

How do I use Roll Call Attendance badges in a course?

Once you have [configured the Attendance tool](#), Roll Call Badges are a versatile way to make quick notations about your students using the Roll Call attendance tool. For example, you can quickly mark when a student is disruptive or actively participating in the class so that you have a record of that student's activities.

You can add and manage any course-level attendance badges in any student's attendance information profile. New badges are always available to all students and will not/cannot be created for individual students. Badges may be created, however, that are only applicable in certain circumstances such as "Absent due to death in family" or "Absent due to school-sanctioned activity."

Canvas admins have the right to delete any course-level badges that may be considered inappropriate.

Note: Roll Call Attendance Badges are not visible to students.

Open Attendance

Click Attendance Link

In Course Navigation, click the **Attendance** link.

View More Options

View More Details About Student

Badges can be added and managed in any student's attendance information profile.

In List View [1], click the **More** tab next to a student's name.

In Class View [2], click the name of the student.

View Badges

View Available Badges

Any existing badges appear as buttons below the student's attendance information. All available and created badges are created for the entire course and will be shown for each student.

Add Badge

Create a New Badge

To add a new badge, click the **Add Badge** link.

Save Badge

Create a New Badge

Create a name for your badge [1], assign an icon [2], and choose a color to highlight the background when the badge is assigned [3]. Click the **Save Badge** button [4].

Manage Badges

Manage Badges

To edit any existing badge you created for your course, click the **Manage badges** link.

Note: When managing or editing badges, any changes made will affect the entire course, not an individual student. Additionally, you cannot manage any badges created at the account level.

Select Badge to Edit

To change the badge name, icon, or color, click the badge name [1].

To delete a badge, click the **Delete** button [2]. Deleting a badge will delete the badge for the entire course and all students.

Assign Badge

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When you want to assign a badge, make sure you are viewing the profile for the specific student who should receive a badge.

To assign a badge, click the name of a badge. The badge will highlight with the set badge color. To remove a badge, click the badge again.

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