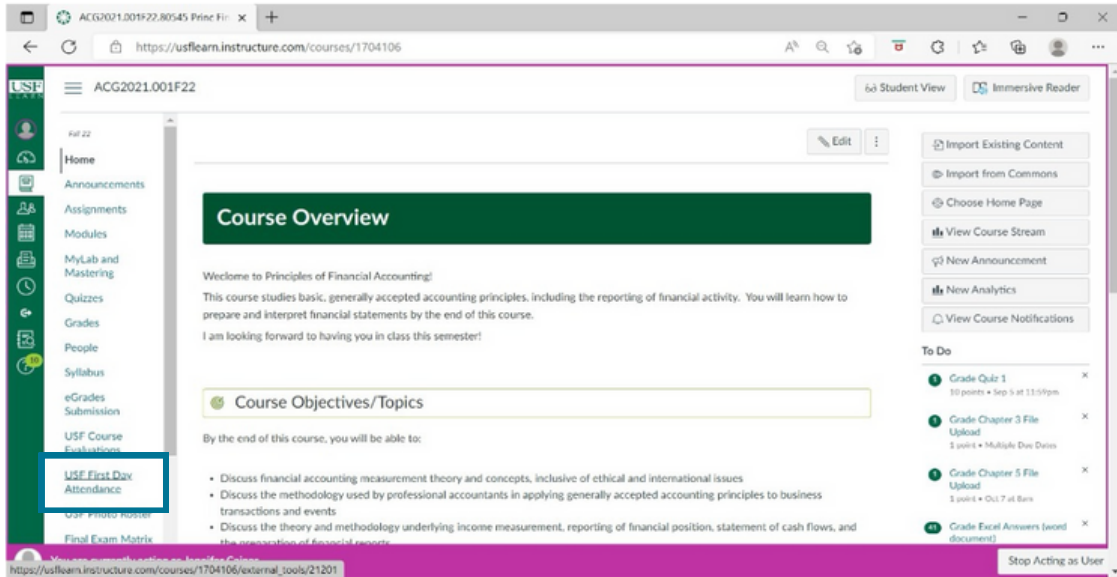


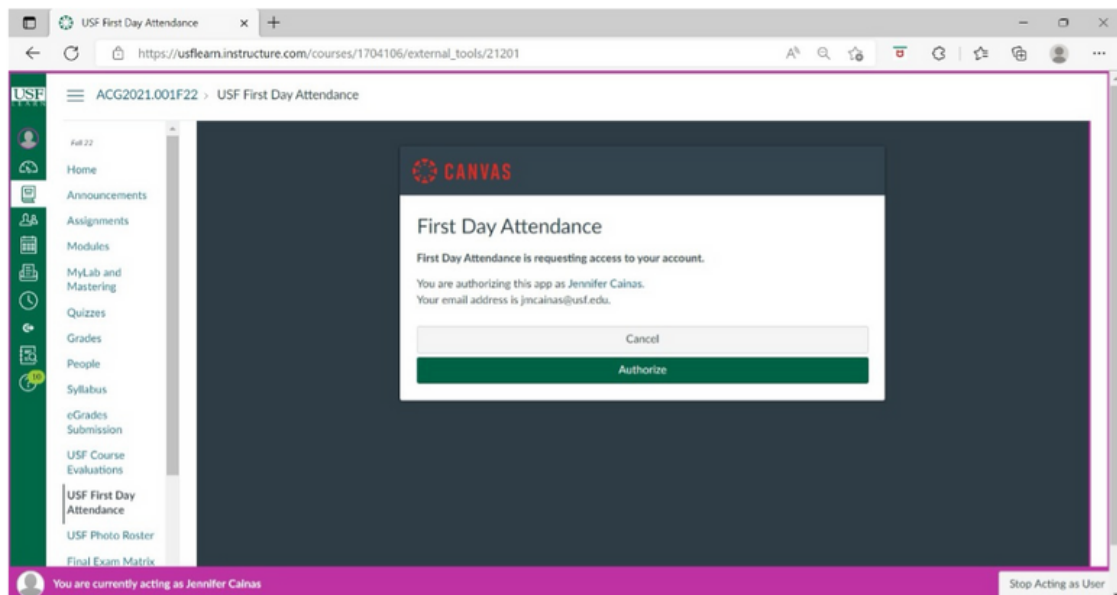
FIRST DAY ATTENDANCE PROCESS

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.



