Qwickly Attendance & Multi-Course Productivity Tools

This job aid will cover the steps to add and use Qwickly Attendance in Blackboard
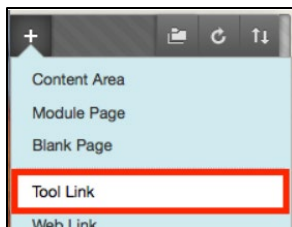
Qwickly Attendance

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.
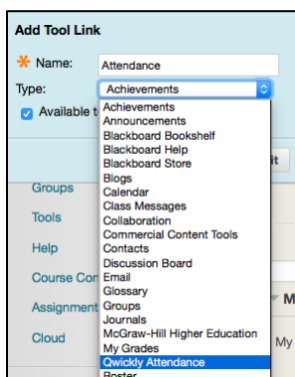 1. Click the "+" in the course menu.
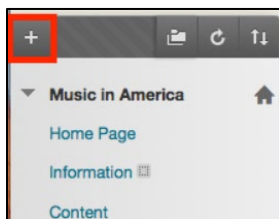
  2. Select Tool Link

  3. Name the Tool, "**Attendance**". From the type selection, choose "**Qwickly Attendance Pro**". 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 Qwickly 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.*
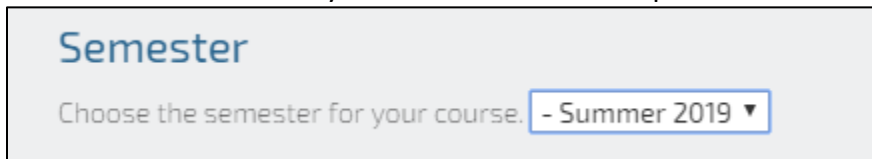
1. Click Attendance, to get to the Main Attendance Page.
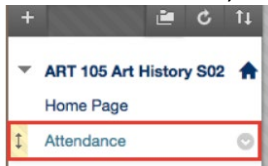
2. Select "**Begin Set-up**" which will take you to the main settings page of Attendance.
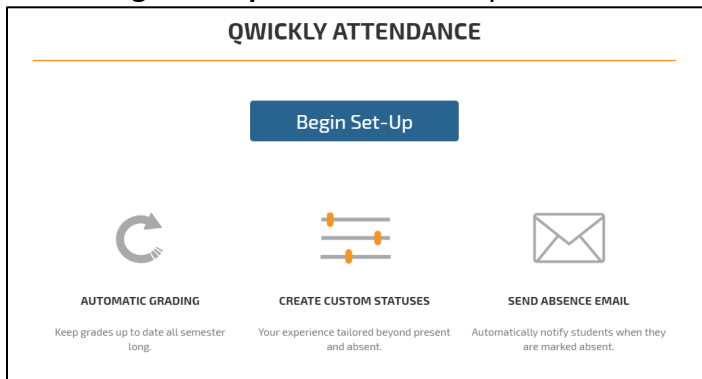

3. Choose the semester for your course from the drop down menu.

4. 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.
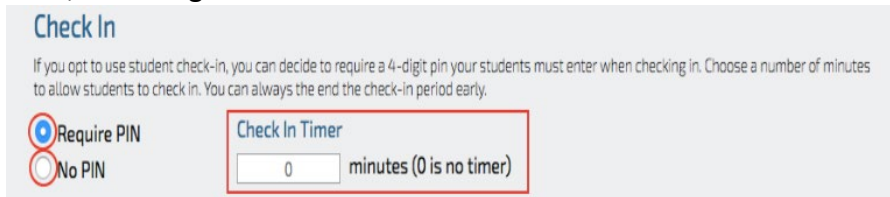   ii. The **Check-in** option allows students to check in on their own device or computer.
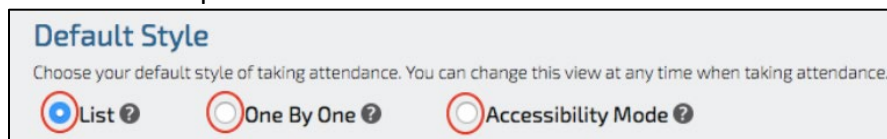
5. Next, select the View Preferences for your Attendance. These options affect the way you view Attendance information in various ways.

