Qwickly

Attendance by User Activity

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

Before beginning the process of taking attendance by user activity, if you do not have Qwickly setup in your course, review the Qwickly: Document and Track Student Attendance on the Instructional Innovation & Support Training page.

As per the regular and substantive interaction guidelines a student’s user activity can and should be incorporated into any distance learning course. This tool can be utilized to monitor and document consistent and interactive student activity in distance learning courses.

Instructions

1. Navigate to a course’s Qwickly Attendance menu button to begin.
2. In the **Take Attendance** window of Qwickly Attendance select the **User Activity** tab at the top right.

![Screenshot of Qwickly Attendance window with User Activity tab highlighted.](image)

3. Input the specified **Date Range** and add a **Session Title** in which the attendance will be taken by user activity.

![Screenshot showing input of date range and session title.](image)

**Note:** When taking attendance using the user activity tab, the instructor does not have the ability to select one specific date in which the attendance is being taken. Therefore, in the **Session Title box**, type in a session name for the attendance record date in which attendance is being taken.
4. Begin selecting the **Activity Categories** that should be applied to the current attendance record.

**Note:** Only one activity category at a time can be selected and then applied.

**Note:** Qwickly Attendance’s User Activity tool recognizes student submissions from columns in the Blackboard Grade Center associated with five of the default grading categories including, assignment, blog, discussion, journal, and tests. If a grade center column has not been assigned to one of these default categories (i.e., faculty created and assigned grading columns to customize categories), the User Activity tool will not identify student activity for these various assignment types.
5. To categorize attendance by students that have not logged into the course within a certain date range, select the **No Course Login** activity category.

**Note:** Login activity alone does not suffice as being active in a course. Therefore, selecting an additional activity category is a best practice.

**Note:** Selecting the **No Course Login** user activity will only mark students **absent** if they have not logged in. Students who have logged in will **not** be marked present or absent.
6. To begin taking attendance using additional user activity categories, select the **user activity category** applicable, then select from the item(s) listed in which student activity can be used for the attendance record.

**Note:** The attendance record will then reflect the user activity of each student, and the **comments** will provide greater detail. If a student has activity in the category chosen, then they will be marked as **present**.

**Note:** If the student did not complete any activities for that week, **but did login**, the faculty must manually mark the student as absent.
7. To select a variety of user activity that can apply to the selected date range, select the **Have Any Activities** category, then select all item(s) that apply.

**Note:** An assignment, test, blog, journal or discussion does not need a **due date** applied to appear in the user activity date range.
8. Once attendance using the user activity has been taken, click **Submit Attendance** to apply.

9. Click in the **Attendance Record link** to view the attendance record results.