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# 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 <a href="#">Setting up aPlus+ Attendance in Canvas (Instructors)</a> , if you:	
<ul style="list-style-type: none"><li>• have already added the tool.</li></ul>		<ul style="list-style-type: none"><li>• are new to aPlus+ or need a refresher on adding the tab in Canvas</li></ul>	
<ul style="list-style-type: none"><li>• need to display the check-in code during class.</li></ul>		<ul style="list-style-type: none"><li>• want to sync attendance sessions with the Canvas Gradebook.</li></ul>	

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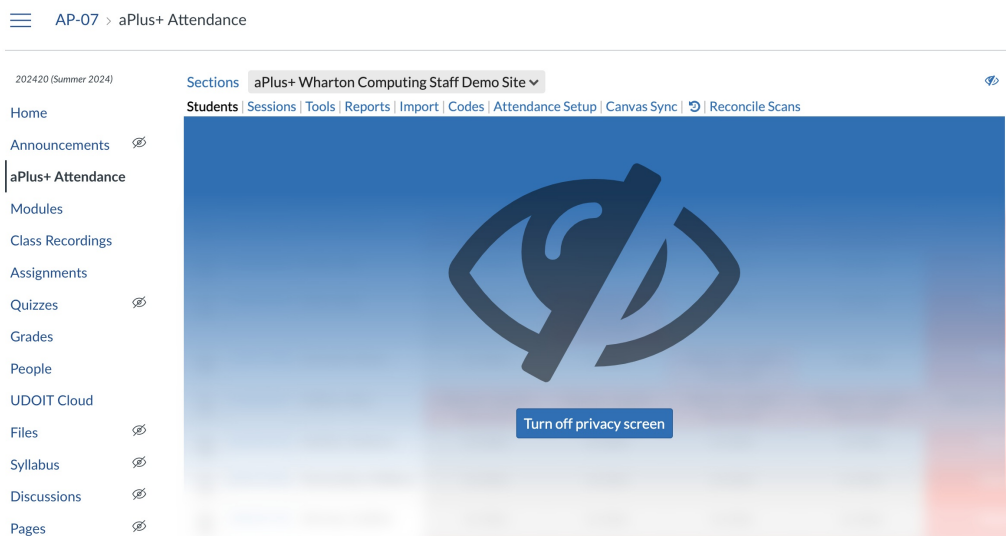
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**Please Note:** aPlus+ Attendance is NOT completely accessible for low-vision students due to the way the numeric code is displayed. If you use this code, we recommend contacting your **Wharton Computing representative** to discuss alternate solutions.

## 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:

2024/20 (Summer 2024)

Sections **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
June 2024 2	3	4	5	6	7	8
			10:15AM Pending	10:15AM Pending	10:15AM Pending	
9	10	11	12	13	14	15
	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	22
	10:15AM In Progress	10:15AM In Progress	10:15AM In Progress	10:15AM In Progress	10:15AM In Progress	
23	24	25	26	27	28	29
	10:15AM In Progress	10:15AM In Progress	10:15AM In Progress	10:15AM In Progress	10:15AM In Progress	

## Navigating aPlus+ Attendance

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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 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 006** aPlus+ Testing - Manual Entry & Code (Default)\*

Unlocked **Change** **Today**

23 - 4 Nov 2023

3PM AAND Workgroup

ID	Name	Attendance*
	Sick	6 / 8 (75%)
	Attended	7 / 8 (87.5%)
	Late	6 / 8 (75%)
	Attended	8 / 8 (100%)
	Absent - excused	8 / 8 (100%)
	Attended	7 / 7 (100%)
	Absent - no reason	4 / 7 (57.1%)
	Attended	7 / 7 (100%)
	Absent - no reason	5 / 7 (71.4%)

9 students (6 not shown) **Show**

## 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.

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

Unlocked

Show: 2 months | Change | Today

ID	Name	Mon 30 Oct 3PM AAND Workgroup	Mon 13 Nov 3PM AAND Workgroup	Mon 20 Nov 3PM AAND Workgroup
		Sick	Absent - no reason	Absent - excused
		Attended	Attended	Attended - code
		Late	Absent - no reason	Absent - excused
		Attended	Attended	Attended - code
		Absent - excused	Attended	Attended - code
		Attended	Attended	Attended
		Absent - no reason	Absent - no reason	Attended
		Attended	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 Workgroup'

