

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 \(Students\)](#).

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 as the URL to access the admin portal.

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.

If you would like to utilize the absence request functionality for your students in aPlus+, 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 [Using aPlus+ in the Classroom \(Instructors\)](#).

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.

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

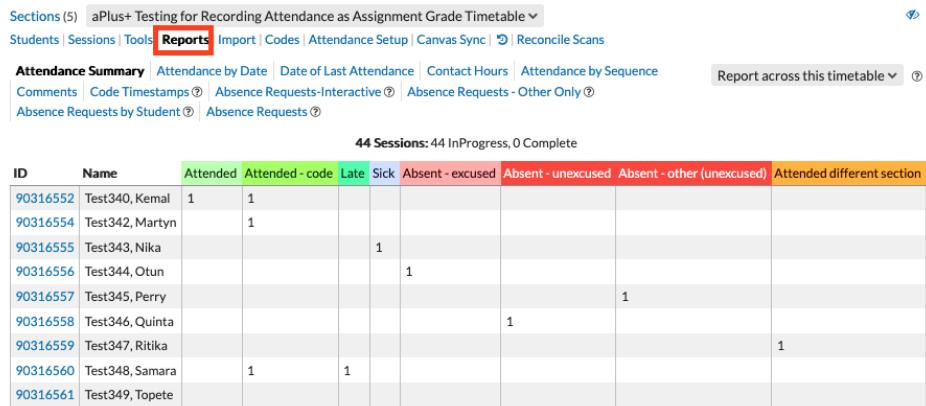
Penn undergraduate students, including Wharton undergraduates, may report absences using the University's **Course Action Notices (CAN)** system. Please be aware that graduate students *cannot* use CAN to report absences, and that CAN is not an absence request tool. If teaching a cross-listed graduate/undergraduate 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:



The screenshot shows the 'Attendance Summary' page in aPlus+. The 'Reports' tab is highlighted with a red box. The page displays a table of student attendance data across 44 sessions. The columns include ID, Name, Attended, Attended - code, Late, Sick, Absent - excused, Absent - unexcused, Absent - other (unexcused), and Attended different section. Most students have 1 in the 'Attended' column and 'Absent - excused' column, with some variations like '1' in the 'Attended' column for student 90316554 and student 90316555.

ID	Name	Attended	Attended - code	Late	Sick	Absent - excused	Absent - unexcused	Absent - other (unexcused)	Attended different section	N
90316552	Test340, Kemal	1	1							4
90316554	Test342, Martyn		1							4
90316555	Test343, Nika			1						4
90316556	Test344, Otun				1					4
90316557	Test345, Perry						1			4
90316558	Test346, Quinta					1				4
90316559	Test347, Ritika							1		4
90316560	Test348, Samara	1	1							4
90316561	Test349, Topete									4

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:

Unlocked  + Add sessions...