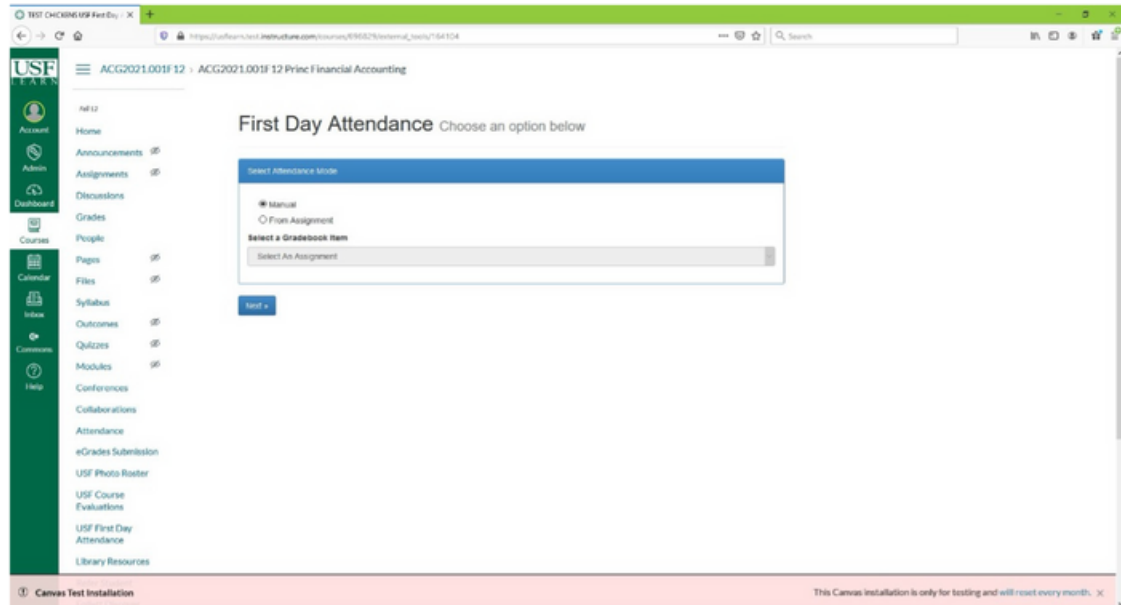
- 2 Authorize First Day Attendance to access your account.



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.



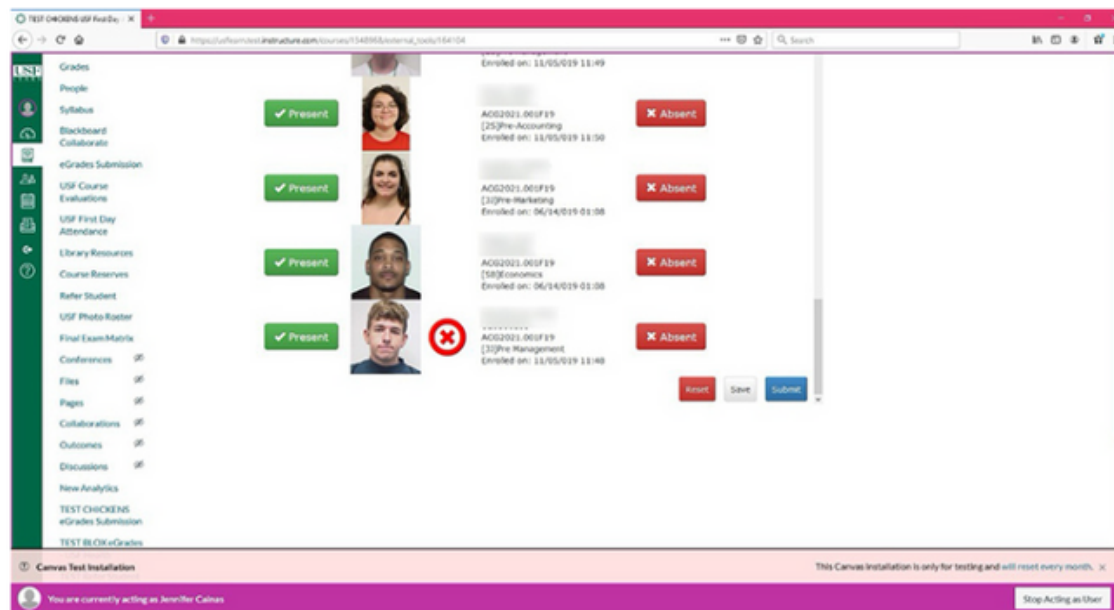
The default value for Manual Attendance is **Present** (i.e. students must be specifically marked as absent).

4

Follow instructions below for each option.

