

VERIFICATION OF ATTENDANCE IN CANVAS (VAC)

Federal Financial Aid regulations require the confirmation of attendance in order for students to receive financial aid. The confirmation of attendance is achieved by students completing an academic activity through the **Canvas Learning Management System** by the end of the first week of classes. Failure to do so will result in a delay in the disbursement of financial aid to students. This confirmation is required for all students. The academically related activity should remain open throughout the term to ensure that students whose financial aid is delayed are able to complete the activity/assignment and receive a late disbursement.

The Financial Aid Office confirms each student's academic activity and verifies student attendance through the **Canvas Learning Management System**. It is the student's responsibility to complete the activity by the due date assigned.

Creating Activities in Canvas to Verify Attendance

In Canvas, you may choose to have students complete a quiz/survey, a discussion or submit an assignment (Note: Do not use on a Turnitin assignment). If you do not already have one of the following activity types in your course for students to complete during week 1, you may develop a new activity or import a ready-to-use Verification of Attendance activity from Canvas Commons. *Help with importing VAC assignments from Canvas Commons:* http://blogs.fgcu.edu/elearning/?page_id=3699 then select the *Verification of Attendance* link.

To help student locate the assignment, name the assignment "Attendance Verification" and place it in the first module that appears in your Canvas course.

Canvas quiz or survey



Suggestions:

- Syllabus Quiz
- Course Pretest
- "Module 0" or Orientation Module quiz
- Course Contract
- Scavenger Hunt
- Module Feedback
- Survey on course expectations or related experiences

Canvas resources for help with Quizzes and Surveys:

<https://community.canvaslms.com/docs/DOC-12943-4152724267>

Canvas Discussion



Suggestions:

- **IMPORTANT:** Student's must reply at least once to the **original** Discussion post (*a reply to another student's discussion post is not considered a valid academic activity*).
 - Course Introductions (Personal and program information)
 - Course topic Reflection/Read and Reflect
 - Report on a Initial Field Experience
 - Audio/Video Introduction
 - What is your experience with this topic? What do you hope to gain from this course?
 - Based on what you have learned from the Syllabus what is something you want to know more about.

Canvas resources for help with Discussions:

<https://community.canvaslms.com/docs/DOC-13016-4152724374>

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Canvas Assignment

+ Assignment

Suggestions (Note: Do not use a Turnitin assignment for verification of attendance):

- Initial Reflection
- Contact Information
- Course Expectations
- Writing Sample tied to course content
- Reflection on Skills/Aptitudes/Interest Inventory

Canvas resources for help with Assignments:

<https://community.canvaslms.com/docs/DOC-9873-415267003>

Syllabus Statement

It may be helpful to add a statement to your syllabus explaining this policy (*this is not required*). Suggested wording:

All faculty members are required to use Canvas to confirm a student's attendance for each course by the end of the first week of classes. Failure to do so will result in a delay in the disbursement of your financial aid. The confirmation of attendance is required for all students, not only those receiving financial aid.

Canvas Workshop Schedule

Register for Canvas 1 & 2 workshops, or an Open Lab: <https://tinyurl.com/ycm76fgt>

Support

The contacts listed below are available to provide additional support with Canvas.

Canvas Helpdesk: (239) 590-7100 – or – itsprt@fgcu.edu

The following are available to assist with identifying and developing activities for your Canvas course(s):

Name	Email	Phone	Departments Supported	
Andrea Benscoter	andreab@fgcu.edu	590-7844	Justice Studies	Political Science & Public Admin
CJ Jordanek	cjordanek@fgcu.edu	590-7084	Accounting Counseling Curriculum, Instruction & Culture Finance & Economics Health Sciences Information Systems & Operations Leadership, Technology & Research	Management Marketing Nursing Rehabilitation Sciences Resort & Hospitality Management Social Work Teacher Education
Dr. Diane Marks	dmarks@fgcu.edu	590-7082	Bioengineering Biological Sciences Bower School of Music & the Arts Chemistry & Physics Communication and Philosophy Environmental & Civil Eng. Integrated Studies	Language and Literature Marine & Ecological Sciences Mathematics Psychology Social Sciences Software Engineering Undergraduate Studies