HIDING TIMES

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

	Sick	Comment	
	Attended	Comment	
	Late	Comment	
	Attended	Comment	
	Absent - excused	Comment	
	Attended	Comment	
	Absent - no reason	Comment	
	Attended	Comment	
	Absent - no reason	Comment	

Session Information

Session # 1

Date: Monday 30 Oct 2023

Time: 3:00PM

Status: Complete

Location: Hybrid

Duration: 60 min

Attendance Weighting: 1

Classes: -

Staff:

Taylor Kahny

Shawn Kilgallon

Brandon Lafving

[Add...](#)

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

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.

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

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) Section 006 ▾ 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
October 2023	30	31	November 1	2	3	4
29 3:00PM AAND Workgroup Complete ✓ 6/9						
5 3:00PM AAND Workgroup Complete ✓ 6/9	6	7	8	9	10	11
12 3:00PM AAND Workgroup Complete ✓ 9/9	13	14	15	16	17	18
19 3:00PM AAND Workgroup Complete ✓ 6/9	20	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):

Sunday	Monday
October 2023	30
29 3:00PM AAND Workgroup Complete ✓ 6/9	

- **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:

Sunday	Monday	Tuesday
October 2023	30	31
29 3:00PM AAND Workgroup Complete ✓ 6/9		
5 3:00PM AAND Workgroup		7

Enter attendance  
**Edit session**  
Edit allocations  
Delete session  
Printable register  
Attendance history

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 (scroll all the way to the end of the report).

24 Sessions: 17 InProgress, 7 Complete

ID	Name	Attended	Attended - code	Late	Absent - no reason	Sick	Absent - excused	Absent - unexcused	Absent - code	Submission	Atten
90315673	Test300, Zuleikha1		4		2				1	1	
90315654	Test301, Amaya2										
90315655	Test302, Belen3										
90315656	Test303, Conor4	2	1	1				3			
90315657	Test304, Deborah5										
90315658	Test305, Egbert6										
90315659	Test306, Felida7	2	1					4			
90315660	Test307, Geraint8										
90315661	Test308, Janila9										
90315662	Test309, Kenyatta10	2	1					4			
90315663	Test310, Leila11										
90315664	Test311, Mitcham12										
90315665	Test312, Niamh13	1			1		1	4			
90315666	Test313, Osvaldo14										
90315668	Test315, Quenya16										
90315669	Test316, Rhodri17		1			1		1	4		
90315670	Test317, Samira18										
90315671	Test318, Tayyab19										
90315672	Test319, Yemi20			2				4			1

**New reports as of late 2025/early 2026:** *Absence Requests-Interactive*, *Absence Requests-Other Only*, *Absence Requests by Student*, and *Absence Requests* can be used to reference any absence requests submitted by students.

*Code Timestamps* specifies the exact time when a student successfully checked in with a personal device.

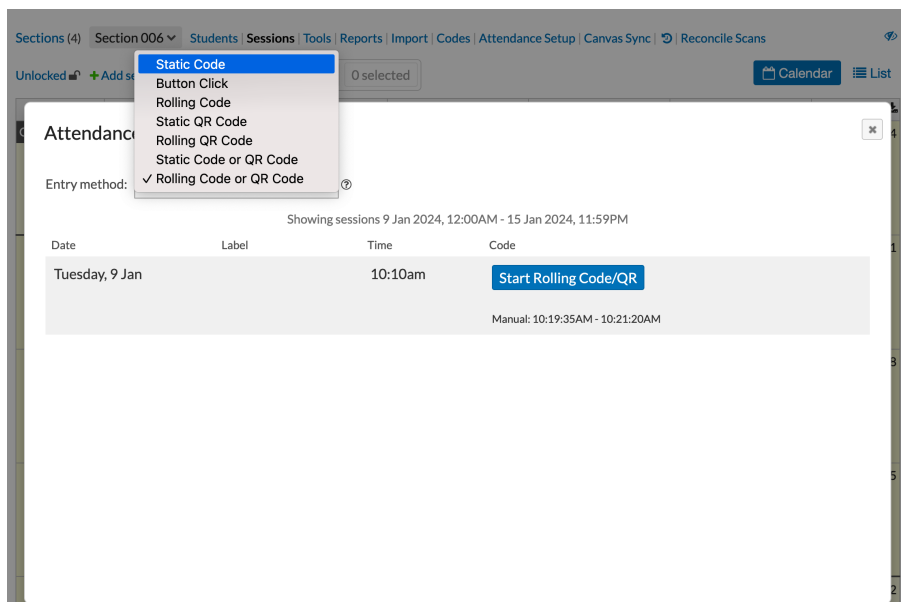
*Late Enrollments with Auto Absents* can be used to identify any students who have enrolled in the class late and are marked the incorrect status. The report is interactive, making it easy for faculty to change a status to "Absent - excused" in these cases so that a student is not penalized for enrolling late.

