
Qwickly

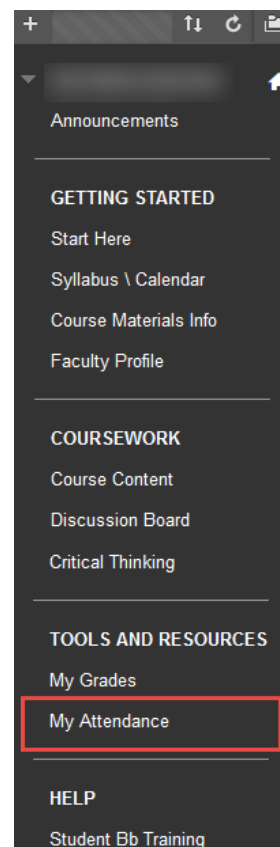
Attendance by Check In

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

Before beginning the process of taking attendance by Check In, 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](#).

Instructions

1. Navigate to a course's **My Attendance** menu button to begin.



Note: This link name can be customized, therefore it might be called Qwickly Attendance, My Attendance, Attendance, etc.

2. Navigate to the **Settings** window of Qwickly Attendance at the top left of the page.

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

ATTENDANCE SETTINGS

Semester
Choose the semester for your course.

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 User Activity

3. Locate the **Check In** section of the settings window, below the Grade Center Integration section.

Check In

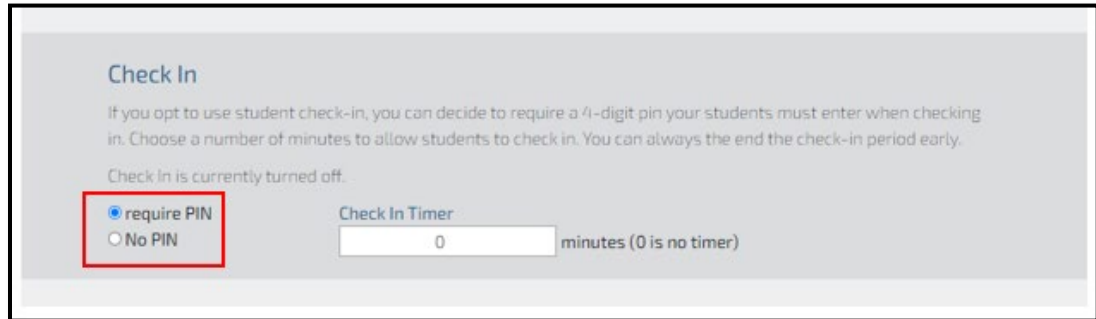
If you opt to use student check-in, you can decide to require a 4-digit pin your students must enter when checking in. Choose a number of minutes to allow students to check in. You can always the end the check-in period early.

Check In is currently turned off.

require PIN [Check In Timer](#)

No PIN minutes (0 is no timer)

4. Select whether or not to require a pin that students must enter when checking in by selecting either **require PIN** or **No PIN**.



Check In

If you opt to use student check-in, you can decide to require a 4-digit pin your students must enter when checking in. Choose a number of minutes to allow students to check in. You can always the end the check-in period early.

Check In is currently turned off.

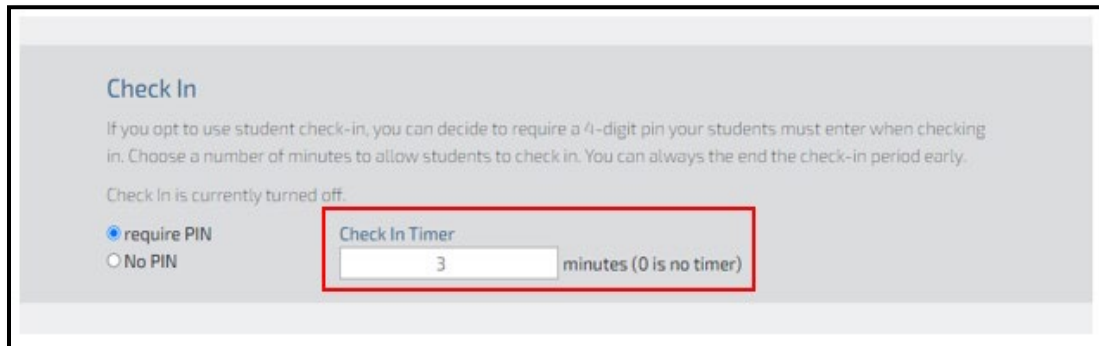
require PIN
 No PIN

Check In Timer
0 minutes (0 is no timer)

Note: The default is set to No PIN, however, if the require PIN option is chosen a four-digit pin will automatically be generated at the time of check in. Provide this four-digit pin to the students at the designated time of check in, not before.

