

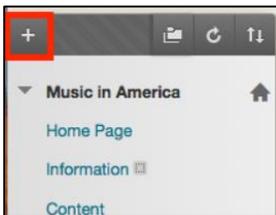
Qwickly Attendance & Multi-Course Productivity Tools

This job aid will cover the steps to add and use Qwickly Attendance and Multi-Course Productivity Tools in Blackboard

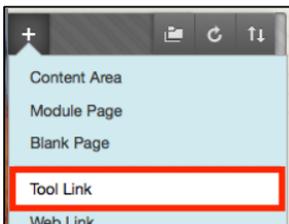
Qwickly Attendance

Qwickly Attendance has been designed to be powerful, yet straightforward. Most users can jump right in and start using it immediately without much direction, but here are some best practices for getting the most out of Qwickly Attendance.

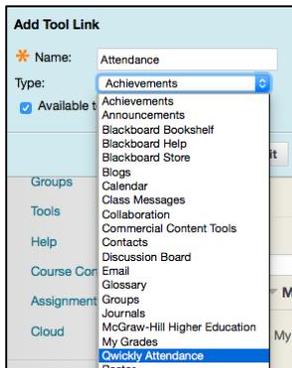
- **Add Qwickly Attendance to the Course Menu** - this creates an easy access point to take attendance without having to dig into the Blackboard tools menu for both faculty and students.
 1. Click the "+" in the course menu.



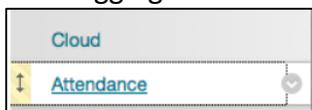
2. Select Tool Link



3. Name the Tool, "**Attendance**". From the type selection, choose "**Qwickly Attendance**". If you want students to be able to see their record or check in themselves, you'll want to make sure that Available to Users is checked. Click **Submit**.



4. The Attendance link is now in the course menu. You can drag it into a new position by clicking and dragging on the arrows on the left of the name of the menu item.

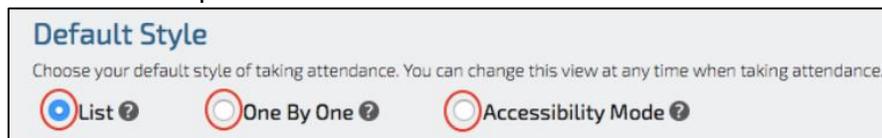


- **Set Up Qwicky Attendance for the first time when using it in each course.** The first time you visit the tool in a course, you'll need to complete the settings for the course. This can be as simple as clicking submit to accept the default settings. If you need to make changes later, you can visit the settings screen at any time. *You will not be able to take attendance in a course until this set up is complete.*

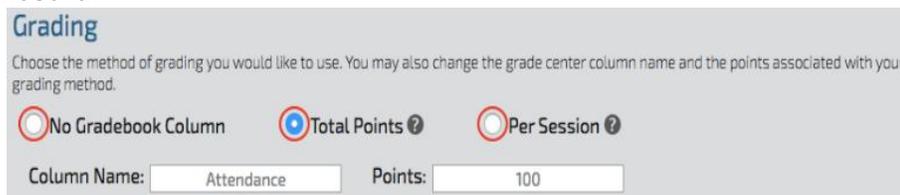
1. Click Attendance, to get to the Main Attendance Page.



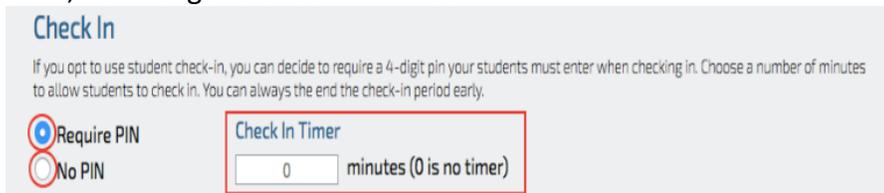
2. Select "Settings" which will take you to the main settings page of Attendance.
3. Choose a default style. Most users will use List or Check- In.
 - i. The **List** setting displays all students in alphabetical order. To take attendance you can freely click "Present" "Absent" "Excused" or "Tardy" for each student. You can also comment on a student's status.
 - ii. The **Check-in** option allows students to check in on their own device or computer.



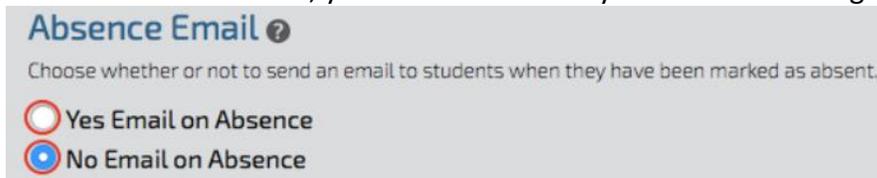
4. Next, you'll want to choose a grading method if you decide to have a grad center column created in Blackboard.



- i. You can choose from Total Points, which defines a total number of points that attendance will be worth.
 - ii. Per Session, which defines a total number of points for each class.
 - iii. No Gradebook Column, does not create a grade center column in Black Board.
5. Next, you decide when using Student Check In, if you will require a PIN number or not, then if using Check In, how long the Check In will be.



6. Next if a student is Absent, you can choose if they receive a email regarding there date of absence.



7. After doing all of these steps, click Save Settings.

- **Start taking attendance.** After your initial set up in the course, you will be automatically taken to the attendance taking screen when you visit Quickly Attendance.

1. Click the Attendance Link you created



2. This will bring you to the main Take Attendance Page

[< Settings](#)
[View Record](#)

TAKE ATTENDANCE

Starting student check in will allow students to check in on their own devices through a web browser, but will prevent you from manually taking attendance.

[Start Check In >](#)

Attendance Time
 Current Time Custom (Past or Future)

Session Title optional

Student Name	Status	Comments
All Students	Present Absent Excused Tardy	
Allen, Barry (ballen)	Present Absent Excused Tardy	
Barton, Clinton (cbarton)	Present Absent Excused Tardy	

3. The first step to Take Attendance, you will choose to use the Current Time or you can Custom your time that your Attendance will be taken.

Attendance Time
 Current Time Custom (Past or Future)

Attendance Time
 Current Time Custom (Past or Future) Date Time :

4. Next you can give your Session a title, this step is optional.

5. Next you will take the attendance of your students.

Crane, Jonathan (jcrane)	Present Absent Excused Tardy	
Isley, Pamela (pisley)	Present Absent Excused Tardy	<input type="text" value="At Funeral"/> <small>Close</small>

6. After you have taken Attendance you will click Submit Attendance to enter your Attendance into the Records Sheet. After you click Submit Attendance it will bring you to the Main Attendance screen again, and say "Attendance has been taken".

7. Click View Record to review the Attendance you've taken.