Using aPlus+ Attendance in Canvas (Instructors)

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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.

This article is for faculty; students should see Getting started with aPlus+ in Canvas (Students).

Use this article if you:	See Setting up aPlus+ Attendance in Canvas (Instructors), if you:
• have already added the tool.	 are new to aPlus+ or need a refresher on adding the tab in Canvas
 need to display the check-in code during class. 	 want to sync attendance sessions with the Canvas Gradebook.

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.

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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:

AP-07 > aPlus+ Attendance

202420 (Summer 2024)		Sections aP	lus+ Wharton Co	ompu	iting Staff Demo Sit	te N	~						I
Home		Students Ses	sions Tools Repo	orts	Import Codes Atte	end	lance Setup Canv	as S	ync 🥲 Reconcile So	can	S		
Announcements	ø	Unlocked 🗗	+ Add sessions	Sel	ect all Select nor	ne	0 selected				🗎 Cal	enda	ar 🗮 List
aPlus+ Attendance	9	Sunday	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday 📥
Modules		June 2024 <mark>2</mark>		3		4		5		6		7	8
Class Recordings							0 10:15AM	~	🗆 10:15AM 🛛 🗸		0 10:15AM	~	
enass nectorungs							Pending 😣		Pending 🔒		Pending 😣		
Assignments		9		10	1	.1		12	1	.3		14	15
Quizzes	ø		0 10:15AM	~	🗆 10:15AM 🛛 🗸	•	0 10:15AM	~	🗆 10:15AM 🛛 🗸		0 10:15AM	~	
Grades			Pending 🔒		Complete 🗸		In Progress 🔒		In Progress 😝		In Progress 🔒		
People					- 1/10								
		16		17	1	.8		19	2	0		21	22
UDUIT Cloud			D 10:15AM	~	🗆 10:15AM 🛛 🗸	•	🗆 10:15AM	~	🗆 10:15AM 🛛 🗸		0 10:15AM	~	
Files	ø		In Progress 😣		In Progress 9		In Progress 😣		In Progress 😝		In Progress 😣		
Syllabus	ø	23		24	2	25		26	2	7		28	29
Discussions	ø		0 10:15AM	~	🗆 10:15AM 🛛 🗸		0 10:15AM	~	🗆 10:15AM 🛛 🗸		0 10:15AM	~	
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rages	~	20	lubz	1		2		2		4		E	4

Navigating aPlus+ Attendance

Once the Attendance Setup is complete, you will be brought to the main aPlus+ timetable. You can navigate within a section via the toolbar at the top of the application.

Sections (4) Section 006 Students | Sessions | Tools | Reports | Import | Codes | Attendance Setup | Canvas Sync | 🄊 | Reconcile Scans

Selecting a Section

You can toggle among the different course timetables via a dropdown menu.

For example, if a course has multiple sections, there will likely be a different timetable for each section, as shown below:

Sections (4)	Section	aPlus+ Testing - Manual Entry & Code (Default)*	Codes Attendance Setup Canvas Sync 🤊	Reconcile Scans
Unlocked 🗗		■ Section 002	• Change → → ② Today	
		m Section 004	123 - 4 Nov 2023	
ID	Nam	🛗 Section 006	t 3PM AAND Workgroup 🗸	Attendance* 📥
•			Sick	6/8(75%)
			Attended	7 / 8 (87.5%)
2			Late	——— 6 / 8 (75%)
			Attended	8 / 8 (100%)
2			Absent - excused	8 / 8 (100%)
			Attended	7 / 7 (100%)
2			Absent - no reason	4/7(57.1%)
			Attended	7 / 7 (100%)
			Absent - no reason	——— 5 / 7 (71.4%)

Students Tab

The Students tab is the easiest way to view and manage recent attendance. You can choose a timeframe of up to 12 months and see each session day with the **status** of every student.

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Sections (4)	Section 006	Students Sessions Tools Reports	s Import Code	s Attendance Setup Canvas Sy	nc 🛛 🔊 🛛 Reconcile Scans	S
Unlocked 🗗		IE E Show:	2 months 🔹	Change 🗲 🔶 Tod	ay	
			1 day	ov 2023		
ID	Name	Mon 30 Oct 3PM AAND Wo	2 days	ov 3PM AAND Workgroup	Mon 13 Nov 3PM AAND Workgroup	Mon 20 N
		Sick	3 days 4 days	Absent - no reason	Absent - excused	
		Attended	5 days 1 week	Attended	Attended - code	
		Late	2 weeks 3 weeks	Absent - no reason	Absent - excused	
		Attended	4 weeks 6 weeks	Attended	Attended - code	
		Absent - excused	8 weeks 1 month	Attended	Attended - code	
		Attended	✓ 2 months 3 months	Attended	Attended	
		Absent - no reason	4 months 6 months	Absent - no reason	Attended	
		Attended	12 months	Attended	Attended	
		Absent - no reason		Attended	Attended - code	
9 students	(6 not shown)	Show				

Statuses show a student's attendance state (like Attended or Absent). aPlus+ includes several statuses that you can manually set: Attended, Late, Absent - excused, Absent - unexcused, Attended different section, and withdrawn.

