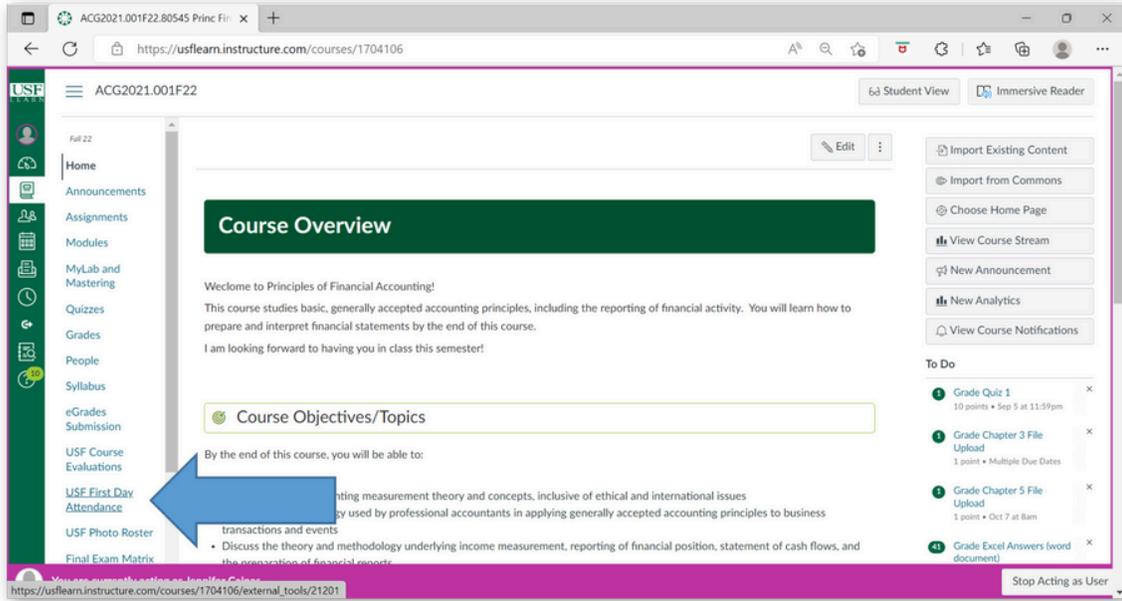
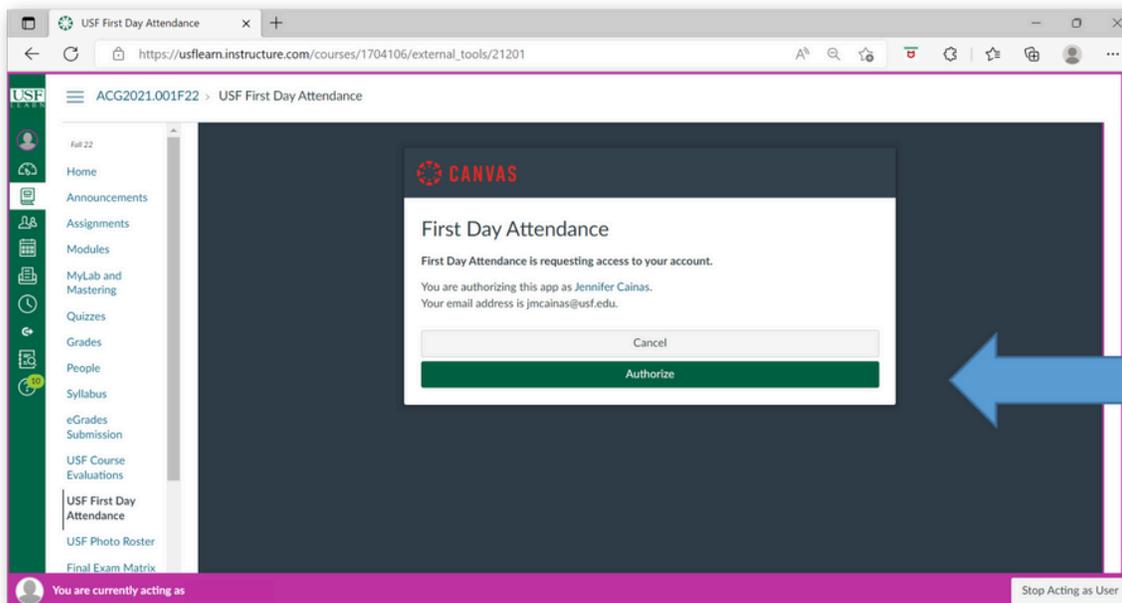