Note: Each time attendance is taken using the Check In style, a new number will be generated.

5. If a check in timer is preferred, enter the number of minutes desired in the **Check In Timer** minutes box.



Check In

If you opt to use student check-in, you can decide to require a 4-digit pin your students must enter when checking in. Choose a number of minutes to allow students to check in. You can always the end the check-in period early.

Check In is currently turned off.

require PIN
 No PIN

Check In Timer
3 minutes (0 is no timer)

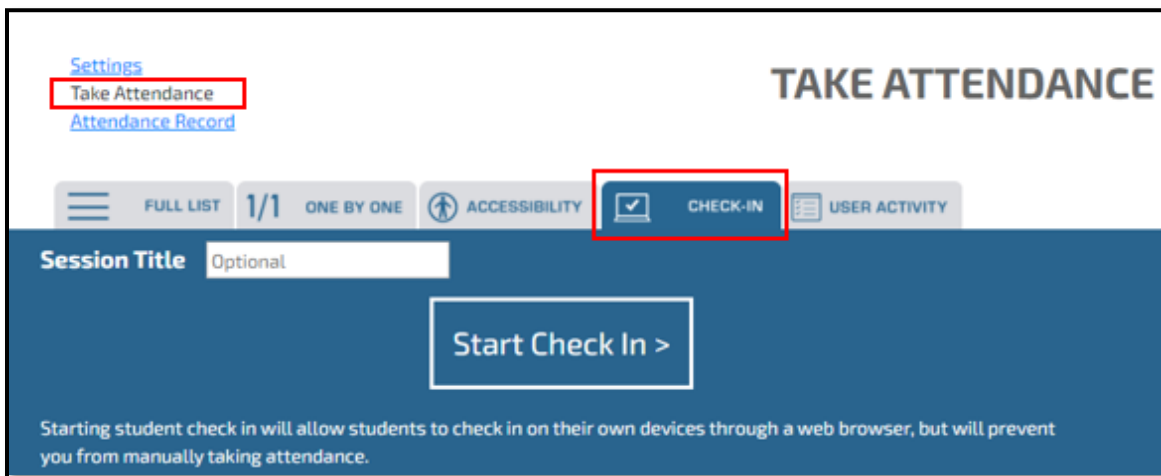
Note: Leaving the minutes at zero will keep the check in window open until manually closed.

Note: If a check in timer is set, once the timer has ended the attendance will automatically be submitted and students will no longer be permitted to check in.

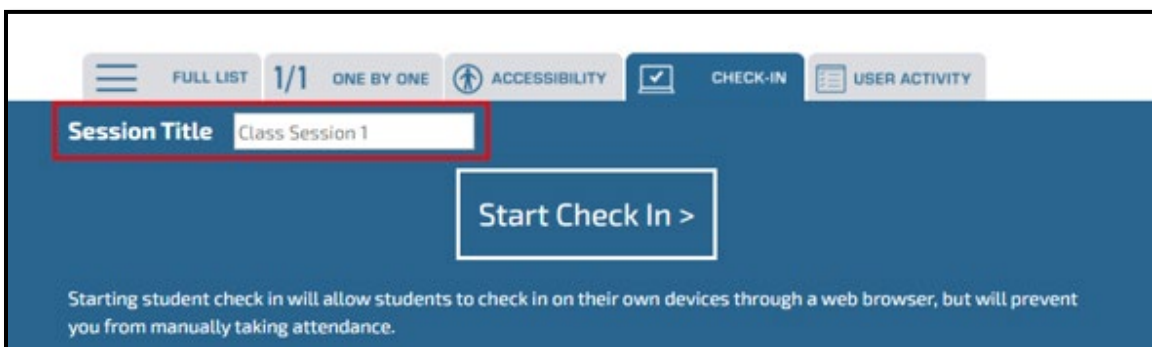
- Once all settings have been made, save the changes by clicking the **Save Settings** button at the bottom of the page.



- To take attendance using the Student Check In, navigate to the **Take Attendance** window and select the **Check-In** style tab.

