBA program, your section number).

When you first click on the tab in your Canvas site (as long as **aPlus+ has already been accessed and timetables have been configured**), you'll see a privacy screen protecting student data from being projected via the in-class projectors:



To turn off the privacy screen, select the blue **Turn off privacy screen** button shown in the screenshot above.

Once this is turned off, you'll typically be taken to where you left off in the application. In this example, the Sessions tab is open, showing the attendance sessions on the course timetable:

202420 (Summer 2024) Sections **aPlus+ Wharton Computing Staff Demo Site**

Home Students | Sessions | Tools | Reports | Import | Codes | Attendance Setup | Canvas Sync | Reconcile Scans

Announcements Unlocked **+ Add sessions...** **Select all** **Select none** 0 selected **Calendar** **List**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
June 2024	2	3	4	5	6	7	8
Modules				10:15AM Pending	10:15AM Pending	10:15AM Pending	
Class Recordings							
Assignments							
Quizzes		10:15AM Pending	10:15AM Complete 1/10	10:15AM In Progress	10:15AM In Progress	10:15AM In Progress	
Grades							
People							
UDOIT Cloud		10:15AM In Progress	10:15AM In Progress	10:15AM In Progress	10:15AM In Progress	10:15AM In Progress	
Files							
Syllabus							
Discussions		10:15AM In Progress	10:15AM In Progress	10:15AM In Progress	10:15AM In Progress	10:15AM In Progress	
Pages							

## Codes - Activating the check-in process

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For any upcoming sessions, you can project either a QR or alphanumerical code that students must scan or enter in the aPlus+ attendance app in order to check in for class that day. [Read More](#)

## Projecting the Code

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If you would like to allow students to check in for the first few minutes of class, then you will need to project your course content and the aPlus+ codes at the same time.

- Physically touch the classroom desktop screen to see two virtual desktops
- Touch the screen on the right (PC - EXTENDED)
- Set up your aPlus+ Check-in codes on this screen
- Navigate back to PC - MAIN and set up your class content
- Use the Small Screen - Advanced Options
  - Project PC - Extended to your screen of choice
  - Project PC - Main to your screen of choice

For more information about Advanced Projection features, please see [Using Technology in the Classrooms](#).

## FAQ

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Q1: Is there a way to have the QR code visible outside of Canvas, or do I need to have my whole Canvas page up while the attendance check-in session is open?

A1: For the QR code option, since this does require a manual start, you will need to have the Canvas window containing the QR code open. If this is a static QR code that is displayed somewhere on a PowerPoint, the Canvas window can be minimized, but the code does have to be active and running for this to work.

Q2: I want to delete a session, but it contains attendance data. How can I get around this?

A2: In order to delete a session containing data, you will first need to clear the data using the "Clear all" button found within that session:

Clear all attendance (except withdrawn)

Once you've selected "Clear all," you will need to click the blue "Save" button shown above. Then, return to the Sessions tab, select the dropdown for that day, and "Delete session":

Sections (2) aPlus+ Wharton Computing Staff Demo Site

Students Sessions Tools Reports Import Codes Attendance Setup Canvas Sync Reconcile Scans

Unlocked + Add sessions... Select all Select none 0 selected

Calendar List

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 2024	26	27	28	29	30	June 1
					11:59PM Assignment 1 Example Pending A	
	2	3	4	5	6	7
			10:15AM Pending	10:15AM Pending	10:15AM Pending	
	9	10	11	12	13	14
	10:15AM Pending	10:15AM Complete 1/10	10:15AM In Progress	10:15AM In Progress	10:15AM In Progress	
	16	17	18	19	20	21
	10:15AM In Progress	10:15AM In Progress	10:15AM In Progress		10:15AM In Progress	
	23	24	25	26	27	28
	10:15AM In Progress	10:15AM In Progress	10:15AM In Progress	10:15AM In Progress	10:15AM In Progress	
	30	July 1	2	3	4	5
	10:15AM In Progress 1/1	10:15AM Complete 10/34	10:15AM Complete 12/34	10:15AM In Progress 9/9		
	7	8	9	10	11	12

Q3: I'm trying to adjust the attendance records for certain students who were not able to sign in using the code. Where do I go? When I'm in the "Students" tab, none of the names are clickable.

A3: If you click on the date at the top of the column, it will take you to the attendance for that session where you can adjust the attendance status for your students:

Wharton Computing Staff Demo Site

Import Codes Attendance Setup Canvas Sync Reconcile Scans

Show: 1 week Change Today

11 Aug 2024 - 17 Aug 2024

Mon 12 Aug 10:15AM Tue 13 Aug 10:15AM Wed 14 Aug 10:15AM

no data	no data	Attended
no data	no data	Attended
no data	no data	Attended
no data	no data	Attended
no data	no data	Attended
no data	no data	Late
no data	no data	Attended

Once you're in the session data, clicking on the attendance status will open a drop-down menu where you can select the appropriate attendance status. Once you have adjusted this for all of the students, please remember to click the Save button at the top of the screen:

Wharton Computing Staff Demo Site > Wed 14 Aug 2024, 10:15AM

Fill blanks & not Clear all Add session comment + Cancel Save

Attended	labi, Yemi	Comment	
Late			
Absent - excused	nk, Jim	Comment	
Absent - unexcused			
Attended different section	to, Rob	Comment	
Withdrawn			
Attendance	Donack, Steve	Comment	

For any questions related to aPlus+ Attendance that are not addressed in this article, please view the [Canvas instructor guide](#).

## Questions?

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**Troubleshooting tip:** If you are using Safari and encounter any access issues, please refer to our [Using web browsers with Learning Tools](#) article covering the use of 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.

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