
Qwickly

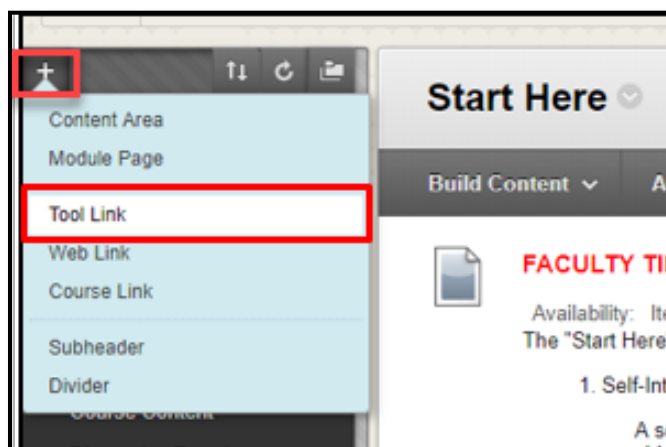
Document and Track Student Attendance

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

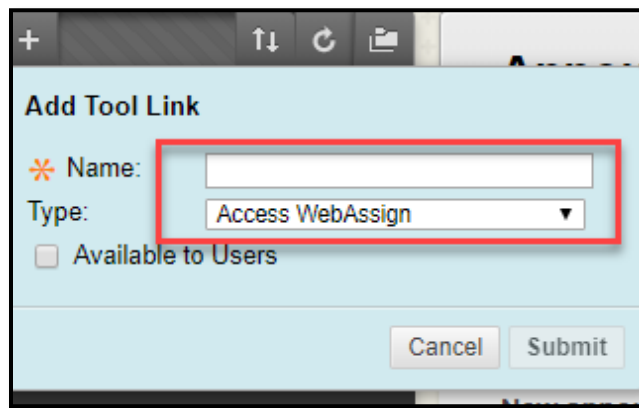
Instructions

PART 1: Creating the Qwickly Attendance Tool Link

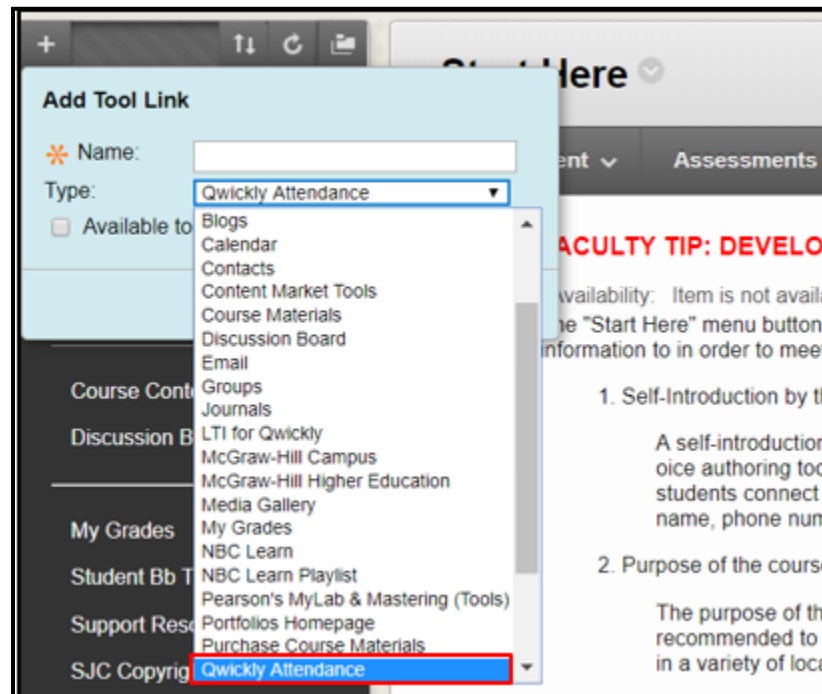
1. Navigate to to the course menu, click on the plus sign in the top left hand corner of the course menu, and select **Tool Link** from the drop down menu.