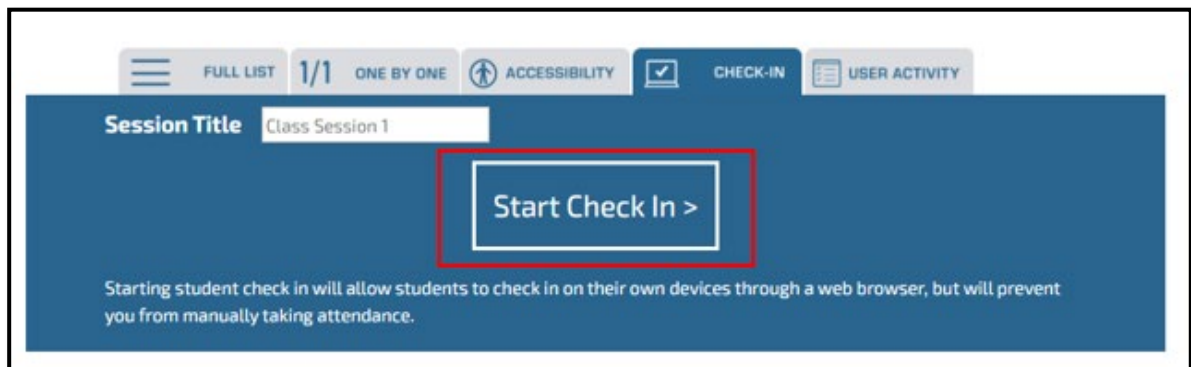


- Provide a session title in the **Session Title** box.

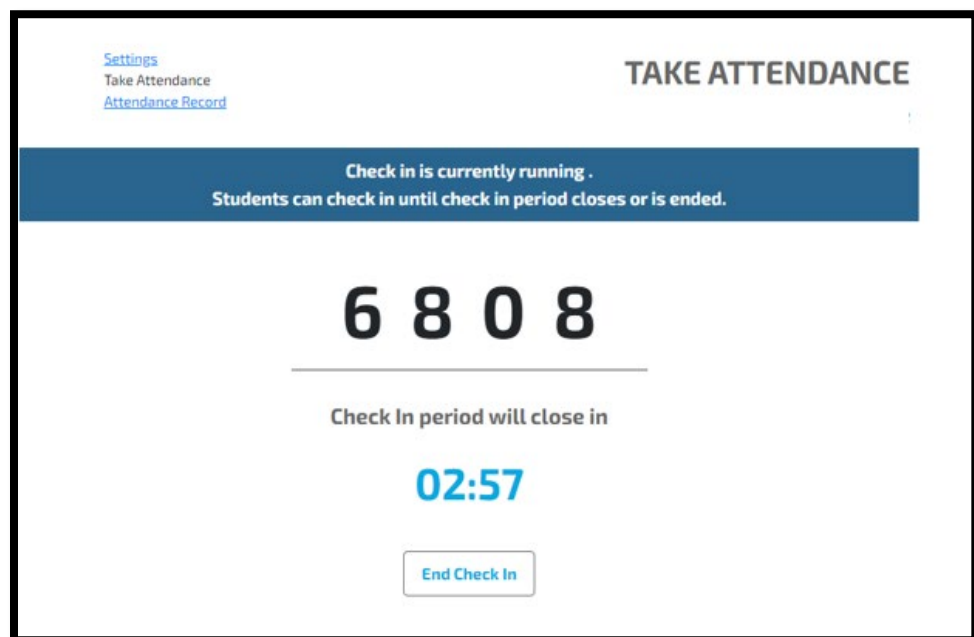


Note: If a session title is not provided, the session title will default to the date in which attendance was taken.

