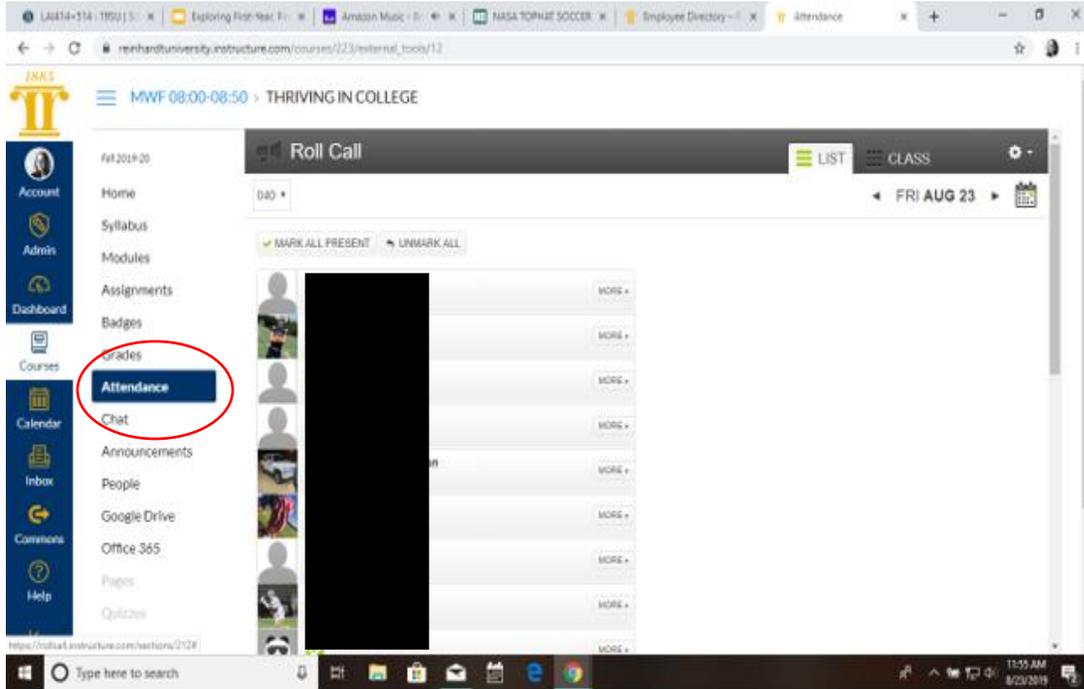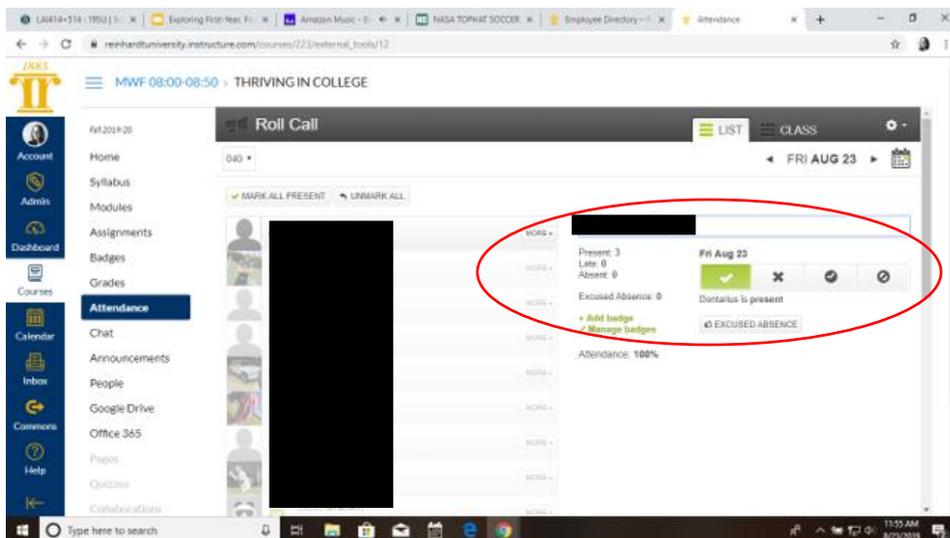## Attendance Badge Tips

*To mark a student excused in Canvas, you have to create your own badge to do so. This will be done by completing the following steps:
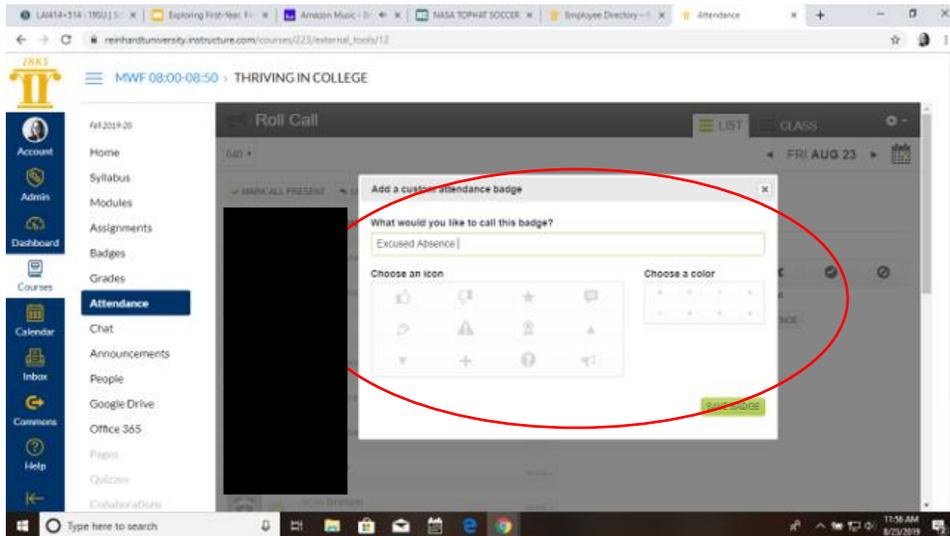
1. **Click on "Attendance" in the course in which you want to add the attendance badge.**

2. **Locate the name of any student and then click on "MORE."**
3. **Click on "Add Badge."**

4. Create your own badge.

*Pro Tip: You will need to choose an icon and color.

5. This badge will automatically populate to each student in the course.
6. So to take attendance, you would click on "More," and then chose the appropriate attendance setting and badge.

**Another Pro Tip: You will need to add a badge to each course that you teach, the settings don't translate to all of your Canvas courses.

***WORD OF CAUTION: If you are taking attendance for a grade, you will need to mark the student as present for excused absences (sports, etc.). and then attach the badge to their attendance record. Otherwise, marking them absent and then adding the excused absence badge will still deduct points from attendance.