

# Managing Student Absence Requests with 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 \(Students\)](#).

aPlus+ Attendance is a Canvas-integrated attendance-tracking tool that enables teaching teams to manage student check-ins and track attendance. 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 specified timeframe.

This article includes a basic aPlus+ Attendance overview, plus configuration and usage instructions. For details on using aPlus+ in your class sessions, see our [Using aPlus+ in the Classroom \(Instructors\)](#) article.

## 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.

See also:

[Getting Started with aPlus+ Attendance in Canvas \(Instructors\)](#)

[Navigating aPlus+ Attendance in Canvas \(Instructors\)](#)

## Absence Requests

Students can use aPlus+ Attendance to request absences for days they will be unable to attend class. As the instructor, you'll need to ensure that you have your sessions appropriately configured on the timetable so that students can request an absence.

### Course Action Notices are separate from aPlus+ Attendance absence requests

Penn undergraduate students, including Wharton undergraduates, may report absences using the University's [Course Action Notices \(CAN\)](#) system. Please be aware that graduate students *cannot* use CAN to report

absences, and that CAN is not an absence request tool. If teaching a cross-listed graduate/undergraduate course, only your undergraduate students should be directed to use CAN.

### Time Factors for aPlus+ Attendance Absence Requests

Students can request an absence using aPlus+ Attendance *two weeks before a particular session and up until the end of the term.*

The quickest way for an instructor to view a student's absence request is to click on either the Students or Reports tab in aPlus+.

Using the Reports tab as an example, you'll see that clicking on it takes you to Attendance Summary by default:

Sections aPlus+ Wharton Computing Staff Demo Site ▾






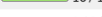



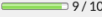






Students | Sessions | Tools | Reports | Import | Codes | Attendance Setup | Canvas Sync | Reconcile Scans

Attendance Summary | Attendance by Date | Date of Last Attendance | Contact Hours | Attendance by Sequence

Report across this timetable ▾ ⓘ

Comments

85 Sessions: 60 Pending, 21 InProgress, 4 Complete

ID	Name	Attended - code	Absent - code	Absent - emergency (excused)	Absent - health (excused)	No data entered*	Attendance*
1		2			5	2	10  6 / 8
1		2			1	2	6  2 / 4
		2	1		1	3	7  2 / 4
1		2			1	3	7  2 / 4
1					9		10  10 / 10
		3				10	13  0 / 3
1		2				3	6  1 / 3
		3				3	6  0 / 3
1		1			8		10  9 / 10
2		1	1		1	2	7  4 / 5
1		1	2			2	6  3 / 4
2		1	1			3	7  3 / 4
1		1	3		3		8  7 / 8
2		1			3	2	8  5 / 6
1			9				10  10 / 10
		3				3	6  0 / 3

Via the Attendance Summary, you'll see the various statuses resulting from student actions (in the case of absence requests and code-based check-ins) and those you manually assigned to students. Most statuses beginning with the word "Absent" have been submitted by the student.

To alter a status (e.g. changing it from "unexcused" to "excused"), navigate to the **Sessions** tab and select a session by clicking on it.

In the example below, the July 5th session is selected:

Sections aPlus+ Wharton Computing Staff Demo Site

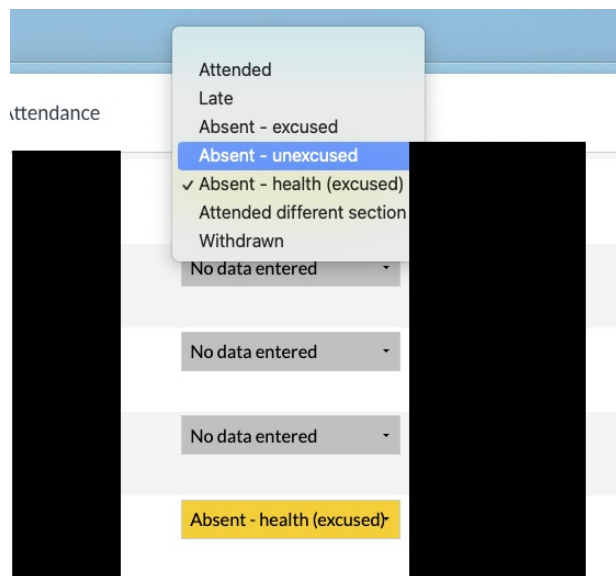
Students **Sessions** Tools Reports Import Codes Attendance Setup Canvas Sync Reconcile Scans

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
			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	
30	1 July	2	3	4	5	6
	10:15AM In Progress 1/1	10:15AM Complete 10/35 1:00PM Complete 12/35	10:15AM Complete 11/35	10:15AM In Progress 8/8	10:15AM In Progress 9/9	

Now, in the session view for July 5th, you'll find various students and their accompanying statuses. If you click on a status for a student, you'll then see the option to choose a different one:



Once you make the status change selection, scroll back up to the top of the page and click the blue **Save** button to confirm:

aPlus+ Wharton Computing Staff Demo Site > Fri 5 Jul 2024, 10:15AM

HIDING TIMES

Fill blanks & t Clear all Add session comment ? + Cancel Save

Note that you do not have to "accept" the absence request and that no action is required on your part once a student submits an absence. These instructions are for instructors who choose to make any needed changes.

For details on the student absence request workflow, please view our [Getting started with aPlus+ in Canvas \(Students\)](#) article.

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

## 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 your [Wharton Computing representative](#) for support if you need more assistance.

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