
Blackboard

Qwickly

Qwickly Attendance

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.

Configure Qwickly Attendance

1. Enter your course and click on **Tools** in the course menu.
 2. Click on **Qwickly Attendance**.
 3. Click the **Begin-Setup** button.
 4. 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 5.
 - a. **Single List** – Shows all students in each course in one single list
 - b. **By Course Section** – includes a drop down to select individual sections
 5. 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.
 - 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.
 - d. **Check In** – Requires students to sign in by themselves.
 6. Select any **View Preferences** you would like
 - a. **Show Absences on Take Attendance Screen** – will show the students absent days
 - b. **Show Unavailable and dsiabled Students in Record** – this will show any students you have set to unavailable or who have dropped the course.
 - c. **Round Grade to Nearest Whole Number** – this will round the student attendance grade
 7. Select which **Record Order** you want to see in the first column
 - a. **Oldest First** – show the oldest date of attendance in the first column
 - b. **Newest First** – shows the most recent date of attendance in the first column
 8. Select the **Grading** option you would like for your attendance
 - a. **No Gradebook Column** – A grade Center column will not be created. Skip to step 8.
 - 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.
 - i. The default **Column Name** is **Attendance**. We suggest keeping it the same.
 - ii. Input the number of **Points** you want each attendance to be worth
 - d. **No Grade Center Column for Absences** – Select this option if you do not want a column created for absences. Skip to step 8.
 - e. **Points per Absence** – Assign a number of points to a student 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 that day. You can use negative points.
- Please Note:** **Check In** allows the students to sign in by themselves. The options below are the required if you would like to use the Check In feature.
- f. **Require Pin** – generates a random 4 digit pin for the students to use. Students cannot check in if they do not know the pin

Blackboard: Qwickly

- g. **No Pin** – does not require a pin for students to check in
 - h. **Check In Timer** – set a timer (in minutes) for the Check In period to end. You can end the check in process early if you wish, or enter 0 for no timer.
9. **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 Absense. They will receive an email stating the date and time of the absence.
10. **Attendance Statues** allow you to select which option corresponds to the students. By default, you have three statues: Present, Absent, and Excused. You can add a status by clicking on **Add Status**
- a. **Order** is the number of new statuses you've added. Start with 1, and move upward.
 - b. **Name** is the name you are giving the status, i.e. Late or Excused with Points
 - c. **Points** is the percent of the score the students will get for that status. Late could be 50% or Excused with Points could be 100%.
 - d. **Absence** is percent of the absence score they will receive for this status. Late could be 50% or Excused with Points could be 100%.
Please Note: Points and Absense points do not need to equal 100%.
 - e. **Color** is the color you will see in the attendance record.
 - f. You can delete a status by clicking on the X in the **Delete** column.
11. Click **Save Settings** at the bottom of the page.
12. Click **Return to Attendance** at the top of the page.

