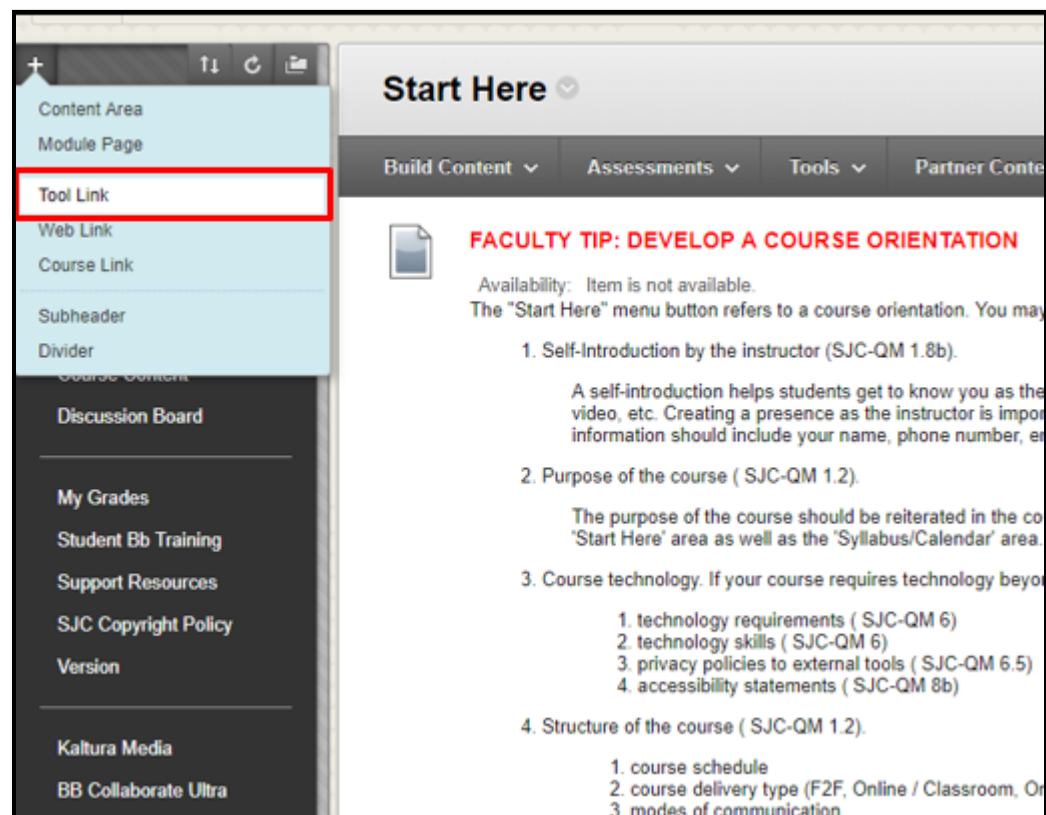

Qwickly

Document and Track Student Attendance: Tardy Status

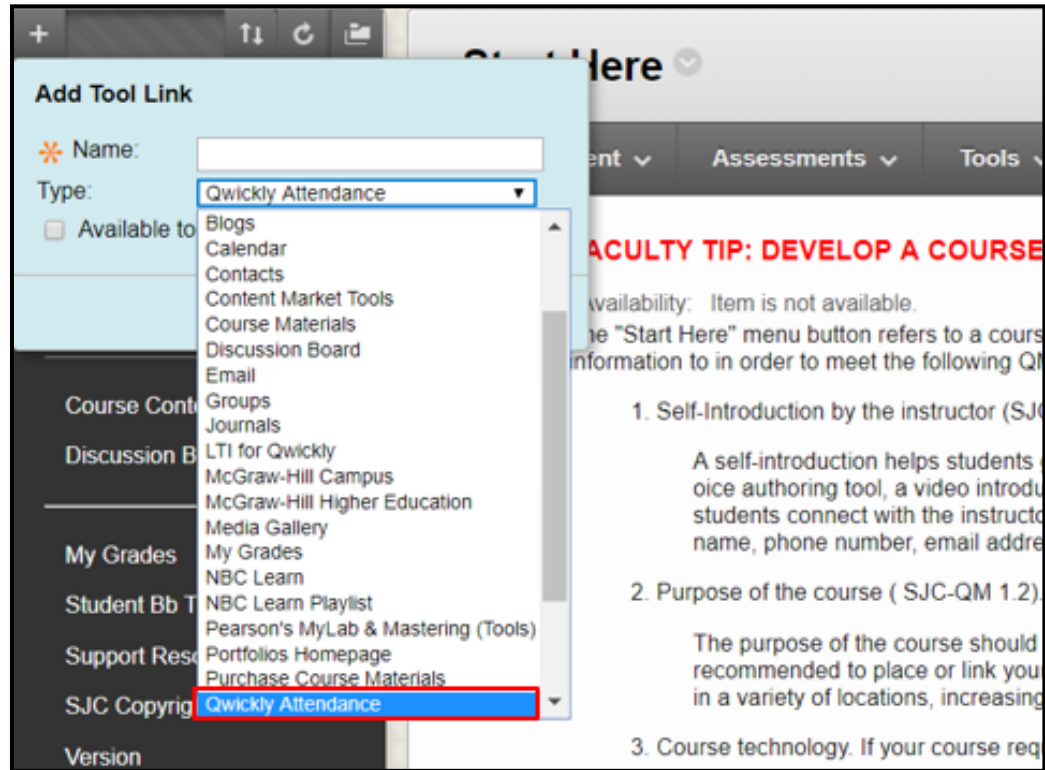
This document describes how to utilize the Qwickly Attendance tool in Blackboard to track and document student attendance using the custom tardy status.

