

Toolkit: Taking Attendance Options

If you are interested in taking attendance in your course, read below for options. Keep in mind that attendance in class is not the ultimate goal but rather the learning and achievement of the course objectives.

Make logging attendance a student action

Make attendance - or rather, think “logging participation” - a student responsibility. Plan something electronic that students do to mark their attendance that can be done the same for both in-person and remote synchronous students. (Even better if remote asynchronous students can do the same.)

Canvas

Canvas Attendance Feature

- Utilize the Attendance tool in Canvas by marking students present, absent, tardy, etc.
- Option to assign a point value to attendance
- [Find instructions for Canvas' Attendance Feature here](#)

Quiz

- Make a **short quiz** reinforcing 3-5 of the main points from the class session
- Use this like an **exit ticket** that students do in the last 10 minutes of class and close the quiz when class is done. This can be done manually or by pre-scheduling times the quiz is available.
- The quiz could even be a **single question**, something as simple as:

- *“What’s one thing you learned in today’s class?” or,*
- *“After today’s class, what’s one question you still have about [topic]?”*

Discussion Board

- Instead of using a quiz, you could ask students to respond to a question on a discussion board so that responses are public to the rest of the class members.
- If a student asks a question they have after class, other students or the instructor could then answer them in the discussion board so everyone can learn from that question.

Assignment

- Have students submit a short reflection on the content of the class session as an assignment that is submitted straight to the professor.
- This could be the same task for students that don't attend the synchronous session but watch the recording at a later time as well.
- The more options you provide that work across populations the less management work there is for you in running the class

Zoom

Chat

- Ask students to participate during class in the Zoom chat, then save your chat and use that to mark attendance.
- Here are some examples:

- *"Type 'here' in the zoom chat now."*, or
- *"Type an * in the chat now to mark your attendance."*

Zoom Logs

- Zoom keeps logs of users that are logged into a meetings session. [Click here to learn more about accessing Zoom logs](#)
- You will need to be sure that students are logged in to their correct Zoom account for them to show up on the logs

Polls

- If you use Zoom Polls during your class this can also generate a record that could be used for marking attendance.
- For this to work you will need to be sure that students are logged in to Zoom "Turn registration on" and the Poll is not anonymous. [Learn more about Zoom Polls here.](#)
- Be sure to remind them in class if their attendance is being logged by their participation in class polls

iClickers

- Similar to using Zoom Polls, iClickers are another tool you can use for Polling, Quizzing and Attendance and getting feedback from students during synchronous classes. [Learn more about iClicker here.](#)
- You can integrate [iClicker \(Clickers\) into Canvas](#) and export your grades from iClickers to Canvas.
- Be sure to remind students in class if their attendance is being logged by their participation in class polls.
- Check [how to monitor attendance](#) and other options in [this iClickers article](#).

Google

Google Form

- Create a **short survey** using Google forms, ask for a first and last name and any other exit questions you want to add.
- Provide the **link to the survey in your class** to ensure the form is being filled out in real time.
- Using the spreadsheet created by the form, **sort the form by name** and compare with your gradebook.
- You can **clear the form** after each class, **or copy the form** to host a new survey each time. Here's how to [link new copies of a survey to the same spreadsheet](#).

Take attendance separately for different populations

You may feel the need to take attendance separately for different populations. This might be the case if you have in-person students that have no access to any personal internet device.

Paper Responses

- You might consider asking physical students with no device to sign-in on a sheet or even respond to poll questions on paper while remote students participate in one of the above digital options.
- The paper alternative can work with any of the above options, but will require a little more management for you after class.

Related Topics

[How Can I Check Attendance in my Sync Class?](#)

[Polling Options](#)



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