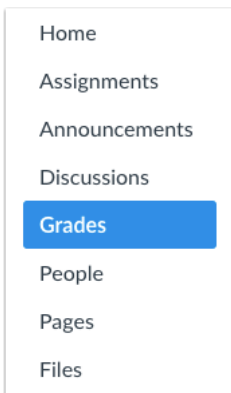



Entering Attendance in the Canvas Gradebook

1. In Course Navigation, click the Grades link.



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

A screenshot of the Canvas Gradebook table. The table has three columns: Student Name, Secondary ID, and Attendance. The Attendance column header includes a question mark icon and the text 'Attendance Out of 100'. The first row is for Emily Boone, with a red box around the attendance cell which contains a question mark icon. The second row is for Jessica Doe, and the third row is for Max Johnson, both with a '-' in the attendance cell.

| Student Name | Secondary ID | Attendance Out of 100 |
|-----------------------------------|---------------------|--------------------------|
| Boone, Emily History 101 and H | emily.boone.canvas | ? |
| Doe, Jessica History 101 and H | jessica.doe.canvas@ | - |
| Johnson, Max History 101 and H | max.johnson.canvas | - |

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.