Instructions

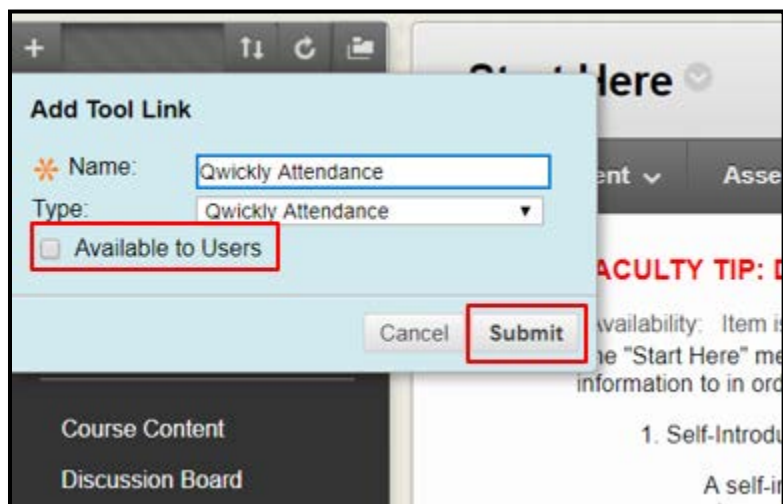
1. Navigate to the course menu, click on the **plus sign** in the top left-hand corner of the navigation menu, and select **Add Tool Link** from the drop-down menu.



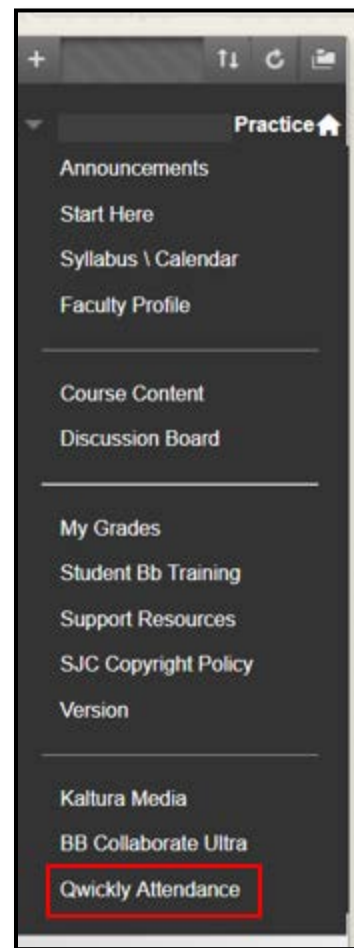
- In the name field, provide a **name** for the menu button (i.e., Attendance, Course Attendance, Qwickly Attendance, etc.) and scroll down to find the **Qwickly Attendance** tool link.



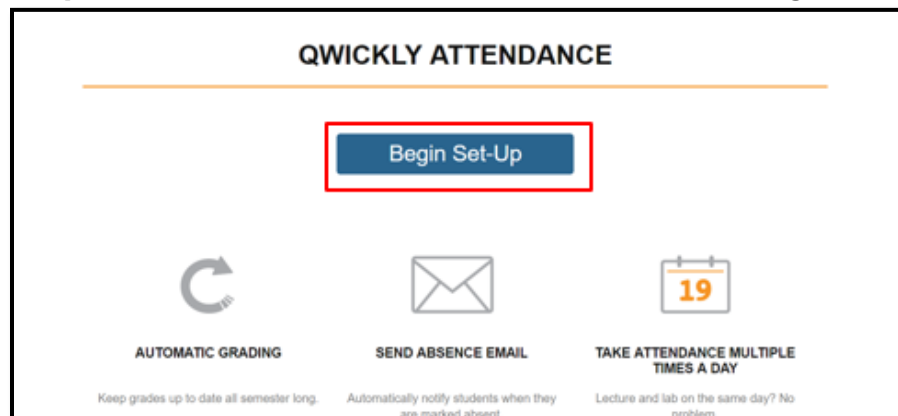
- Make the menu button available for students to view by checking the **Available to Users** box. Then click **Submit**.