Taking Attendance

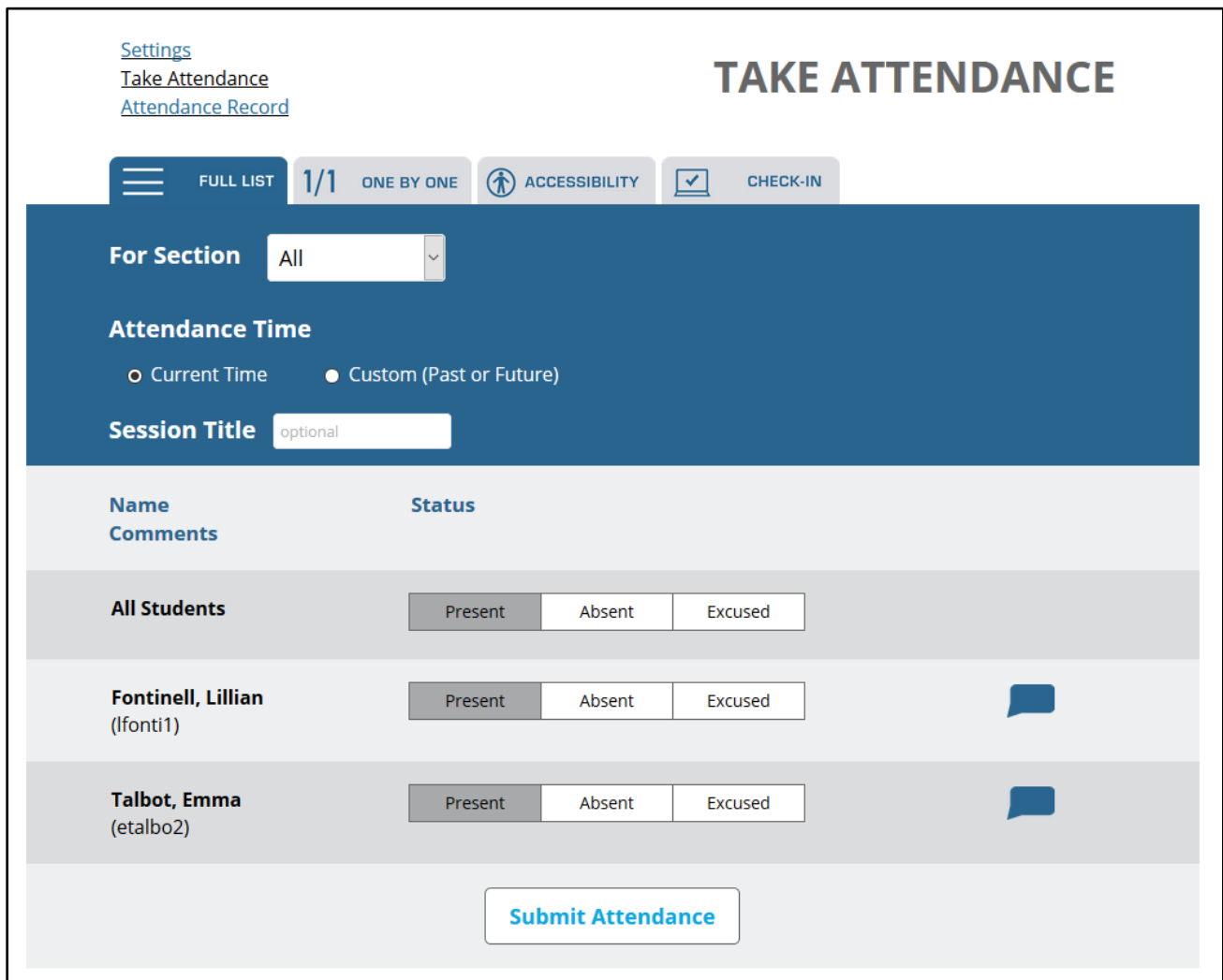


Figure 1

For this section, the following settings were chosen:

- A. **Student Grouping:** By Course Section
- B. **Default Style:** List
- C. **Grading:** Points per session

Please Note: If you are dissatisfied with any of your settings, you can click the **Settings** link 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 **Tools** menu and select **Qwickly Attendance**
2. Click on your **Attendance** link and the **Take Attendance** screen will appear.
3. The **Attendance Date** defaults to **Current Time**.
4. Below that, you'll see the option for a **Session Title**.
5. Above **Attendance Time**, you have the option to switch between **Views**.
 - 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 screen reader friendly view

Blackboard: Qwickly

- d. **Check In** – allows you to start a check in time. If you selected a timer earlier, the timer will allow students to check in until time is up, or you can 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 **Qwickly Attendance** in the Tools menu

Please Note: All four attendance options will show the **For Section** drop down 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.

6. If you are using the **Full List, One by One, or Accessibility** options, you will need to select the student's **status** for the day: **Present, Absent, or Excused**.
7. Under each student's name, you have the ability to leave a **comment** which is visible to each student
8. A student marked absent will **receive an email** from Blackboard for the class
 - a. 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** options, make sure to click **Submit Attendance** at the end of the attendance period. **Check In** will automatically submit when time runs out or you manually stop the timer.

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.