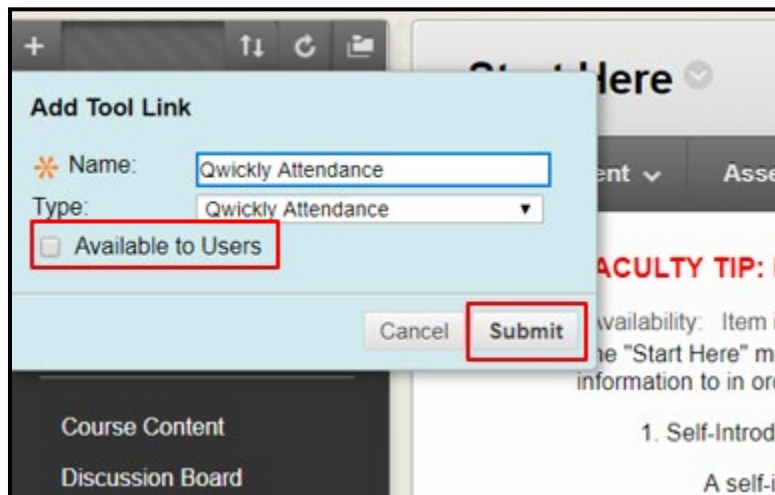
2. In the name field, provide a name for the menu button (i.e., Attendance, Course Attendance, Qwickly Attendance, etc.). Then, click on the **Type** drop down menu.



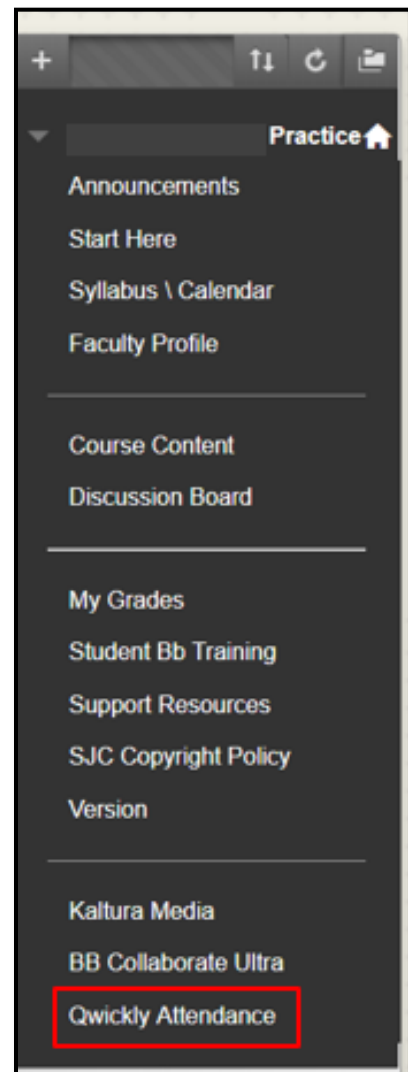
3. Scroll down to select the **Qwickly Attendance** tool link.



4. If you would like to make the menu button accessible to students, select the **Available to Users** box, then click **Submit**.

