## Qwickly Attendance

Qwickly has a tool that can be found inside your Blackboard course to allow you to take attendance. This attendance feature can be customized and has the option of including grades for attendance and absences.

### *Configure Qwickly Attendance*

These steps need to be done once per course. Once they are set up, you can continue to the **Taking Attendance** header.

1. Navigate to https://blackboard.towson.edu

2. Log in with your TU **NetID and Password**

3. Enter your desired course and click on **Tools** on the left hand menu

4. Click on **Qwickly Attendance**

    a. If this is the first time you are using Qwickly Attendance, you will be presented with an authorization message. Click **Allow** in order to use Qwickly Attendance.

5. Click **Begin Set-up**

6. If you are in a combined course, choose the **Student Grouping** option you would like. If you are not in a combined course, skip to number 7.

    a. **Single List:** Shows all students in all combined sections in one single list

    b. **By Course Section:** Includes a drop down menu on the Take Attendance screen to select the section

7. You can choose your **Default Style** which will be displayed when clicking on **Qwickly Attendance**

    a. **List:** Take attendance using an alphabetical list of your students. This mode is helpful if you use a physical sign in sheet in class.

    b. **One-by-One:** Each student will be displayed on the 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

    d. **Check-In:** Requires students to sign in by themselves by opening Blackboard and clicking on Qwickly Attendance

8. Select any **View Preferences** you would like

    a. **Show Absences on Take Attendance Screen:** This will show the number of absent days each student has

    b. **Show Unavailable and Disabled Students in Record:** This will show any students in the Attendance Record who you have set to unavailable or who have dropped the course

    c. **Round Grade to Nearest Whole Number:** If grading is turned on, this will round the student's attendance grade

9. Select which **Record Order** you want to see in the Attendance Record screen

    a. **Oldest First:** Shows the oldest date of attendance in the first column

    b. **Newest First:** Shows the most recent date of attendance in the first column

10. Select the **Grading** option you would like for your attendance

    a. **No Gradebook Column:** A column will not be created. Skip to step 11.

b. **Total Points:** Choose a total grade for attendance for the entire length of the course. Each session will change point values automatically when a new session is created, to keep the grade at the chosen value.

c. **Points Per Presence:** Assign a number of points to a student each time they are present (i.e. each session is worth 2 points)

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

   ii. Input the number of **Points** you want each session or the semester to be worth, based on your option above.

d. **Points Per Absence:** Assign a number of points for each absence

   i. The default **Column Name** is **Absence**. We suggest keeping it the same

   ii. Input the number of **Points** you want each absence to be worth. A 0 means your student does not get points for the day. To subtract points, you will need to use a negative number.

11. **Check In:** After starting the sign in period, the student is required to then sign in by logging into Blackboard and clicking the Check In button
*Please Note:* If you are not using the check in feature, you can skip these options.

a. **Require Pin:** Generates a 4 digit pin for the students to use to check in. Students cannot check in if they do not know the pin

b. **No Pin:** Does not require a pin for students to check in

c. **Check In Timer:** Set a timer (in minutes) for the Check In period to end once started. You can end the check in process early if you wish, or enter 0 for no timer

12. **Absence Email** is set to No by default. If you would like your students to receive an email when they are marked absent, select **Yes Email on Absence**. They will receive an email stating the date and tie of the absence. You can customize the default absence email if you wish.

13. **Attendance Status** allows you to select which option corresponds to each student when you take attendance. By default, you have three statuses: Present, Absent, and Excuse. You can add a status by clicking on **Add Status**

a. **Order:** The number of new statuses you've added. Start with 1 and move upward.

b. **Name:** The name of the new status, i.e. Late or Excused with Points

c. **Points:** The percent of the score students will get for that status, i.e. 50% for Late, or 100% for Excused with Points

d. **Absence:** The percent of the absence score they will receive for this status, i.e. 50% for late, or 0% for Excused with Points
*Please Note:* The values for Points and Absence Points do not need to equal 100%.

e. **Color:** The color you will see in the attendance record

f. You can delete a status by clicking on the **X** in the **Delete** column

14. Click **Save Settings** at the bottom of the page to save your settings

15. Click **Take Attendance** at the top of the page to start taking attendance

## *Taking Attendance*

For this section, the following settings were chosen:

**Student Grouping:** By Course Section

**Default Style:** List

**Grading:** Points per session

***Please Note:*** *If you are dissatisfied with any of your settings, you can click on the* **Settings** *link in the top left hand corner. We do not recommend changing Grade settings once you have already begun taking attendance.*

1. Enter the course and navigate to the **Tools** menu. Select **Qwickly Attendance**

2. The **Take Attendance** screen will appear

3. The **Attendance Date** defaults to the **Current Time** option. If you'd like to put in a past session, select the **Custom Time** option under the **Session Date and Time** header.

4. Enter a **Session Title**

5. Above the **Session Date and Time**, you have the option to switch between views.
   ***Please Note:*** *All four attendance options below will show the* ***For Section*** *drop down menu if you are in a combined course. Make sure to select the correct section, otherwise your students will not be listed or be able to check in.*

   a. **Full List:** Shows you the list of all users

   b. **One-by-One:** Shows you the student's names individually

   c. **Accessibility:** Shows the students in a view that is assistive technology friendly

   d. **Check In:** Allows the students to start a check in time. If you selected a timer during set-up, the timer will allow students to view the check in until the time is up or until you manually stop the timer. If you use the timer option, you'll be able to leave the page and come back to it with the timer still running.

      i. Students can check in by locating the **Qwickly Attendance** option in the Tools menu.

6. If you are using the **Full List, One-by-One,** or **Accessibility Mode** options, you will need to select the student's **status** for the day: **Present, Absent,** or **Excused**, or another status you have created.

7. To the right of or under each student's name, you have the ability to leave a **comment** which is visible to the student.

8. A student marked absent will **receive an email** from Blackboard for the class if absent email is turned on

   a. **Default Email:** Your instructor has marked you absent for [**date and time**] in your course [**course name**]

9. If you are using the **Full List, One-by-One,** or **Accessibility Mode** options, make sure to click the **Submit Attendance** at the end of the attendance period. **Check In** will automatically submit the attendance when the time runs out or you manually stop the timer.

## Grading with Qwickly 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 numerical score.

*Please Note:* *If you change your grading, you'll need to take attendance for a new session in order for the grade to re-populate. We do not suggest changing any settings after you start taking attendance. You should only do this if you have a second attendance record off of Blackboard.*



**Figure 1**