

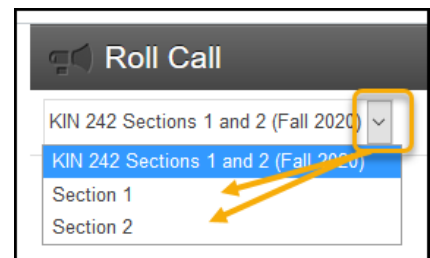
## CANVAS: How to disable Roll Call Attendance

If you need to keep track of student attendance and have a small enrollment course, Canvas's **Roll Call Attendance** tool can be a handy way to record who is, or is not, present each day.

To use this tool, you must add it to the visible part of the Course Menu. This is done in the standard way by going to Settings > Navigation tab > dragging "Attendance" from the bottom table to the top table > Scroll down and save the revised menu.

Some things to be aware of before using the Roll Call Attendance tool:

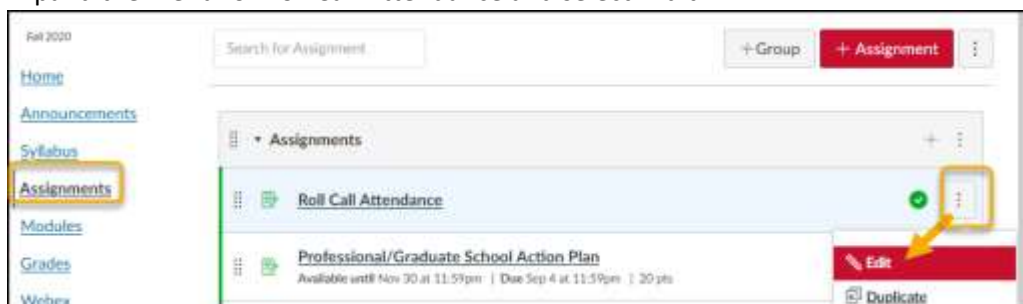
- The first time you use the tool, it creates an assignment worth 100 points, called "Roll Call Attendance". You can go to Assignments, edit this activity, and change the point value as necessary.
- Attendance is calculated as a % of classes attended to date.
- As soon as you record attendance for any student, you cannot unpublish the tool.
- If the course contains more than one enrolled Registrar Section, and/or if it was created with a default Canvas section (not tied to a specific Registrar list), there will be more than one enrollment list. You must mark attendance for each Section separately. The list with the same name as the course is the Canvas default list and contains no students. Registrar lists containing students are labeled 'Section #'.



### Disable the Roll Call Attendance tool

Disabling the tool removes it from both the students and Instructor Grade book.

1. Click the "Assignments" link in the Course Menu.
2. Expand the menu for Roll Call Attendance and select "Edit".



3. A popup window appears: in it click "More Options".
4. As a precaution, change Points to zero equal 0.
5. Change the "Display grade" setting to "Not Graded".
6. Scroll down and save the assignment.
7. Verify that the Roll Call Attendance column is no longer displayed in the Instructor grade book.