FIRST DAY ATTENDANCE

1 Select **USF First Day Attendance** from the left-hand menu:



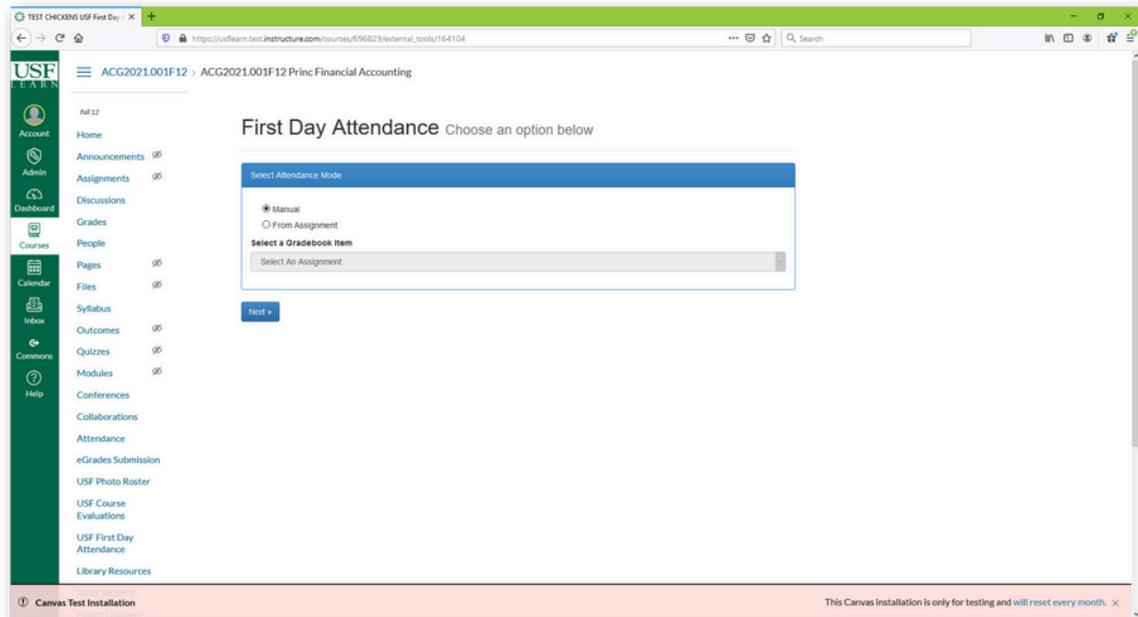
2 Allow authorization for First Day Attendance (FDA):



3

Select Attendance Option:

- **Manual** – roster generated which can be printed with/without ID card images and attendance can be marked manually on the list and entered in Canvas later
- **From Assignment** – based on the submission/completion of an assignment which could be taking a quiz, posting, etc.

