Entering Attendance in the Canvas Gradebook

1. In Course Navigation, click the Grades link.

![Course Navigation Image]

2. Under the Attendance column, click the cell located in the row of the student whose attendance you want to enter.

![Attendance Cell Image]

   Type or use the arrows to enter the new score in the cell and press Return (on a MAC keyboard) or Enter (on a PC keyboard).

3. Repeat this procedure for all the students in your course.

   If you need to revise a score that you entered incorrectly, simply click into the cell to replace the attendance value and press Return (on a MAC keyboard) or Enter (on a PC keyboard).

   Attendance percentages manually entered into the Gradebook are saved automatically.