
Qwickly

Attendance by User Activity

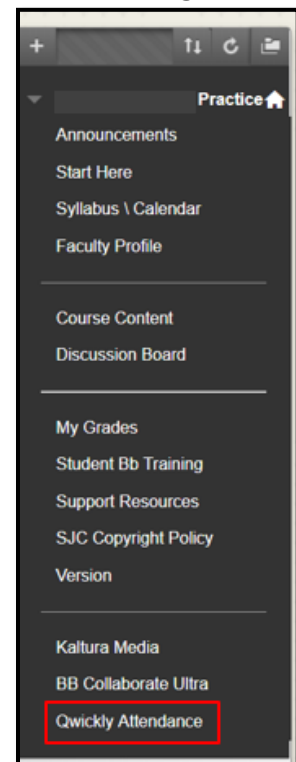
This document describes how to utilize the Qwickly Attendance tool by user activity in Blackboard to document and track student attendance.

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](#).

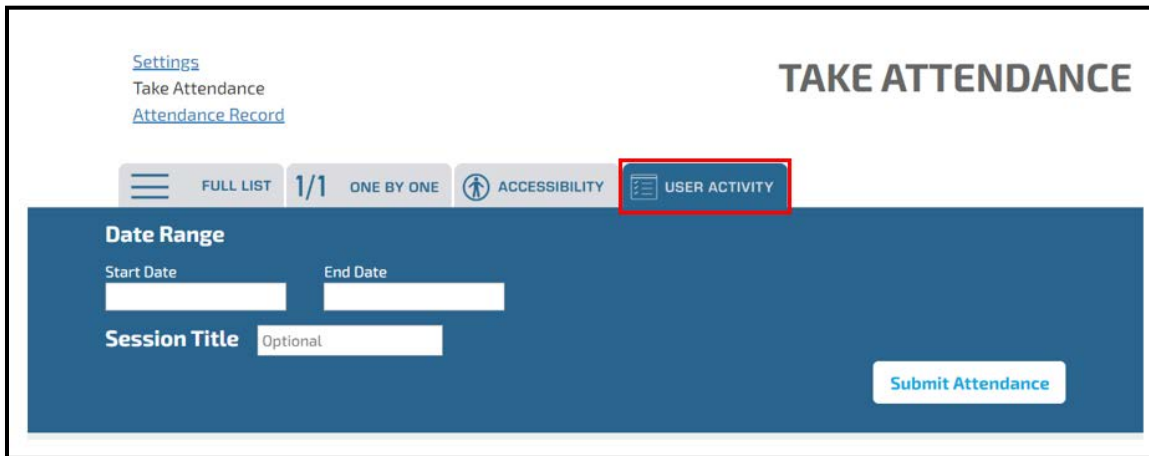
As per the regular and substantive interaction guidelines a student's user activity can and should be incorporated into any distance learning course. This tool can be utilized to monitor and document consistent and interactive student activity in distance learning courses.

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.



The screenshot shows the 'TAKE ATTENDANCE' interface. At the top left, there are links for 'Settings', 'Take Attendance', and 'Attendance Record'. The main header is 'TAKE ATTENDANCE'. Below the header, there are navigation tabs: 'FULL LIST', '1/1 ONE BY ONE', 'ACCESSIBILITY', and 'USER ACTIVITY'. The 'USER ACTIVITY' tab is highlighted with a red box. Below the tabs, there is a 'Date Range' section with 'Start Date' and 'End Date' input fields. Below that is a 'Session Title' section with an 'Optional' input field. A 'Submit Attendance' button is located at the bottom right.

