ODU Attendance Management Tool (Students)

Automated attendance management is available in many classrooms across the University. Students can check in and out of class using a mobile app or with their student ID, and faculty can manage attendance data in Canvas.

In order to check in or out and get credit for attendance, you MUST bring your mobile device or student ID to every class session.

Check with your instructor or review the course syllabus to determine if classroom attendance will be recorded or used in a specific course.
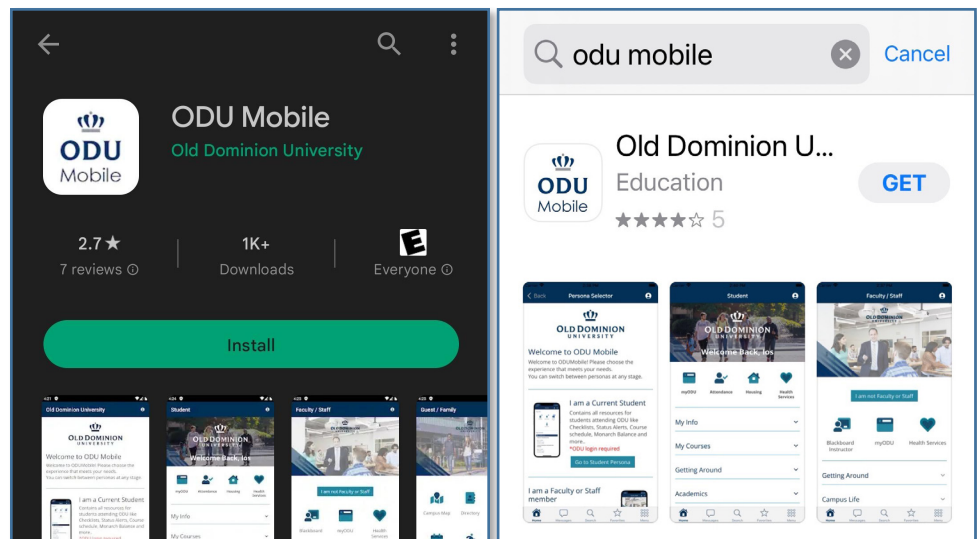
Check in to your class

Using your student ID

1. Swipe or tap your student ID at the device on the wall next to the classroom door. Ensure you get a green acknowledgment of the check in or out. If your swipe/tap is not acknowledged, YOU DID NOT CHECK IN!
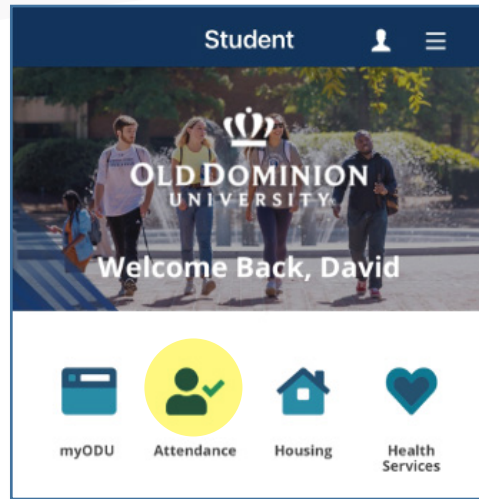