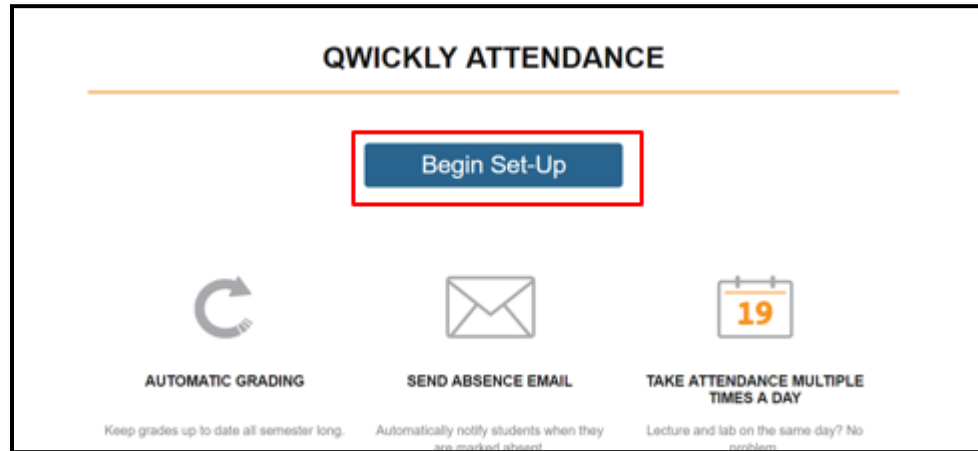


5. Click on the newly added **Qwickly Attendance** tool link button in your course menu to begin the tool setup.

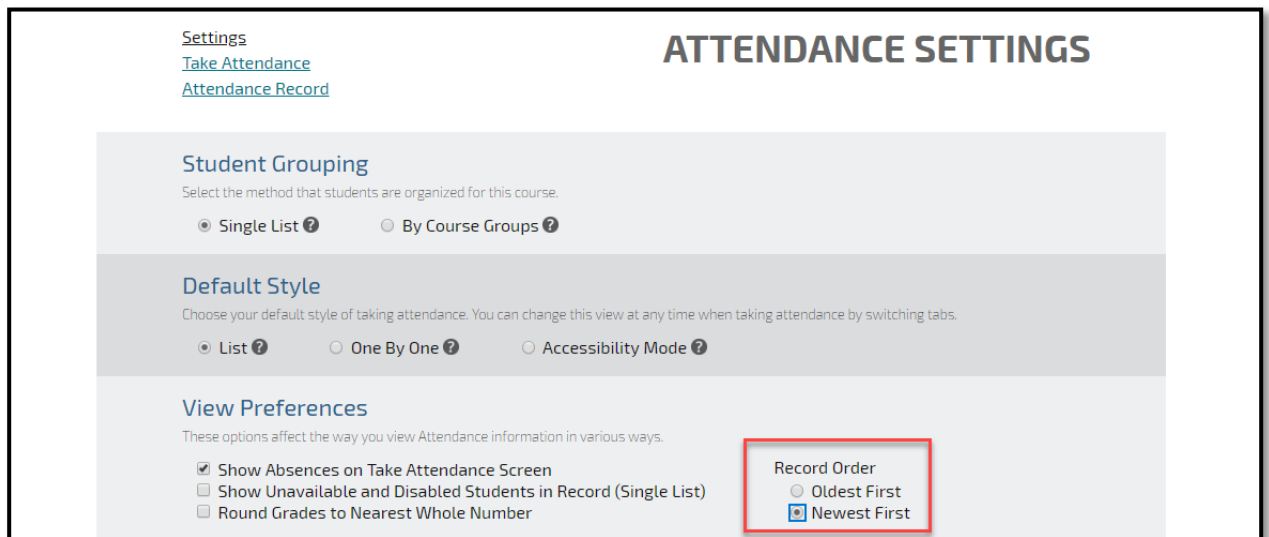


PART 2: Attendance Setup and Settings

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.

Settings
[Take Attendance](#)
[Attendance Record](#)

ATTENDANCE SETTINGS

Student Grouping

Select the method that students are organized for this course.

Single List [?] By Course Groups [?]

Default Style

Choose your default style of taking attendance. You can change this view at any time when taking attendance by switching tabs.

List [?] One By One [?] Accessibility Mode [?] Check In

View Preferences

These options affect the way you view Attendance information in various ways.

Show Absences on Take Attendance Screen
 Show Unavailable and Disabled Students in Record
 Round Grades to Nearest Whole Number

Record Order
 Oldest First
 Newest First

Grade Center Integration

Choose the method of grading you would like to use. You may also change the grade center column name and the points associated with your grading method.

No Grade Center Column Total Points [?] Per Session [?]

Column Name: Points:

Choose whether or not you would like a Grade Center column for absences, its name and points.

