Qwickly

Document and Track Student Attendance

This document describes how to utilize the Qwickly Attendance tool in Blackboard to document and track student attendance.

Instructions

PART 1: Creating the Qwickly Attendance Tool Link

1. Navigate to the course menu, click on the plus sign in the top left hand corner of the course menu, and select Tool Link from the drop down menu.

2. In the name field, provide a name for the menu button (i.e., Attendance, Course Attendance, Qwickly Attendance, etc.). Then, click on the Type drop down menu.
3. Scroll down to select the **Qwickly Attendance** tool link.

4. If you would like to make the menu button accessible to students, select the **Available to Users** box, then click **Submit**.
5. Click on the newly added **Qwickly Attendance** tool link button in your course menu to begin the tool setup.
PART 2: Attendance Setup and Settings

1. Click on the **Begin Set-Up** button to select your desired attendance settings.

2. By default the attendance record order will be displayed by the Oldest First, however it’s ideal to select to view your attendance record by the **Newest First** setting in order to avoid scrolling for the most current record each time the attendance is taken.
4. When adjusting the attendance settings, pay careful attention to the **Grade Center Integration** settings. Both the points per daily attendance and points per absence can greatly influence a student’s grade.

**Note:** The Total Points setting for Attendance is used to, “Define a total number of points that attendance will be worth.” The Per Session setting is to, “Define a total number of points per session.”

**Note:** The Points per Absence setting is used to, “Define a number of points that each absence is worth, and if desired using a negative value to subtract points.” The points per absence will be taken from the set Attendance Total Points.
PART 3: Taking Attendance

1. If the attendance record is being recorded prior to or following the scheduled course time, utilize the **Custom (Past or Future)** button to mark all attendance statuses for that specific scheduled course date and time.

2. When marking students present, absent, excused, tardy, or left early the colors shown below will indicate how a student has been marked for that day’s attendance. To finalize all settings made click the **Save Settings** button.
3. Once all attendance statuses have been marked, click on the **Submit Attendance** button to save the record.

**Note:** Each student attendance status defaults to **Present**.

**Note:** You may add comments on a student’s attendance by double clicking in the **Comments** field.
PART 4: Attendance Documentation and Download

1. As the attendance record is recorded a record can be accessed via the Attendance Record link.

2. To download the attendance record as an Excel spreadsheet, select the Export icon beneath the Attendance Record link.