Using the ODU Mobile app

1. Download **ODU Mobile** from the Apple App Store or Google Play.

2. Log in to the app as a *student* with your MIDAS ID and password.

3. From the home screen, select **Attendance**.

4. Tap the text box or camera icon. (The first time you use the tool, your device will ask for permission to access your camera. If you don't click **OK**, the app won't work and you'll need to check in with your student ID instead.)
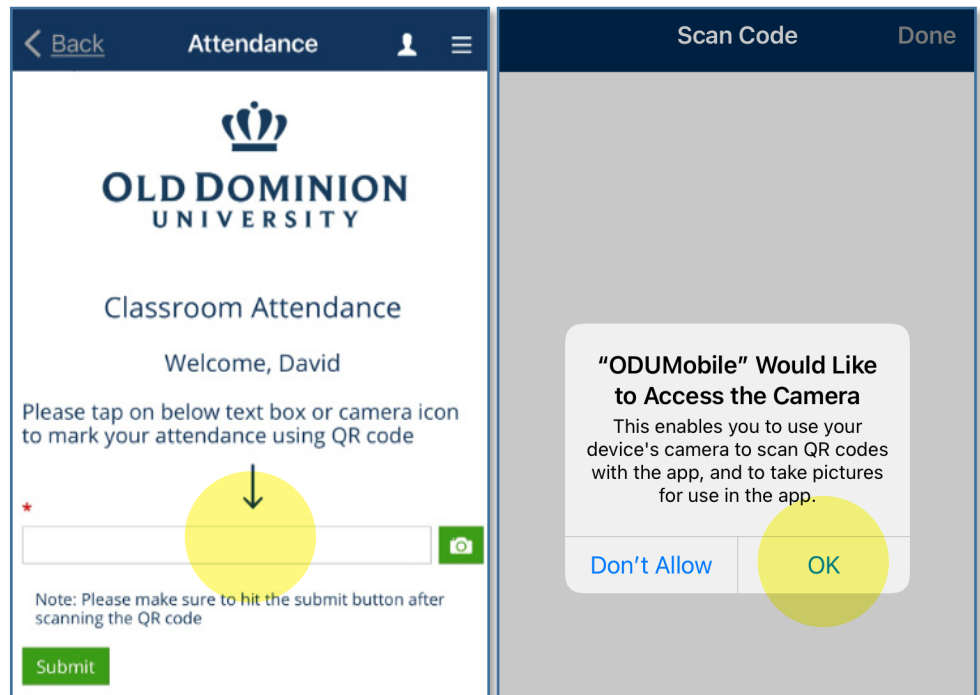
5. Aim your camera at the QR code – either on the wall device or projected on the screen at the front of the classroom – then click **Submit** once your phone registers the code.
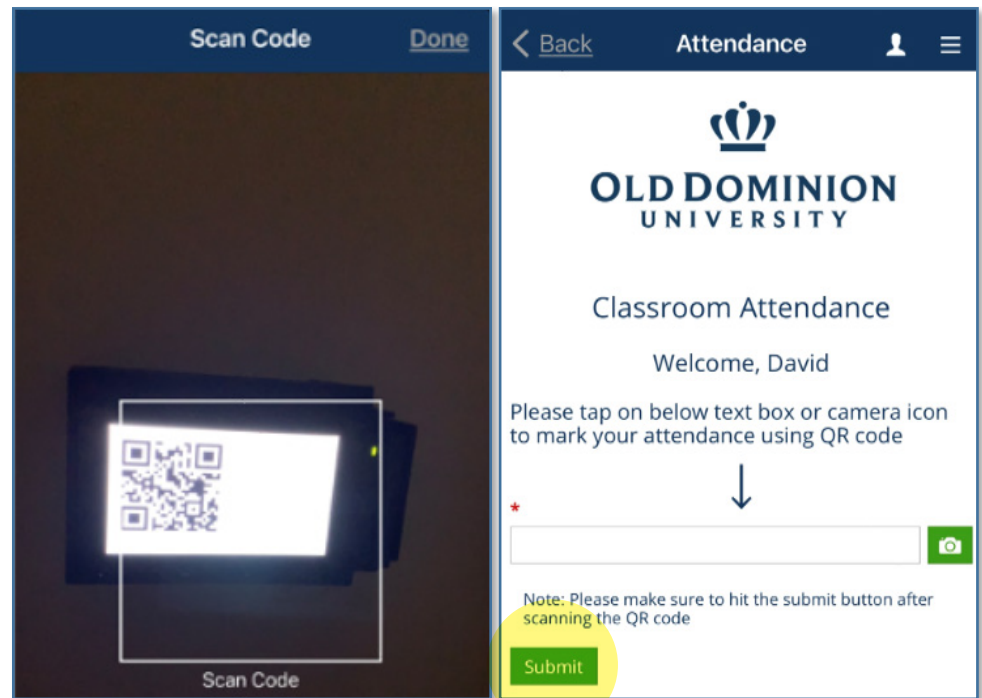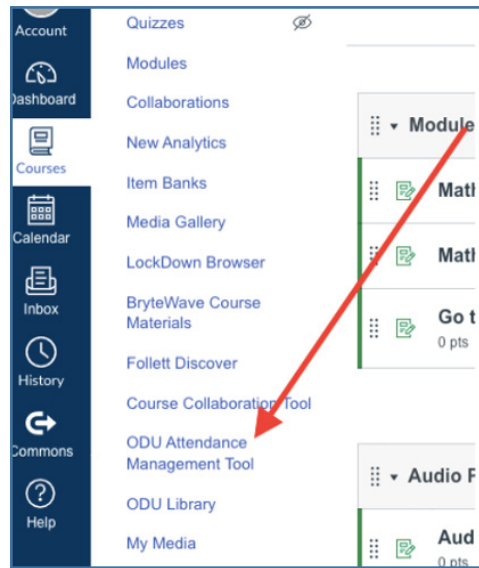