No Grade Center Column for Absences Points Per Absence [?]

Absence Column Name: Points Per Absence:

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.”

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.

Settings
Take Attendance
Attendance Record

TAKE ATTENDANCE

FULL LIST 1/1 ONE BY ONE ACCESSIBILITY USER ACTIVITY

Session Date and Time

Current Time Custom Time (Past or Future)

Date: 2019/09/23 Time: 09 : 56 : 24 AM

Session Title: Optional

Submit Attendance

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.

Attendance Statuses

System Statuses

System Attendance Statuses are built in statuses you can use to take attendance. You can not modify system statuses.

Name	Points	Absence	Color
Present	100.00%	0.00%	✓
Absent	0.00%	100.00%	X
Excused	0.00%	0.00%	⊘
Tardy	0.00%	0.00%	T
Left Early	0.00%	0.00%	L

Save Settings

- Once all attendance statuses have been marked, click on the **Submit Attendance** button to save the record.

The screenshot shows the 'TAKE ATTENDANCE' interface. At the top, there are navigation links for 'Settings', 'Take Attendance', and 'Attendance Record'. The main title is 'TAKE ATTENDANCE'. Below the title, there are tabs for 'FULL LIST', '1/1 ONE BY ONE', 'ACCESSIBILITY', and 'USER ACTIVITY'. The 'Session Date and Time' section has radio buttons for 'Current Time' and 'Custom Time (Past or Future)'. There is a 'Session Title' field with 'Optional' text and a 'Submit Attendance' button. The main area is a table with columns for 'Name', 'Status', and 'Comments'. The table lists three students: 'All Students', 'Bubb, A-Terri (tbubb)', 'Childress, A-Leslie (lchildress)', and 'McGuire, Kaitlyn (g01010072)'. Each student row has buttons for 'Present', 'Absent', 'Tardy', 'Left Early', and 'Excused'. The 'Bubb, A-Terri' row is highlighted with a red box. At the bottom, there is a 'Status Count' section showing 'Present: 3', 'Absent: 0', 'Tardy: 0', and 'Left Early: 0', with 'Excused: 0' below it. A 'Submit Attendance' button is at the bottom center, also highlighted with a red box.

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.



The screenshot shows the 'ATTENDANCE RECORD' page. At the top left, there are links for 'Settings', 'Take Attendance', and 'Attendance Record', with the latter highlighted by a red box. Below the links is a toolbar with 'Help', 'Export', 'Totals', and 'Reverse' icons. A search bar labeled 'Filter Username' is present. The main table displays attendance data for three users across several dates. The 'Attendance Record' link is highlighted in a red box.

	Sep 9	Sep 11	Sep 13	Sep 16	Sep 18	Sep 20	Sep 23	Sep 25	Points (100.00)	Absence
Bubb, A-Terri (tbubb)	T	✓	✓	✓	✓	T	L	⊗	5734	0.00
Childress, A-Leslie (lchildress)	✓	✓	✓	X	✓	✓	✓	X	75.00	2.00
McGuire, Kaitlyn (g01010072)	✓	✓	L	X	✓	✓	✓	✓	75.00	1.00

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



The screenshot shows the 'ATTENDANCE RECORD' page. At the top left, there are links for 'Settings', 'Take Attendance', and 'Attendance Record'. Below the links is a toolbar with 'Help', 'Export', 'Totals', and 'Reverse' icons. The 'Export' icon is highlighted by a red box. The main table displays attendance data for three users across several dates.

	Sep 9	Sep 11	Sep 13	Sep 16	Sep 18	Sep 20	Sep 23	Sep 25	Points (100.00)	Absence
Bubb, A-Terri (tbubb)	T	✓	✓	✓	✓	T	L	⊗	5734	0.00
Childress, A-Leslie (lchildress)	✓	✓	✓	X	✓	✓	✓	X	75.00	2.00
McGuire, Kaitlyn (g01010072)	✓	✓	L	X	✓	✓	✓	✓	75.00	1.00