9. To begin taking attendance using the Check In style, select the **Start Check In** button.

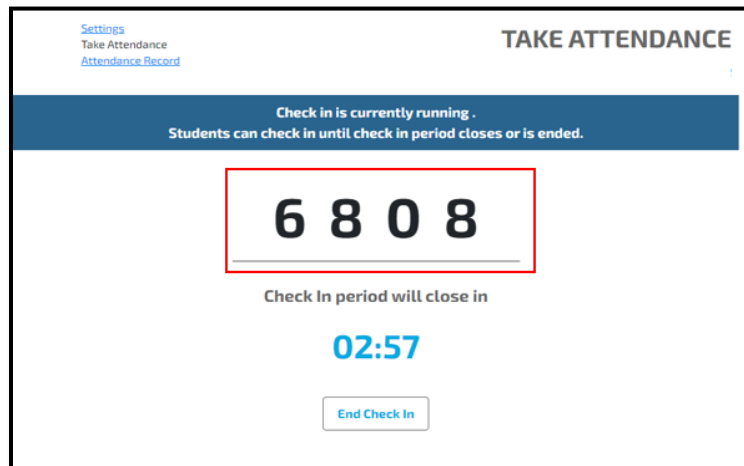


10. Once the **Start Check In** button has been selected, the Check In window will open.



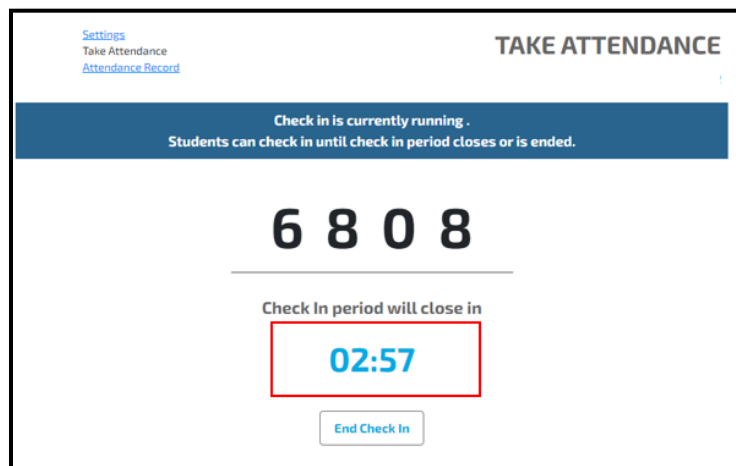
Note: Students will need to log-in to the Blackboard course site and the My Attendance link in order to input the four-digit pin required for checking in.

11. A pin is required to check in. Once the **Start Check In** button is selected a four-digit pin will appear.



Note: The four-digit pin should be provided to your students immediately either through email, an announcement, or in person if hosting a face-to-face class session.

12. If a timer is set, once the **Start Check In** button is selected the timer will begin.



Note: It's suggested that a timer of 3-5 minutes or more be set to allow students time to receive the pin from the instructor and log-in to Blackboard. Once the timer has ended students will no longer be permitted to check in.

13. Students will enter the four-digit pin into the blank box that appears above the Check In button.

ATTENDANCE RECORD

Kaitlyn McGuire

Absences: 4.00

Please Enter the 4 digit code provided by your instructor to check in.

01:53

Check In

Date	Title	Status	Comments
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14. If a pin is not required to check in, Check In is completed only by clicking the **Check In** button.

ATTENDANCE RECORD

Kaitlyn McGuire

Absences: 4.00

Check-In is currently running.

02:41

Check In

15. If a timer is not set, once the Start Check In button is selected students will not see a timer displayed, only the Check In button will appear.

ATTENDANCE RECORD

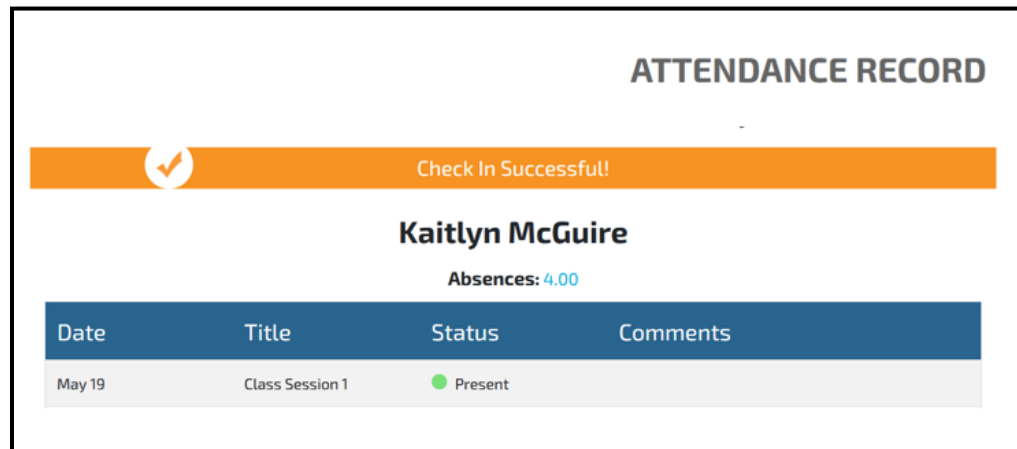
Kaitlyn McGuire

Absences: 1.00

Check-In is currently running.

