Introduction

Qwickly has additional tools that can be found in your courses to allow you to take attendance within your Blackboard course. This attendance can be customized and even has the option of including grades.

Adding Qwickly Take Attendance to a Content Area

To use the Qwickly attendance feature, we first have to activate it in your course.

1. Select the Content Area you’d like Qwickly Take Attendance to appear under.

2. Hover over Tools and a drop down menu will appear (Fig 3, 1). Click the More Tools arrow at the bottom of the screen (Fig 3, 2) and select Qwickly Take Attendance (Fig 3, 3).

3. The Create Link: Qwickly Take Attendance page will appear. If you’re happy with the settings, click Submit (Fig 4, 1).

4. Click the newly created link to enter the Qwickly Attendance Settings.

5. You can choose your Default Style:
   a. List – take attendance using an alphabetical list of your students.
b. **One-by-One** – Each student will be displayed on screen one at a time, so you can easily call each student’s name.

c. **Accessibility Mode** – Displays all students at once in alphabetical order for easier keyboard navigation.

6. Select **Grading**:

   a. **No Gradebook Column** – No Grade Center column will be made for attendance.
   b. **Total Points** – Chose a total grade for attendance for the entire length of the course.
   c. **Points per Presence** – Assign a number of points to a student each time they are present.

7. The default **Column Name** is **Attendance**. We suggest keeping it the same.

8. Input the number of **Points** you require.

9. Click **Save Settings** at the bottom of the page.

10. Click **Return to Attendance** in the orange bar at the top of the page.

**Taking Attendance**

After configuring the **Qwickly Take Attendance**, you can then use your Attendance link to take attendance in your course.

---

**Figure 5**

For this section, the following settings were chosen:

A. **Default Style**: List

B. **Grading**: Points per presence (10)

**Please Note**: If you are dissatisfied with any of your settings, you can click the **Settings** link (Fig 5, 1) in the top left hand corner. We do not suggest changing settings after you have already begun taking attendance.
1. Enter the course you’d like to take attendance with and navigate to the **Content Area** of your attendance.

2. Click on your **Attendance** link and the **Take Attendance** screen will appear (Fig 5).

3. The **Attendance Date** defaults to **Current Time** (Fig 5, 2).

4. Below that, you’ll see the option for a **Session Title** (Fig 5, 3).

5. To the right of the **Session Title**, you have the option to switch between **Views** (Fig 5, 4).

6. On the far left, the first listed item is **All Students** (Fig 5, 5). Use this to change the entire course’s **Status**.

7. Below **All Students** are the **individual student names** (Fig 5, 6).

8. Change the **Status** of students by clicking the three buttons in the middle of the page (Fig 5, 7).

9. For every student you have the option to leave a **Comment** (Fig 5, 8). These are visible to the student.

10. When you’re finished, at the bottom of the screen, click **Submit Attendance** (Fig 6, 1).

---

**Figure 6**

---

**Grading with Qwickly Take Attendance**

Attendance grades will automatically populate in your Grade Center, depending on which option you’ve chosen. You can then weight and calculate this grade just like a normal Grade Center column. The default setting for the **Qwickly Attendance** Grade Center column is to display a letter grade. The number total will only be visible in the column details.

**Please Note**: If you change your **Grading**, you’ll need to re-take attendance in order for the grade to populate. We do not suggest changing any settings after you start taking attendance. Only do this if you have a second attendance record.