

Activating the Attendance Tool

The Roll Call / Attendance tool allows you to take attendance in your Canvas course. To use the attendance tool, you will first need to activate it within your Canvas course.

To use the attendance tool, you must first add it to your course navigation.

1. Click "**Settings**" in the course navigation.
2. Choose the "**Navigation**" tab.
3. Click and drag "**Attendance**" up to the enabled navigation item area.
4. Click "**Save.**"

The screenshot shows the Canvas course settings page for 'samp.sbx'. The 'Navigation' tab is selected, and the 'Attendance' tool is being added to the navigation menu. The interface includes a sidebar with navigation options like Home, Syllabus, Announcements, Modules, Grades, Assignments, Files, Pages, Quizzes, Discussions, People, Media Library, Collaborations, Conferences, and Outcomes. The 'Attendance' tool is listed in the 'Disabled' section, and an arrow indicates it is being dragged to the 'Enabled' section. The 'Save' button is highlighted at the bottom.

💡 To learn more about using this tool, check out our [Roll Call / Attendance \(Vendor Guides\)](#) page.

For more help, please contact canvas@yale.edu.