To manually change a student's status, navigate to a section and select the dropdown next to their name.

Section	006 > Mon 30 Oct 2023, 3	:00PM 'AAND Workg	roup'	Session Information
O HIDING TIMES	Fill blanks & not Clear all	Add session comment	@ + a Ca	Session # 1 Date: Monday 30 Oct 2023 Time: 3:00PM
	Sick	÷	Comment	Status: Complete Location: Hybrid
•	Attended	-	Comment	Duration: 60 min
	Late	•	Comment	Attendance Weighting:
2	Attended	•	Comment	Classes: -
	Absent - excused	•	Comment	Taylor Kahny 🛱 Shawn Kilgallon 🏛
	Attended	•	Comment	Brandon Lafving the Add
	Absent - no reason	•	Comment	ŵ
	Attended	•	Comment	ŵ
•	Absent - no reason	-	Comment	ŵ

From here, you can also add comments specific to each student or as a general session. **Note that students do not see these comments, they are only visible to the teaching team.**

Section 006 > M	Session Information				
Fill blanks	s & noτ Clear all	Add session comment	?	Cancel Save	Session # 1 Date: Monday 30 Oct 2023 Time: 3:00PM
	Sick	•	Comment	ŵ	Status: Complete Location: Hybrid
	Attended	-	Comment	節	Duration: 60 min
	Late	•	Comment	Ŵ	Attendance Weighting: 1
2	Attended	•	Comment	面	Classes: -
•	Absent - excused	•	Comment	面	Taylor Kahny 💼 Shawn Kilgallon 🛍
2	Attended	-	Comment	ŵ	Brandon Lafving 🛍 Add
	Absent - no reason	•	Comment	Ŵ	
	Attended	-	Comment	Ŵ	
	Absent - no reason	•	Comment	Ŵ	

You can also bulk apply a status to all students via the dropdown in the top left corner. Don't forget to **Save** any status changes you make by using the blue button in the top right corner.

Fill blanks		comment	⑦ + ² Cancel	Save
HIDING TIMES	Attended			
	Absent - no reason			
	✓ Sick		Comment	Û
	Absent - excused		Comment	Û
	Attended different section			
	Late		Talk after class!	Û
	Attended •	Le	Comment	Û
	Absent - excused	Sa	Comment	Ē
	Attended	т.	Comment	-
	Attended	IE	Comment	
	Abcont - no roacon	Тс	Commont	-
	Absent - no reason		Comment	ш
	Attended	Те	Comment	m
	Attended		Connient	W
	Absent - no reason	W	Comment	m
				<u> </u>

Section 006 > Mon 30 Oct 2023, 3:00PM 'AAND Workgroup'

One final important note about statuses: If students are checking in via the Canvas student mobile app (most cases) or some other device (including a computer), once the check-in occurs and it is successful, the student's status will change to "**Attended - code**."

If the check-in window has already passed and a student has failed to check in, once the window is over, the student's status will change to "Absent - code." The "-code" indication after the status is how you will know whether a check-in period has been initiated by the instructor during that class session.

Sessions

You can manage your timetable information in the "Sessions" view.

Sections (4) Se	ection 006 🗸 Student	s Sessions Tools Reports	Import Codes Attendar	nce Setup Canvas Sync 🕇	Reconcile Scans	Ø
Unlocked 🗗 🕂 A	Add sessions Select	all Select none 0 sele	cted		Caler	ndar 🗮 List
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday 📥
October 2023 29	3:00PM AAND ✓ Workgroup Complete ✓	10 31	November 1	2	3	4
5	□ 3:00PM AAND Workgroup Complete ↓ □ 6/9	6 7	8	9	10	11
12	3:00PM AAND Workgroup Complete ~ 9/9	3 14	15	16	17	18
19	3:00PM AAND Workgroup Complete ~ 6/9	0 21	22	23	24	25
26	:	27 28	29	30	December 1	2

Within each section you can:

• Enter Attendance: Click directly on the session to return to the same manual attendance entry screen depicted in the "Statuses" section of this article (above):



• **Edit Session:** Click on the dropdown arrow directly next to the timetable session in order to make any changes to the session date/time, location, duration, label (session name), and attendance weighting:



For details about additional options, please view the aPlus+ Canvas instructor guide's Session View article linked here.

Reports

The 'Reports' tab take you to a summary view of attendance reports for your course.