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



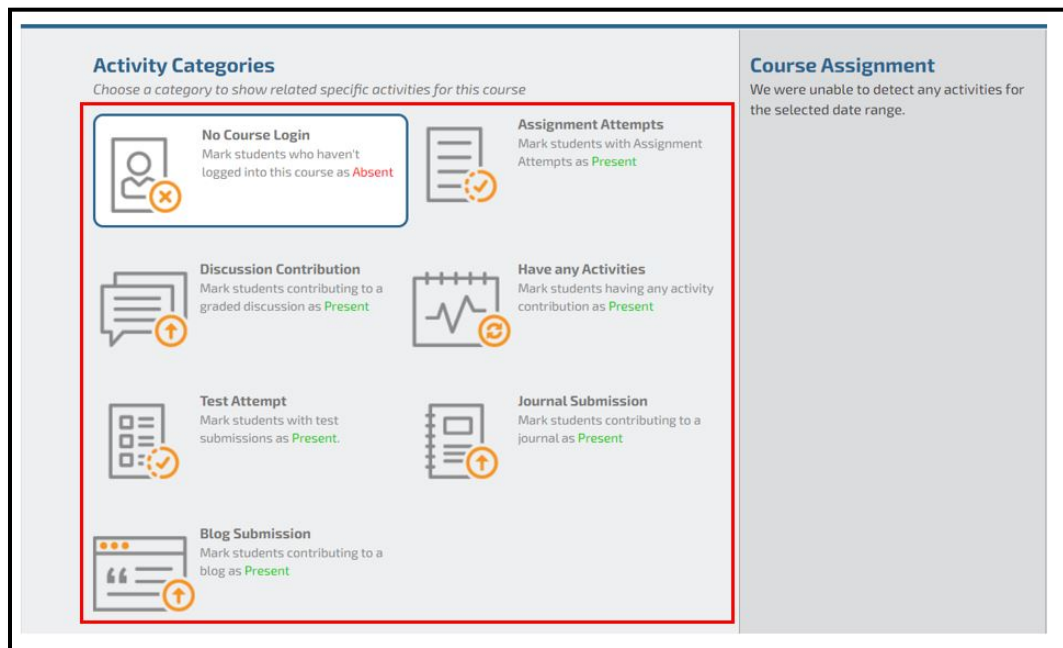
The screenshot shows the 'TAKE ATTENDANCE' interface with the 'Date Range' and 'Session Title' fields filled out. The 'Date Range' section has 'Start Date' set to '2020/05/11' and 'End Date' set to '2020/05/15'. The 'Session Title' section has 'Week 1' entered. The 'Submit Attendance' button is still visible at the bottom right.

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.



The screenshot shows the 'TAKE ATTENDANCE' interface with the 'Date Range' and 'Session Title' fields filled out. The 'Date Range' section has 'Start Date' set to '2020/05/11' and 'End Date' set to '2020/05/15'. The 'Session Title' section has '5/11/20' entered. The 'Submit Attendance' button is still visible at the bottom right.

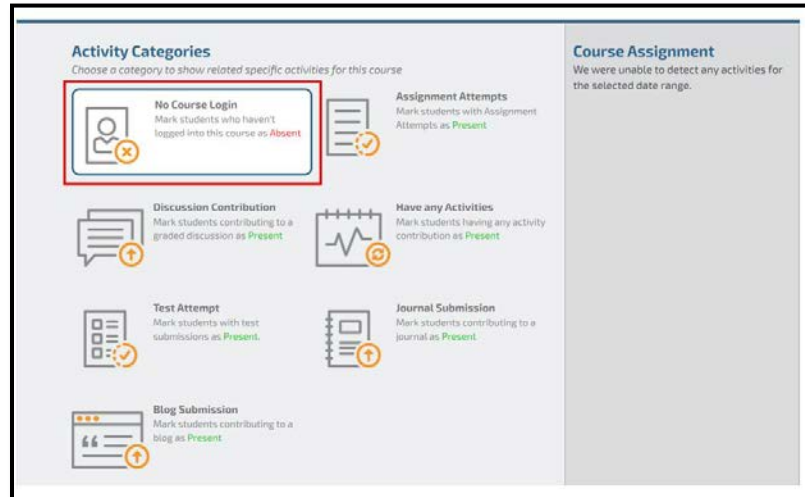
4. Begin selecting the **Activity Categories** that should be applied to the current attendance record.



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.

- To categorize attendance by students that have not logged into the course within a certain date range, select the **No Course Login** activity category.

