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.
2. 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.

3. 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. Once the desired settings are selected, select to **Save 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.
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 these statuses, this will need to be completed manually through the grade center.

![Attendance Statuses](image)

**Attendance Statuses**

**System Statuses**

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Points</th>
<th>Absence</th>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>Present</td>
<td>100.00%</td>
<td>0.00%</td>
<td>✓</td>
</tr>
<tr>
<td>Absent</td>
<td>0.00%</td>
<td>100.00%</td>
<td>✗</td>
</tr>
<tr>
<td>Excused</td>
<td>0.00%</td>
<td>0.00%</td>
<td>Ø</td>
</tr>
<tr>
<td>Tardy</td>
<td>0.00%</td>
<td>0.00%</td>
<td>T</td>
</tr>
<tr>
<td>Left Early</td>
<td>0.00%</td>
<td>0.00%</td>
<td>L</td>
</tr>
</tbody>
</table>

[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.

9. As the attendance record builds, you can access the overall course site attendance record under the **Attendance Record** link via the tool link.
10. As the attendance record builds, present, absent, excused, tardy, and left early can be visible with variations of color denoted for each.

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