Check In

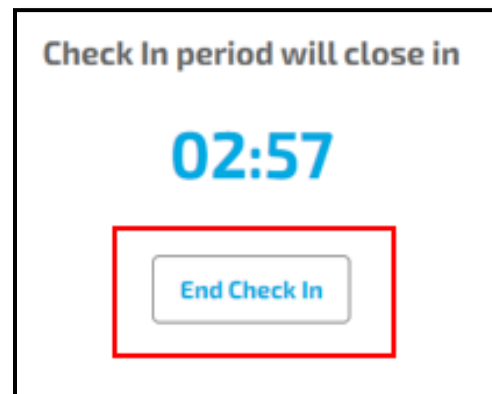
16. Once a student has successfully checked in, the **Check In Successful** orange banner will appear with the date, title, and status of their attendance for that session.



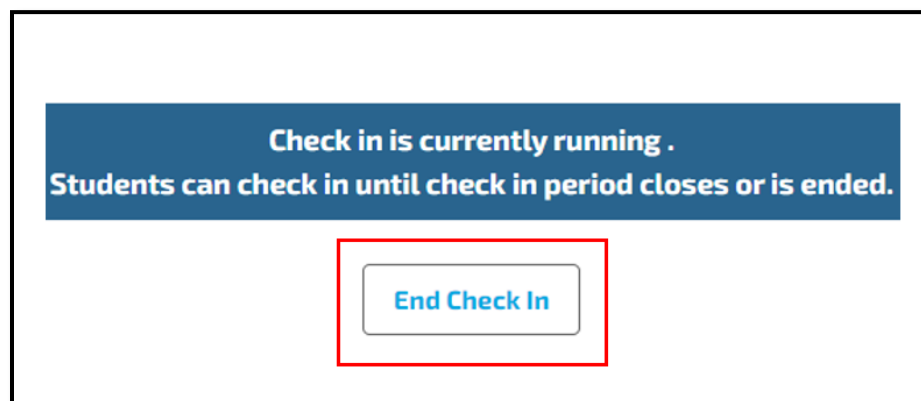
The screenshot displays the "ATTENDANCE RECORD" interface. At the top right, the title "ATTENDANCE RECORD" is visible. Below it, an orange banner with a white checkmark icon and the text "Check In Successful!" is shown. The student's name, "Kaitlyn McGuire", is centered below the banner, followed by "Absences: 4.00". A table below shows the attendance record:

Date	Title	Status	Comments
May 19	Class Session 1	Present	

17. To end a Check In session prior to the timer ending or without a timer, click the **End Check In** button.

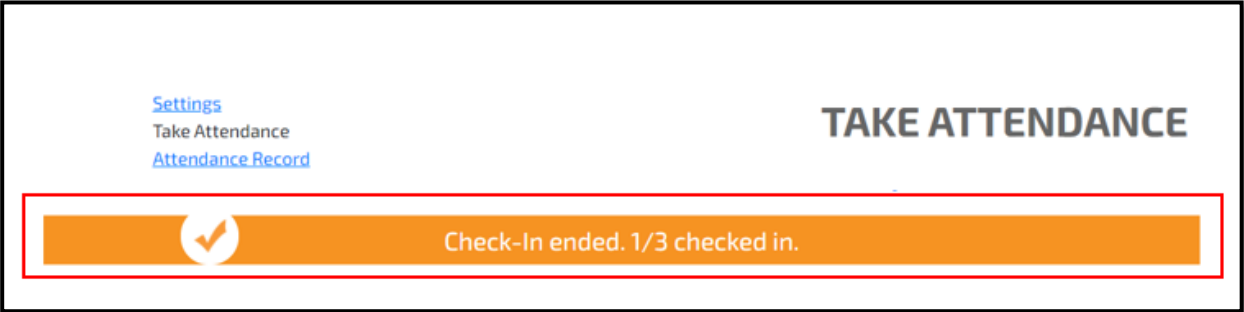


The screenshot shows a timer screen with the text "Check In period will close in" at the top. Below this, a large blue digital timer displays "02:57". At the bottom, a button labeled "End Check In" is highlighted with a red rectangular box.



The screenshot shows a screen with a blue banner at the top containing the text "Check in is currently running . Students can check in until check in period closes or is ended." Below the banner, a button labeled "End Check In" is highlighted with a red rectangular box.

18. Once the Check In session has ended, automatically or manually, the Take Attendance window will appear and a **Check-In ended** orange banner message will appear.



Note: The number of students who have successfully checked in will appear in the message seen above in the orange banner.

19. After the Check In session has ended, the record will show in the Attendance Record.

Filter Username	5/19/21	Points (100.00)	Absence
Bubb, A-Terri (tbubb)	X	50.00	1.00
Childress, A-Leslie (lchildress)	X	66.67	3.00
McGuire, Kaitlyn (g01010072)	✓	77.78	1.00