6. You'll see confirmation that you've been marked present. The instructor determines at what point the system marks you tardy instead of present, so if you check in after a certain time, you will be considered late.
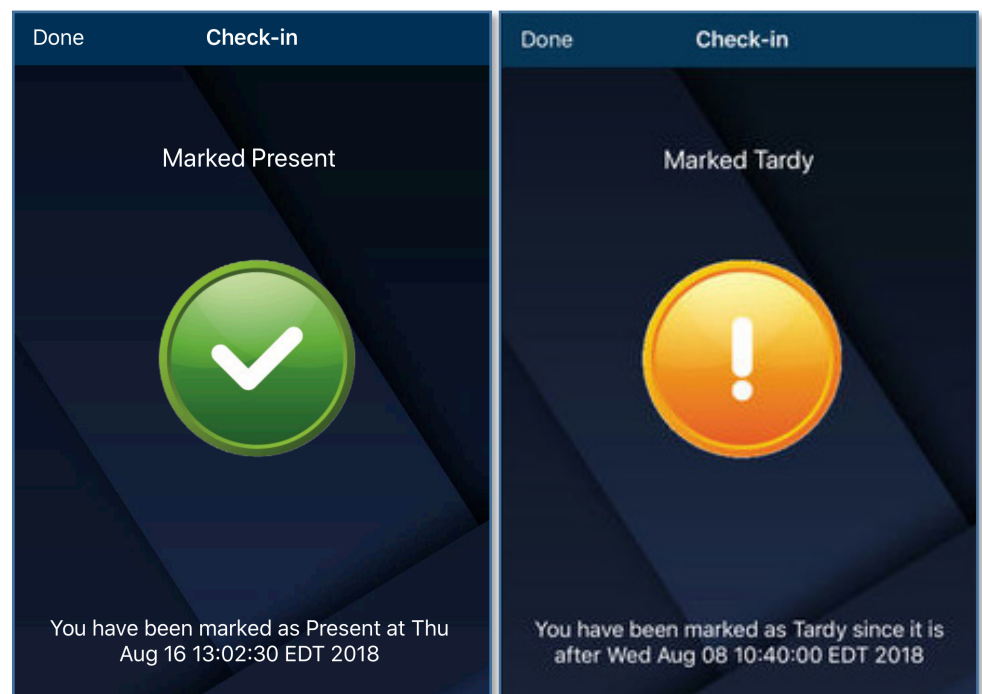
View your attendance totals in Canvas

1. To access the Attendance tool in Canvas, select your course and go to **ODU Attendance Management Tool**.

2. This will show your attendance to date for that class.

Attendance Grade	Absences	8/12/2019 10:00	8/10/2019 10:00	8/9/2019 10:00
96	0	late	present	present

3. If your instructor has elected to use attendance in your grade calculation, you may see one or more columns under **Grades** for **Attendance**.

Note: You will only get credit for attending class sessions that you are registered for. If you try to check in to a class outside of your regular schedule (maybe you're making up a class by attending at a different time, for example), your attendance will not be recorded. Your instructor will be able to manually record your presence.