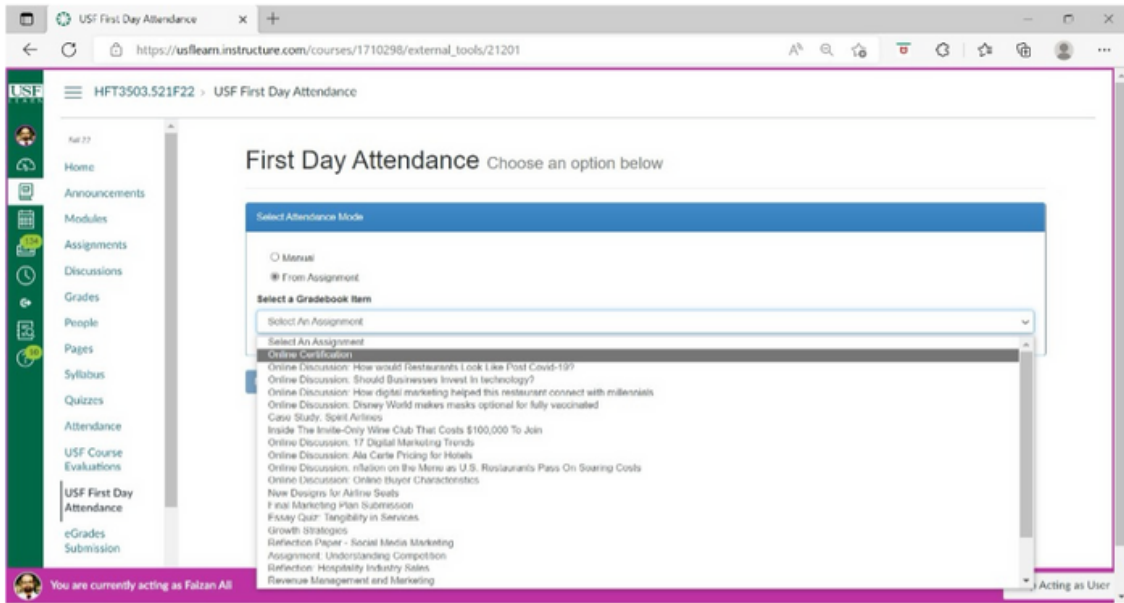
Manual Attendance Option:

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

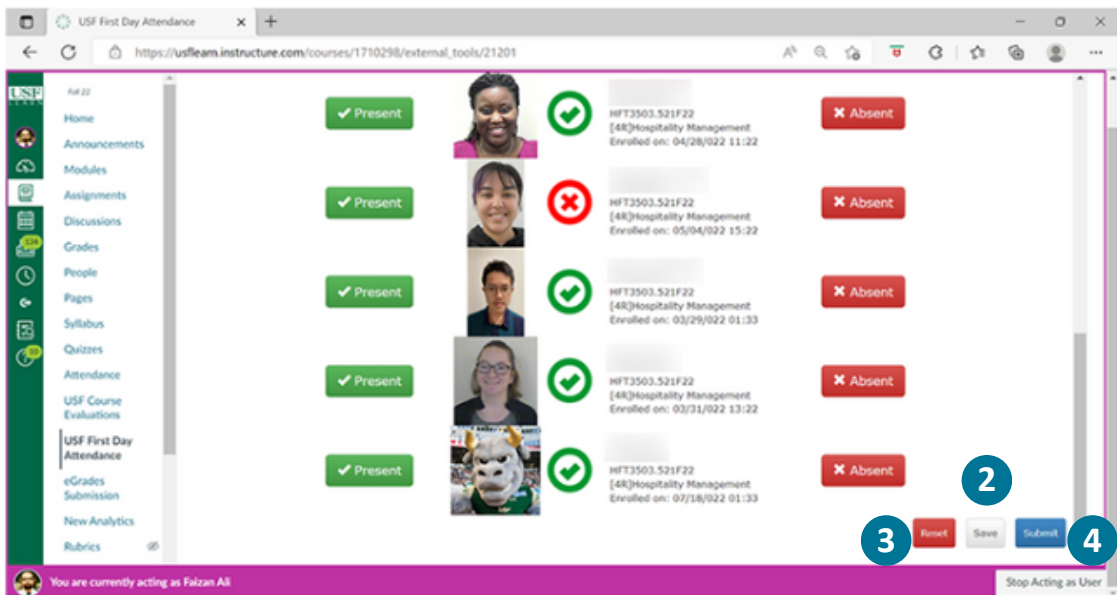


Attendance from Assignment Option:

- 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.