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:



Option	Code Type	Behavior	Notes
Button Click	Button	Students select a submit button in Canvas. There is no code required.	<i>Not Recommended</i>
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.	



Option	Code Type	Behavior	Notes
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.	<i>Recommended Option</i>

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 ⓘ

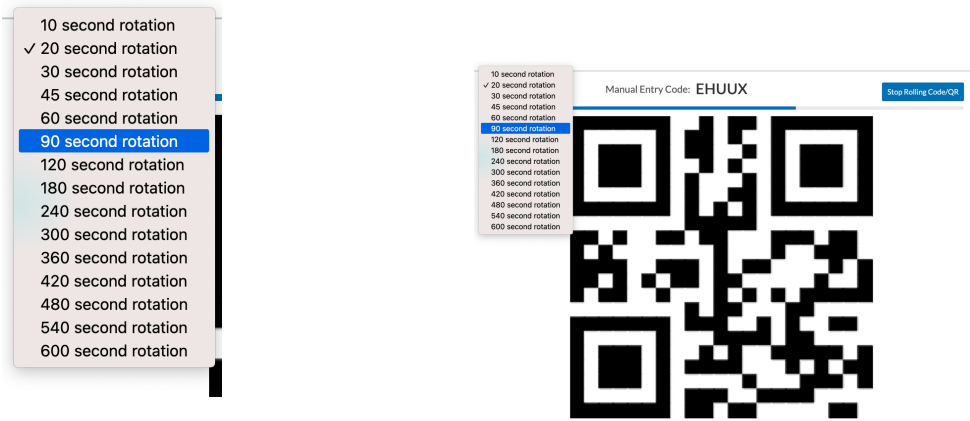
Showing sessions 9 Jan 2024, 12:00AM - 15 Jan 2024, 11:59PM

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

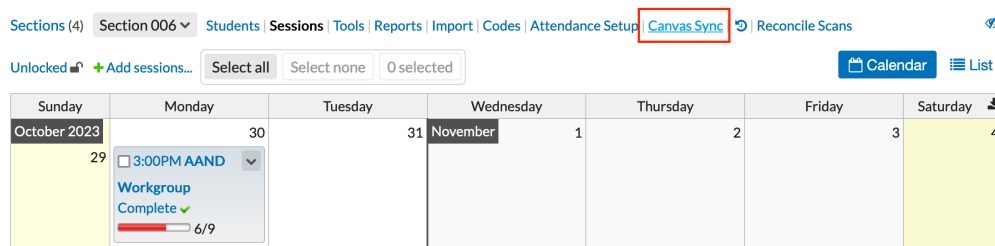
If you would like to allow students to check in for the first few minutes of class, then you will need to project your course content and the aPlus+ codes at the same time.

- 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

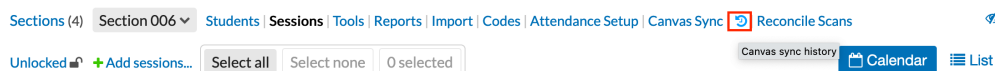
For more information about Advanced Projection features, please see [Using Technology in the Classrooms](#).

## 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:



To view the most recent sync history from Canvas and diagnose any issues with the integration, click the icon highlighted in red below:



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

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- [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?

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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 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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