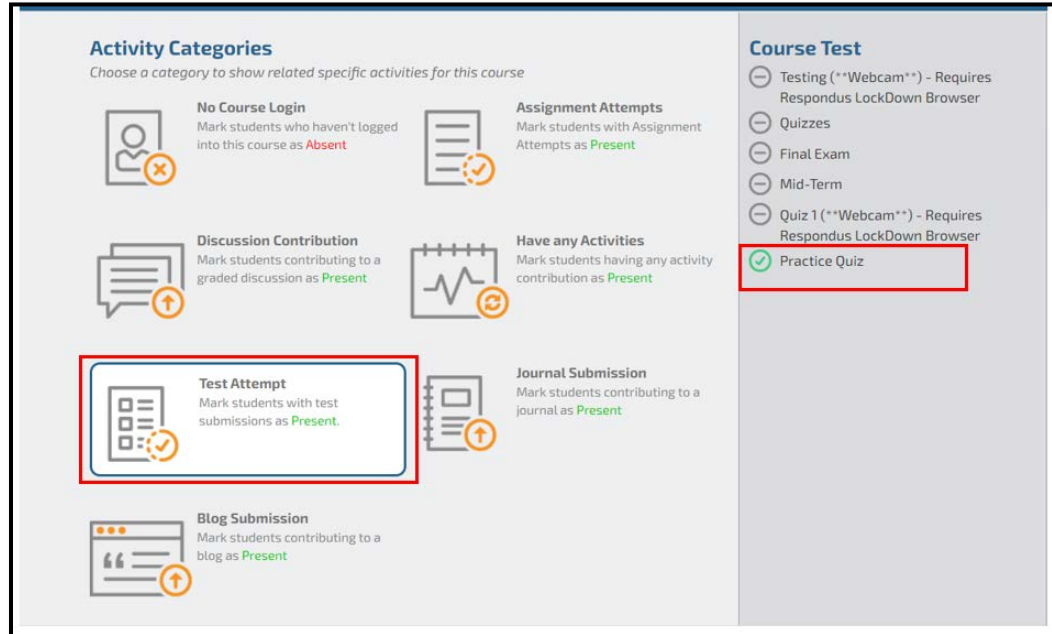


Note: Login activity alone does not suffice as being active in a course. Therefore, selecting an additional activity category is a best practice.

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.

All Students	Present	Absent	Excused	Tardy	
	Left Early				
Childress, A-Leslie - None (lchildress)	Present	Absent	Excused	Tardy	
	Left Early				
McGuire, Kaitlyn - None (g01010072)	Present	Absent	Excused	Tardy	Haven't Logged into Course
	Left Early				
McGuire_PreviewUser, Kaitlyn - None (kmcguire_previewuser)	Present	Absent	Excused	Tardy	Haven't Logged into Course since Mar 27
	Left Early				
Ransdell, A-Sherry - None (sransdell)	Present	Absent	Excused	Tardy	
	Left Early				
Status Count	Present: 0	Absent: 2	Excused: 0	Tardy: 0	
	Left Early: 0				

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.

Name - Absences	Status	Comments
All Students	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent <input type="checkbox"/> Excused <input type="checkbox"/> Tardy <input type="checkbox"/> Left Early	
Childress, A-Leslie - None (lchildress)	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent <input type="checkbox"/> Excused <input type="checkbox"/> Tardy <input type="checkbox"/> Left Early	Attempt detected for "Practice Quiz" on
McGuire, Kaitlyn - None (g01010072)	<input type="checkbox"/> Present <input checked="" type="checkbox"/> Absent <input type="checkbox"/> Excused <input type="checkbox"/> Tardy <input type="checkbox"/> Left Early	Haven't Logged into Course
McGuire_PreviewUser, Kaitlyn - None (kmcguire_previewuser)	<input type="checkbox"/> Present <input checked="" type="checkbox"/> Absent <input type="checkbox"/> Excused <input type="checkbox"/> Tardy <input type="checkbox"/> Left Early	Haven't Logged into Course since Mar 27
Ransdell, A-Sherry - None (sransdell)	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent <input type="checkbox"/> Excused <input type="checkbox"/> Tardy <input type="checkbox"/> Left Early	Attempt detected for "Practice Quiz" on
Status Count	Present: 2 Absent: 2 Excused: 0 Tardy: 0 Left Early: 0	

- 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) apply.

Activity Categories

Choose a category to show related specific activities for this course

No Course Login
Mark students who haven't logged into this course as **Absent**

Discussion Contribution
Mark students contributing to a graded discussion as **Present**

Test Attempt
Mark students with test submissions as **Present**.

Blog Submission
Mark students contributing to a blog as **Present**

Assignment Attempts
Mark students with Assignment Attempts as **Present**

Have any Activities
Mark students having any activity contribution as **Present**

Journal Submission
Mark students contributing to a journal as **Present**

Any Course Activities

- Testing (**Webcam**) - Requires Respondus LockDown Browser
- Quizzes
- Final Exam
- Mid-Term
- Quiz 1 (**Webcam**) - Requires Respondus LockDown Browser
- Practice Quiz
- How do you feel?

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.

The screenshot shows a web interface with a blue header. On the left, there are navigation tabs: 'FULL LIST', '1/1 ONE BY ONE', 'ACCESSIBILITY', and 'USER ACTIVITY'. Below these, there is a 'Date Range' section with 'Start Date' (2020/05/11) and 'End Date' (2020/05/15). Below that is a 'Session Title' field with 'Week 1' entered. On the right side, there is a red-bordered button labeled 'Submit Attendance'.

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

The screenshot shows the 'Attendance Record' page. At the top, there are links for 'Settings', 'Take Attendance', and 'Attendance Record' (which is highlighted with a red box). The page title is 'ATTENDANCE RECORD'. Below the title, there is a toolbar with 'Help', 'Export', 'Totals', and 'Reverse'. A search bar labeled 'Filter Username' is present. The main content is a table with the following data:

	Week 1	Points (100.0)	Absence
Childress, A-Leslie (lchildress)	✓	100.00	0.00
McGuire, Kaitlyn (g01010072)	✗	0.00	1.00
McGuire_PreviewUser, Kaitlyn (kmcguire_previewuser)	✗	0.00	1.00
Ransdell, A-Sherry (sransdell)	✓	100.00	0.00