4. Now that the tool link is added click on the newly added **Qwickly Attendance** tool link button in the course menu to begin the tool set-up.



5. Select **Begin Set-Up** and to select the desired attendance settings.



6. When adjusting the attendance settings, be sure to pay careful attention to the record order as well as the Grade Center. The Grade Center Integration as the points per daily attendance and points per absence will greatly effect the student's grade.

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

ATTENDANCE SETTINGS

Practice

Semester
Choose the semester for your course: 202020 - Spring 2020

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

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

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

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: Attendance Points: 100.00

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

No Grade Center Column for Absences Points Per Absence

7. Additionally, to incorporate a student's **Tardy or Left Early** status into the daily attendance note the additional selections available.

Note: **Tardy** and **Left Early** percentages are set to zero percent and cannot be changed. If percentage points would like to be deducted for both of these statuses, this will need to be completed manually through the grade center.

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](#)

8. Once the Qwickly Tool Settings have been saved, the screen will automatically begin with the **Take Attendance** screen. Here is where you will mark students present, absent, excused, tardy, or left early. When the attendance has been recorded, click the **Submit Attendance** link at the bottom of the page.

Note: Student attendance status defaults to **Present**.

Note: Comments on a student's attendance may be added by double-clicking in the **Comments** field.

The screenshot shows the 'TAKE ATTENDANCE' interface. At the top, there are navigation links: [Settings](#), [Take Attendance](#), and [Attendance Record](#). The main title is 'TAKE ATTENDANCE'. Below the title, there are tabs: 'FULL LIST' (selected), '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)'. The 'Session Title' field is optional. A 'Submit Attendance' button is located in the top right of the main content area.

Name	Status	Comments
All Students	<input type="radio"/> Present <input type="radio"/> Absent <input type="radio"/> Tardy <input type="radio"/> Left Early <input type="radio"/> Excused	
Bubb, A-Terri (tbubb)	<input type="radio"/> Present <input type="radio"/> Absent <input type="radio"/> Tardy <input type="radio"/> Left Early <input type="radio"/> Excused	
Childress, A-Leslie (lchildress)	<input type="radio"/> Present <input type="radio"/> Absent <input type="radio"/> Tardy <input type="radio"/> Left Early <input type="radio"/> Excused	
McGuire, Kaitlyn (g01010072)	<input type="radio"/> Present <input type="radio"/> Absent <input type="radio"/> Tardy <input type="radio"/> Left Early <input type="radio"/> Excused	
Status Count	Present: 3 Absent: 0 Tardy: 0 Left Early: 0 Excused: 0	

A 'Submit Attendance' button is located at the bottom center of the page.

- As the attendance record builds, you can access the overall course site attendance record under the **Attendance Record** link via the tool link.



- As the attendance record builds, present, absent, excused, tardy, and left early can be visible with variations of color denoted for each.

Settings
Take Attendance
Attendance Record

ATTENDANCE RECORD

Practice

8 Sessions. Page: 1/1

Filter Username	Jan 08	Jan 09	Jan 09	Jan 10	Jan 11	Jan 12	Jan 13	Jan 14	Points (100.00)	Absence
Bubb, A-Terri (tbubb)	✓	✓	T	✓	✓	✓	T	L	100.00	0.00
Childress, A-Leslie (lchildress)	✓	✓	✓	✓	X	✓	✓	✓	87.50	1.00
McGuire, Kaitlyn (g01010072)	✓	T	✓	L	X	✓	✓	✓	83.33	1.00

- In order to download the course attendance record as an excel spreadsheet, select the **Export icon** beneath the Attendance Record link.

Settings
Take Attendance
Attendance Record

ATTENDANCE RECORD

Practice

8 Sessions. Page: 1/1

Filter Username	Jan 08	Jan 09	Jan 09	Jan 10	Jan 11	Jan 12	Jan 13	Jan 14	Points (100.00)	Absence
Bubb, A-Terri (tbubb)	✓	✓	T	✓	✓	✓	T	L	100.00	0.00
Childress, A-Leslie (lchildress)	✓	✓	✓	✓	X	✓	✓	✓	87.50	1.00
McGuire, Kaitlyn (g01010072)	✓	T	✓	L	X	✓	✓	✓	83.33	1.00