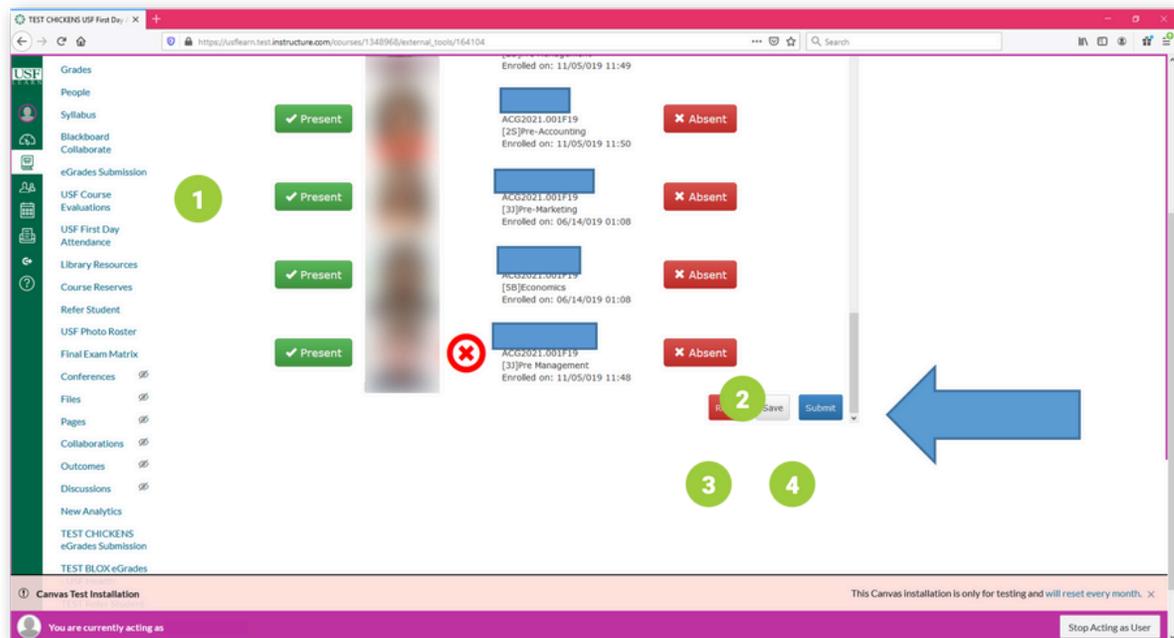


The default value for Manual Attendance is Present (i.e. students must specifically be marked as absent).

4

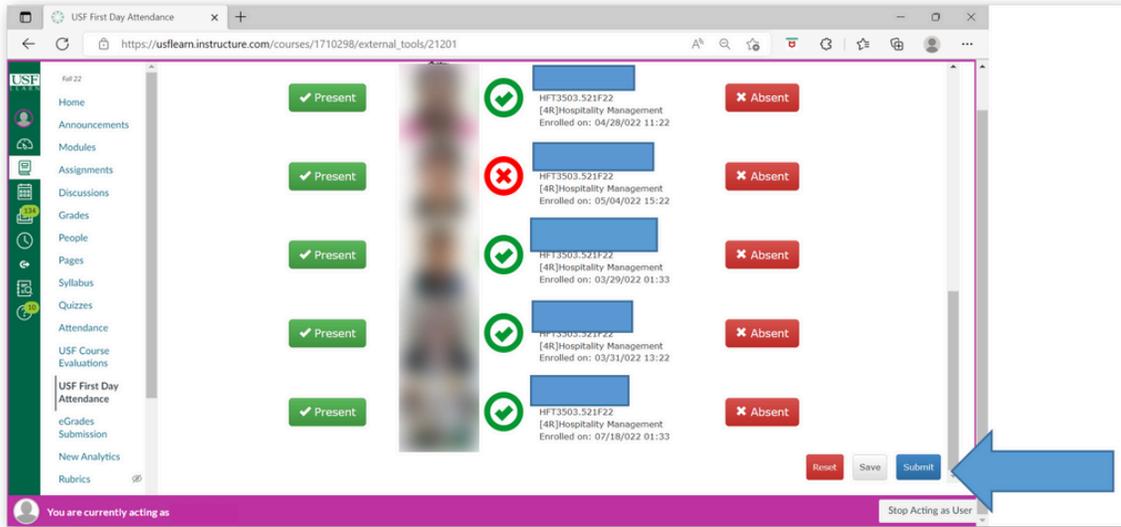
Manual Attendance Option:

- List of students in the course with images, name (hidden below), and UID is displayed (1)
- Option to **Save** attendance data and complete later before submitting the data to Banner (2)
- Option to **Reset** attendance data to the default/original values if you make a mistake and need to start over (3)
- Option to **Submit** attendance data to Banner and drop students from the course who are marked absent. This allows other students to register/add the course during the first week of classes each term. (4)

**Attendance From Assignment Option:**

Select the Assignment you want to use for Attendance purposes. Students are marked as Present or Absent based on completion of the selected assignment:

- List of students in the course with images, name (hidden below), and UID is displayed
- Option to **Save** attendance data and complete later before submitting the data to Banner
- Option to **Reset** attendance data to the default/original values if you make a mistake and need to start over
- Option to **Submit** attendance data to Banner and drop students from the course who are marked absent. This allows other students to register/add the course during the first week of classes each term.



- Submit First Day Attendance (FDA) to Banner:
After clicking **Submit**, a Receipt box will pop-up to show information for students marked absent.

