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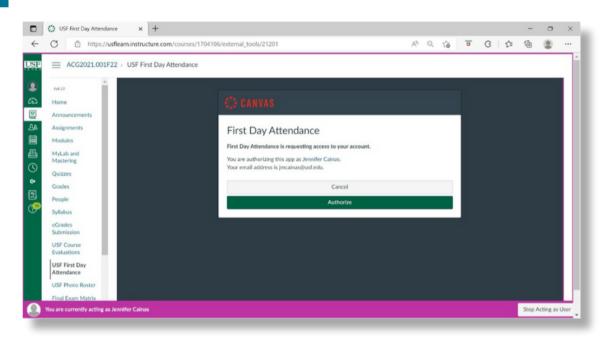
FIRST DAY ATTENDANCE PROCESS

This guide walks you through the process of reporting your First Day Attendance (FDA).

1 Select USF First Day Attendance from the left-hand navigation menu in your Canvas course. ACG2021.001F22.80545 Prine Fir: x + 0 A Q 16 0 0 12 0 0 A USF ACG2021.001F22 63 Student View DS Immersive Reader ٩ Fef 22 NEdit : E Import Existing Content Home Import from Commons Announcem Choose Home Page Assignments **Course Overview** 曲 Modules III View Course Stream MyLab and Mastering c) New Announcement to Principles of Einsprial Ac IL New Analytics Quizzes This course studies basic, generally accepted accounting principles, including the reporting of financial activity. You will learn how to prepare and interpret financial statements by the end of this course. . View Course Notific Grades I am looking forward to having you in class this semester! People To Do Syllabus Grade Quiz 1 ts + Sep 5 at 11:59p eGrades Submissi Course Objectives/Topics 0 0 ade Chapter 3 File USF Course By the end of this course, you will be able to: Upload Louist • Multiple Dee Dates USE First Day Grade Chapter 5 File · Discuss financial accounting measurement theory and concepts, inclusive of ethical and international issues Discuss the methodology used by professional accountants in applying generally accepted accounting principles to business 1 point + Oct 7 at 8am transactions and events · Discuss the theory and methodology underlying income measurement, reporting of financial position, statement of cash flows, and Grade Excel Answers (word 9 Final Exam Matr Stop Acting as Use es/1704106/external_tools/21201

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Authorize First Day Attendance to access your account.



Developed by Digital Learning, USF Innovative Education For additional resources, visit us at <u>USF Digital Learning</u> Email <u>facultysupport@usf.edu</u> for questions & training



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.

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Home		First Day Attendance Choose an option below		
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Grades		O From Assignment		
People		Select a Gradebook Item		
Pages	95	Select An Assignment	8	
Files	95			
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The default value for Manual Attendance is **Present** (i.e. students must be specifically marked as absent).

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Follow instructions below for each option.

Manual Attendance Option:

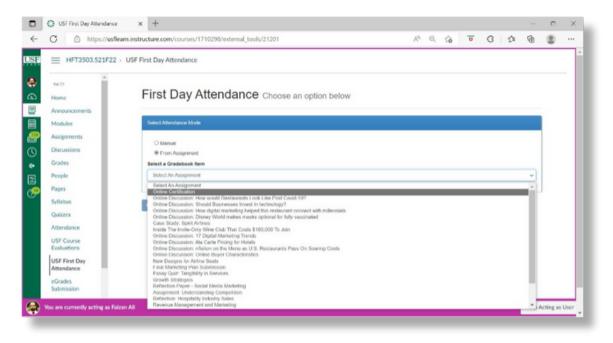
- 1. List of students in the course with images, name (hidden below), and UID is displayed
- 2. Option to Save attendance data and complete later before submitting the data to Banner
- 3. Option to Reset attendance data to the default/original values if you make a mistake and need to start over
- 4. 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





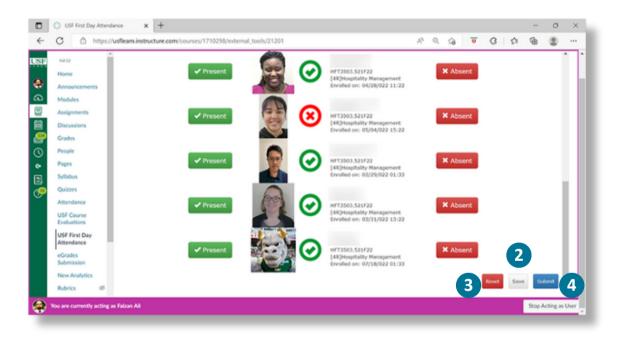
Attendance from Assignment Option:

• Select the assignment you want to use for your attendance purposes.





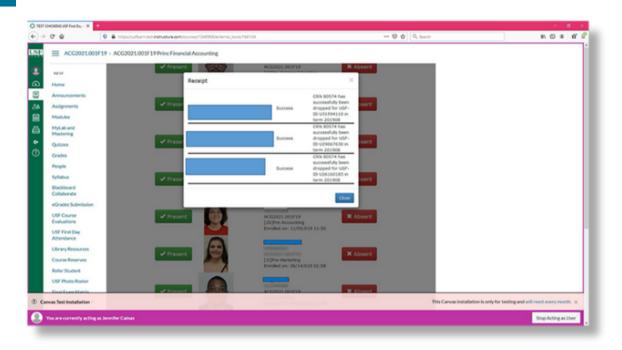
- Students are marked as Present or Absent based on completion of the selected assignment.
 - 1. List of students in the course with images, name (hidden below), and UID is displayed
 - 2. Option to Save attendance data and complete later before submitting the data to Banner
 - 3. Option to Reset attendance data to the default/original values if you make a mistake and need to start over
 - 4. 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.





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Submit First Day Attendance to Banner.



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