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How do I edit the Roll Call Attendance assignment?

Document created by **Canvas Doc Team** on Oct 7, 2017 • Last modified by **Canvas Doc Team** on Oct 28, 2017

Version 2

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After the first time you take roll call, Canvas automatically creates an assignment for Roll Call Attendance and adds a column to the Gradebook. By default, attendance is worth 100 points.

To avoid Attendance calculation errors, never delete, rename, or unpublish the Attendance assignment.

Instructors can edit several components of the Roll Call Attendance assignment:

- If you are using weighted assignment groups, you can create a new weighted assignment group and move the attendance assignment into that group.
- You can edit the assignment and change the point value.
- You can remove Attendance from the Gradebook completely by changing the assignment type.
- You can exclude the attendance assignment from the final grade.

Note: The Attendance assignment will not appear until you have taken roll for at least one student.

Create Weighted Assignment Group

The screenshot shows the 'Assignments' section in Canvas. At the top right, there is a '0% of Total' indicator, a plus sign, and a settings gear icon. Below this, two assignments are listed:

- Roll Call Attendance**: 100 pts. A red arrow points to the handle icon (three vertical dots) on the left side of this assignment.
- Abraham Lincoln Essay**: Due Aug 20, 2016 at 11:59pm.

Each assignment has a green checkmark and a settings gear icon on the right side.

If you are using [weighted assignment groups](#) and would rather set grade weighting for attendance, you can create a new weighted assignment group for Attendance. You can drag and drop the Roll Call Attendance assignment by clicking and grabbing the handle icon.

Note: You can also move the assignment by editing the assignment, locating the Assignment Group menu, selecting the name of the assignment group, and saving the assignment.

Edit and Save Percentage Value

The 'Assignment Groups Weight' dialog box is shown. It has a close button (X) in the top right corner. A checkbox labeled '1' is checked, with the text 'Weight final grade based on assignment groups'. Below this is a table with the following data:

Assignments	2	10	%
Assignments		20	%
Discussions		20	%
Quizzes		50	%
Total			100%

The '10' value in the first row is highlighted with a red box. At the bottom right, there is a '3' in a circle above a blue 'Save' button and a grey 'Cancel' button.

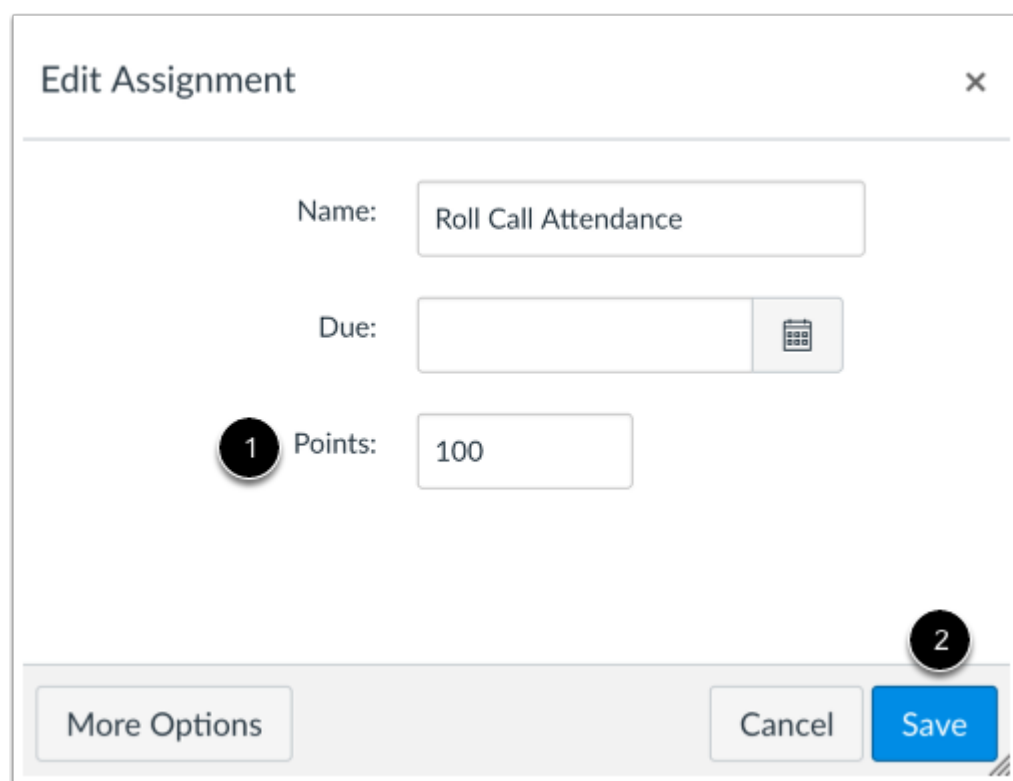
In Assignment Settings, click the weight final grade checkbox [1]. Set the group percentage value to your preferred percentage value (zero up to 100) [2], then click the **Save** button [3].

Make sure the Attendance assignment is moved into the Roll Call assignment group.

The percentage value you set for the group will control the point value assigned to the Attendance assignment, despite the assigned point value.

Note: If you want to set the percentage value as zero, the point value for the assignment must be higher than zero. Canvas cannot calculate weighted assignment groups with zero points possible.