Reports can be exported to .csv or Excel by clicking the **export icon** at the top right of the data table (shown below in red)

Sections	Section (4) Section 006 V Students Sessions Tools Reports Import Codes Attendance Setup Canvas Sync 🕲 Reconcile Scans							>			
Attenda Comme	Attendance Summary Attendance by Date Date of Last Attendance Contact Hours Attendance by Sequence Report across this timetable Image: Contact Hours Contact Hours Contact Hours Attendance by Sequence Report across this timetable Image: Contact Hours Contact Hours <td>Ð</td>									Ð	
				8 Sessions: 1 Inf	rogress,	7 Complete					
ID	Name	Attended	Attended - code	Absent - no reason	Sick	Absent - excused	Late	No data entered	•	Attendance*]
		4	1	1	1	1			8	6 / 8 (75%) E	xport table
		6	1	1					8		
		4		2		1	1		8	6 / 8 (75%)	
		6	2						8	8 / 8 (100%)	
		5	2			1			8	8 / 8 (100%)	
									0	-	
		7						1	8	7/7(100%)	
									0	-	
									0	-	
		4		3				1	8	4 / 7 (57.1%)	
									0	-	
									0	-	
		6	1					1	8	7/7(100%)	
									0	-	
		4	1	2				1	8	—— 5 / 7 (71.4%)	

For more information about reporting, please read the aPlus+ Canvas instructor guide's Course Attendance Reports article.

Codes

Codes in aPlus+ Attendance allow students to check in to a specific session. Once your sessions are configured and populated on the timetable(s) for any upcoming sessions, you can project either a QR or alphanumerical code that students must scan or enter in the aPlus+ attendance app within a specific time window to check in for class that day.

The available code options are shown below:

Sections (4) Section	006 - Students Sessions To	ols Reports Import Codes	Attendance Setup Canvas Sync 🏷 Reconcile Scans	Ø
Unlocked + Add se Attendance Entry method:	Static Code Button Click Rolling Code Static QR Code Rolling QR Code Static Code or QR Code ✓ Rolling Code or QR Code	© selected	Calendar	I≣ List × 4
	Show	ing sessions 9 Jan 2024, 12:00)AM - 15 Jan 2024, 11:59PM	
Date	Label	Time	Code	1
Tuesday, 9 Jar	1	10:10am	Start Rolling Code/QR Manual: 10:19:35AM - 10:21:20AM	3
				2

Option	Code Type	Behavior	Notes

Option	Code Type	Behavior	Notes
Button Click	Button	Students select a submit button in Canvas. There is no code required.	Not Recomme nded
Static Code	Alphanumeric	Students enter a session-specific code.	
Rolling Code	Alphanumeric	Students enter an code within an allowed time window. Code changes every few seconds.	
Static QR Code	Scannable QR Code	Students use their device camera to scan a static QR code	
Rolling QR Code	Scannable QR Code	Students use their device camera to scan a rolling QR code. Code changes every few seconds.	
Static Code or QR Code	Alphanumeric or Scannable QR Code	Students enter the static code or use their device camera to scan the static QR code.	
Rolling Code or QR Code	Alphanumeric or Scannable QR Code	Students enter the rolling code or use their device camera to scan the static QR code while the rolling code/QR code is shown.	Recomme nded Option

The most commonly used code option is the Rolling Code or QR Code. This way, students can choose one or the other if they encounter any issues with their device camera.

Once the desired code option is chosen, click the blue **Start Rolling Code/QR** button:

Attendance Codes								
Entry method:	Rolling Code or QR Code	0						
Showing sessions 9 Jan 2024, 12:00AM - 15 Jan 2024, 11:59PM								
Date	Label	Time	Code					
Tuesday, 9 Jan		10:10am	Start Rolling Code/QR					

The rolling code is displayed. This page can be projected in the classroom.

If you think the size of the alphanumeric code is too small, use the plus/minus buttons to resize, and/or

maximize your browser window.

You can also select the number of seconds the present code should remain active until it rotates. The default rolling code time is set to 20 seconds, but you can always change this as depicted in the screenshot:



Select the Stop Rolling Code/QR button in the upper right to stop displaying the code.

Projecting the Code

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.

Canvas Sync & History

If changes are made to the timetable or anywhere else within the aPlus+ application (and also within Canvas, if, for example, grades are configured with the app), these changes can be synced to ensure everything is up to date:

Sections (4) S	ection 006 V Students	Sessions Tools Reports	Import Codes Attendar	nce Setup <u>Canvas Sync</u> 😨	Reconcile Scans	Ø
Unlocked 🗗 🕂	Add sessions Select al	I Select none 0 sele	cted		🗎 Caler	idar 🗎 List
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday 🛓
October 2023	30	31	November 1	2	3	4
29	3:00PM AAND					
	Workgroup					
	Complete 🗸					
	6/9					

To view the most recent sync history from Canvas and diagnose any issues with the integration, click the icon

highlighted in red below:

Sections (4)	Section 006 🗸	Students S	essions Tools	Reports Impor	Codes Attendance Setup	Canvas Sync 💈	Reconcile Sca	ns	Ø)
Unlocked 🗬	+ Add sessions	Select all	Select none	0 selected		C	Canvas sync history	🗂 Calendar	i≣ List

For any other questions related to aPlus+ Attendance that are not addressed in this article, please view the Canvas instructor guide linked here.

Additional Resources

- Access attendance data from a previous semester.
- Using aPlus+ in the Classroom (Instructors)
- Managing Student Absence Requests with aPlus+ Attendance in Canvas (Instructors).
- Students' guide to checking in: Accessing aPlus+ in Canvas for Students

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.

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