6. Next, you will want to choose a grading method if you decide to have a grade center column created in Blackboard.
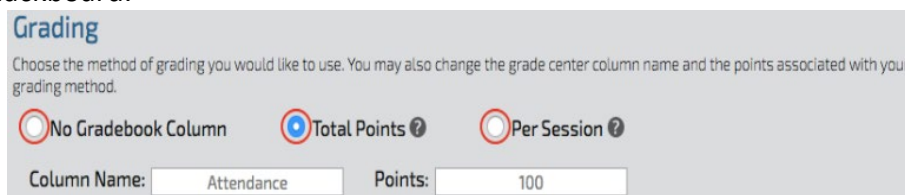
    i. You can choose from Total Points, which defines a total number of points that attendance will be worth.
    ii. Per Session, which defines a total number of points for each class.
    iii. No Gradebook Column, does not create a grade center column in Black Board.

7. 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.
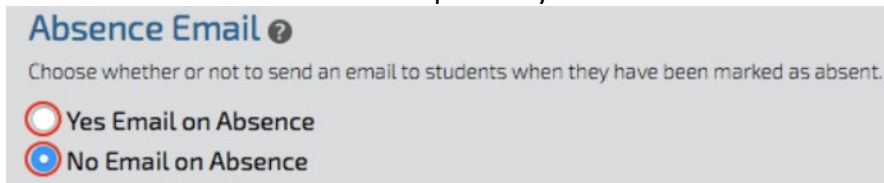
Check In

If you opt to use student check-in, you can decide to require a 4-digit pin your students must enter when checking in. Choose a number of minutes to allow students to check in. You can always the end the check-in period early.

○ Require PIN   **Check In Timer**
○ No PIN   [0] minutes (0 is no timer)

8. Next if a student is Absent, you can choose if they receive an email regarding there date of absence. If you Choose Yes, you can customize the email that students receive. You may use a number of predefined variables in the email. {-absences-}, {-date-}, {-course-}, {-first-} and {-last-} which will be replaced with the number of absences, date of attendance, course title, student's first and last name respectively.
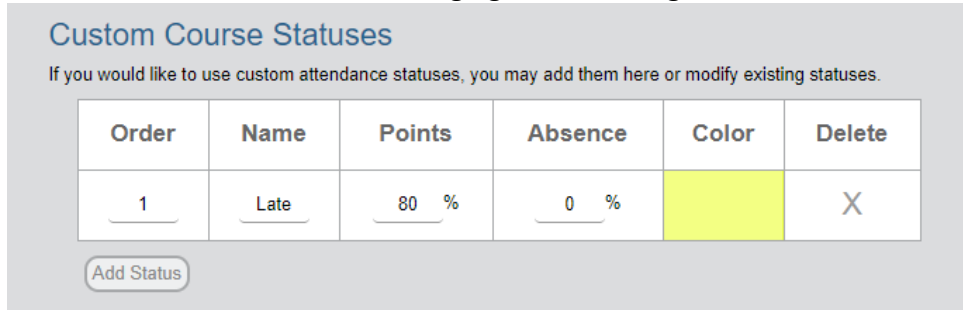
Absence Email ❔

Choose whether or not to send an email to students when they have been marked as absent.

○ Yes Email on Absence
● No Email on Absence

9. **Attendance Statuses** are set by default and define the options you have to take attendance. The default statuses cannot be changed, but you can create your own custom status (ex. Late)
   i. Present = 100% attended for that session
   ii. Absent = 0% attended for that session
   iii. Excused = Student is excused for their absence.
   iv. Custom Course Statuses – Allow you to create a custom status for taking attendance.
      1. Click Add Status and provide the Name, Points - Percentage given for being late, Absence - Percentage given for being Absent, Color.

Custom Course Statuses

If you would like to use custom attendance statuses, you may add them here or modify existing statuses.

Order	Name	Points	Absence	Color	Delete
1	Late	80 %	0 %		X

(Add Status)

10. 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 Qwickly Attendance.
   1. Click the Attendance Link you created

   ▼ ART 105 Art History S02 🏠
       Home Page
   ↕ Attendance   ⌄

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

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.

4. Next you can give your Session a title, this step is optional. The current date will show by default
5. Next you will take the attendance of your students.

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.