Change Point Value



The screenshot shows the 'Edit Assignment' dialog box. The title bar says 'Edit Assignment' with a close button (X). The form contains the following fields:

- Name: Roll Call Attendance
- Due: [Empty field] [Calendar icon]
- Points: 100 (A circled '1' is next to this field)

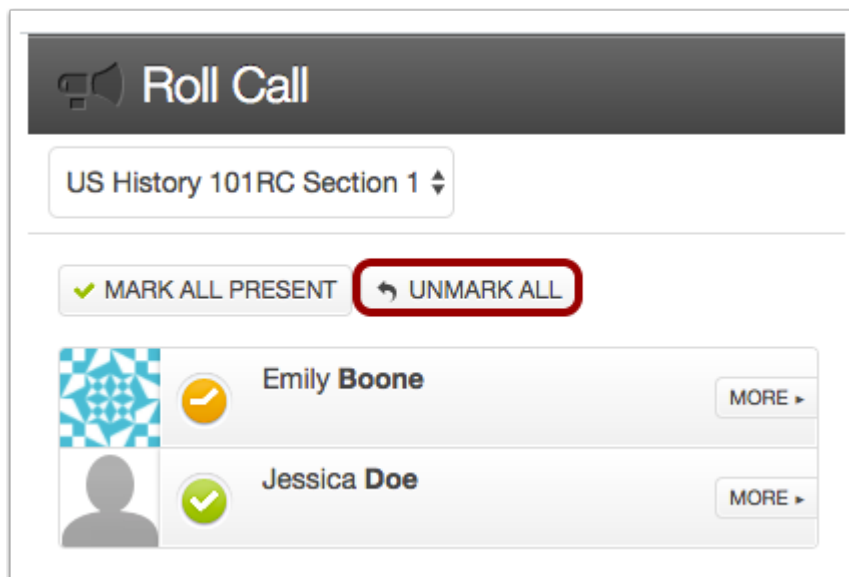
At the bottom of the dialog, there are three buttons: 'More Options', 'Cancel', and 'Save' (A circled '2' is next to the 'Save' button).

If you are not using weighted assignment groups and just want to edit the points assigned for Attendance, you can edit the point value in the assignment. However, this adjustment is only recommended if (1) you are never going to change the point value again *and* (2) you make the adjustment after your first roll call entry.

To change the point value for the assignment, edit the assignment, then in the points field [1], enter the new point value for attendance. At the bottom of the window, click the **Save** button [2].

Note: The Attendance assignment will not appear until you have taken roll for at least one student.

Edit Roll Call



Roll Call

US History 101RC Section 1

✓ MARK ALL PRESENT UNMARK ALL

Emily Boone MORE ▶

Jessica Doe MORE ▶

The Gradebook doesn't currently adjust point value changes accurately after point values have been changed, and the percentage values in the SpeedGrader and the Gradebook will be incorrect.

Return to roll call, click the **Unmark All** button, and then take attendance for all students as normal. The percentage value will then adjust correctly in both SpeedGrader and the Gradebook. If you make this change immediately after the first time you take roll in your course and edit the point value, you only have to adjust your work once.

Remove from Gradebook

Display Grade as Not Graded 1

Assign

Assign to

Everyone X

Due

Available from Until

+ Add

Notify users that this content has changed

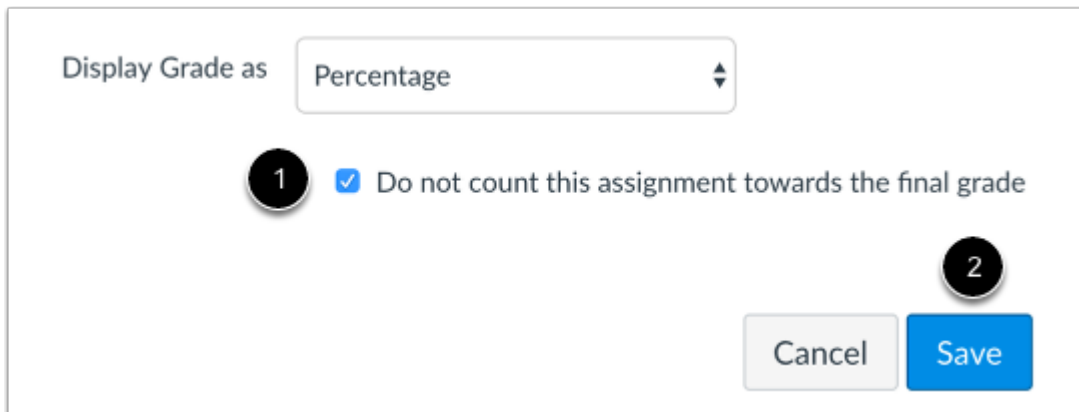
Cancel Save 2

If you do not want Attendance to appear in the Gradebook as a graded assignment, you can edit the Attendance assignment and change the assignment type. Students can still view the assignment but it will not appear in their grades.

To remove the assignment from the Gradebook, edit the attendance assignment, then in the Display Grade as menu [1], select the Not Graded option. At the bottom of the window, click the **Save** button [2].

Note: Once you have changed the assignment type, you cannot change it back to a graded assignment. *Please ensure you do not want to grade Attendance before changing the assignment type.*

Exclude from Final Grade



Display Grade as Percentage

1 Do not count this assignment towards the final grade

2

Cancel Save

If you do not want the Roll Call Attendance assignment to be calculated in the final grade, you can choose to exclude the assignment from final grade calculations.

Edit the attendance assignment, then select the **Do not count this assignment towards the final grade** checkbox [1]. At the bottom of the window, click the **Save** button [2].

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0

1 Comment

**Diedrea Nichole Robinson**

Nov 10, 2017 6:51 AM

Is there a way to edit this setting for all courses at a university? I ask so that instructors will not have to update the setting each course so that attendance does not count towards the final grade.

Actions

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