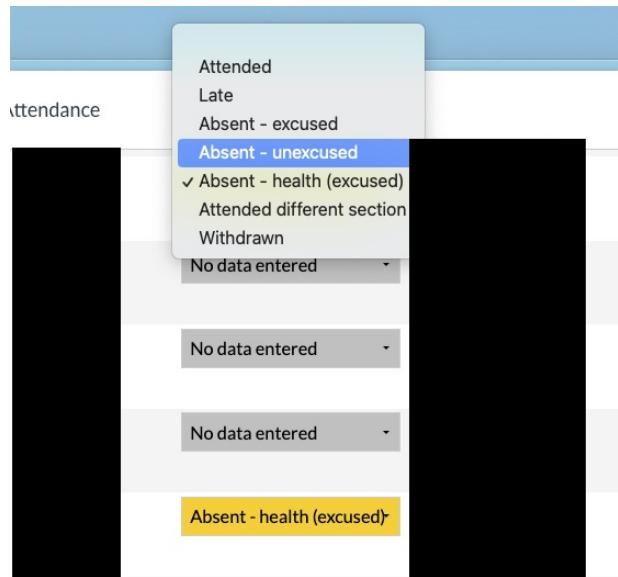
Select all Select none 0 selected

 Calendar

 List

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
June 2024 2		3	4	5	6	7
			<input type="checkbox"/> 10:15AM  Pending 	<input type="checkbox"/> 10:15AM  Pending 	<input type="checkbox"/> 10:15AM  Pending 	8
9	10	11	<input type="checkbox"/> 10:15AM  Pending 	<input type="checkbox"/> 10:15AM  Complete  1/10	<input type="checkbox"/> 10:15AM  In Progress 	14
16	17	18	<input type="checkbox"/> 10:15AM  In Progress 	<input type="checkbox"/> 10:15AM  In Progress 	<input type="checkbox"/> 10:15AM  In Progress 	21
23	24	25	<input type="checkbox"/> 10:15AM  In Progress 	<input type="checkbox"/> 10:15AM  In Progress 	<input type="checkbox"/> 10:15AM  In Progress 	29
30	July 1	2	<input type="checkbox"/> 10:15AM  In Progress  1/1	<input type="checkbox"/> 10:15AM  Complete  10/35	<input type="checkbox"/> 10:15AM  Complete  11/35	<input type="checkbox"/> 10:15AM  In Progress  8/8
			<input type="checkbox"/> 1:00PM  Complete  12/35		<input type="checkbox"/> 10:15AM  In Progress  9/9	6

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

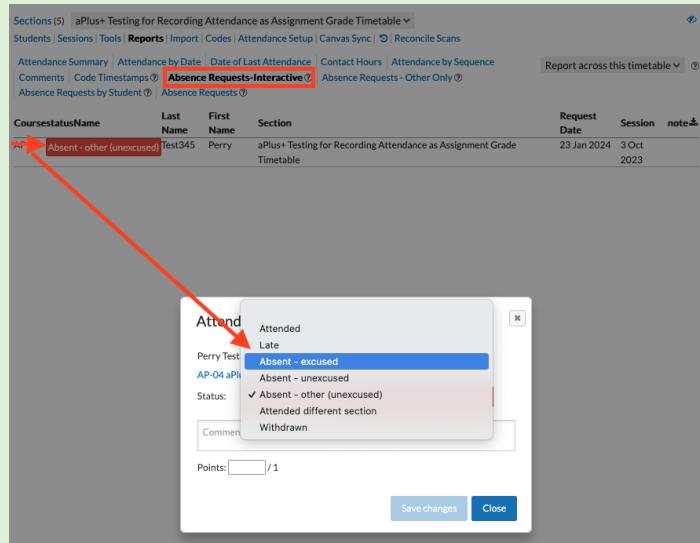


Note that you do not have to "accept" the absence request and that no action is required on your part once a student submits an absence. These instructions are for instructors who choose to make any needed changes.

New as of Spring 2026:

You can now access an interactive attendance report within the Reports tab in aPlus+. This will allow you to

make changes to any student absence requests directly in the report. Follow the red arrows in this example:



The screenshot shows the aPlus+ Attendance interface. At the top, there are navigation links: Sections (5), aPlus+ Testing for Recording Attendance as Assignment Grade Timetable, Students, Sessions, Tools, Reports, Import, Codes, Attendance Setup, Canvas Sync, Reconcile Scans. Below these are buttons for Attendance Summary, Attendance by Date, Date of Last Attendance, Contact Hours, Attendance by Sequence, Comments, Code Timestamps, Absence Requests-Interactive (highlighted in red), Absence Requests - Other Only, and Absence Requests by Student. A dropdown menu for 'Report across this timetable' is open. The main table lists a student: Course: aPlus+ Testing for Recording Attendance as Assignment Grade, Status: Absent - other (unexcused), Last Name: Perry, First Name: Text345, Section: aPlus+ Testing for Recording Attendance as Assignment Grade, Request Date: 23 Jan 2024, Session: 3 Oct 2023. A red arrow points from the 'Absent - other (unexcused)' status in the table to the 'Absent - excused' option in the dropdown menu of the 'Attend' dialog box. The dialog box also shows other options: Attended, Late, Absent - unexcused, Absent - other (unexcused), Attended different section, Withdrawn. A 'Comments' input field and a 'Points' input field (set to 1) are also visible. At the bottom of the dialog are 'Save changes' and 'Close' buttons.

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