Attendance Report from Gradebook History

Instructors can see when students have submitted assignments in the Canvas course and see the gradebook history for students.

Going to the gradebook history can assist instructors when they are entering the attendance in Self Service.

**Gradebook History**

To see the Gradebook History.

Go to Grades from the Navigation Menu.

In the upper left corner – Switch from the Gradebook View to Gradebook History from the dropdown menu.

You can use the Category Drop Down boxes to Filter the log by Student, Artifact, or by Dates.

**Student** – Choose individual student by name if you need a record of their work.

**Grader** – You can choose between Teachers/TA’s in the course

**Artifact** – This you can choose the name of the activity or quiz.

**Start Date** – When opened.

**End Date** – When closed.
Running an Attendance Report for each day

From Gradebook History select the **Start Date** for the **First Day** your course was offered. You can use the Calendar or enter the date.

To get the Attendance for that day, also add the SAME DATE as the **End Date**, then click **Filter**.

The Gradebook History will appear for the day you have chosen. Students who completed a graded activity or had an instructor enter a grade for them will appear.

In Self Service, the instructor can now go to the date selected in the report and mark students who completed an activity as Present.

Repeat this process for Each Day until the Census Date.

There is a Required Self Service Training provided by Auditing.