



Qwickly Attendance Tool

Qwickly is a tool that will allow you to track attendance within Blackboard. It provides different options for tracking attendance and integrates with the Blackboard Grade Center. For any questions regarding this tool, please contact the Center for Innovative Teaching & Learning at merceronline@mccc.edu

Click on a link below to quickly go to that topic

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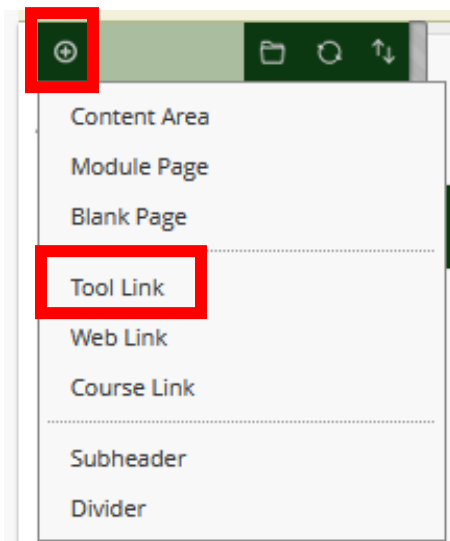
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Accessing the Qwickly Attendance Tool

1. Once in your Blackboard course site, select the + icon (Add Menu Item) in the Course Menu, and then select **Tool Link**.



2. In the Name box under **Add Tool Link**, type the name you want to give the link. Our example we entered **Attendance** as the name.
3. Using the Type drop down menu, select **Qwickly Attendance**.
4. Select the **Available to Users** checkbox and select **Submit**.

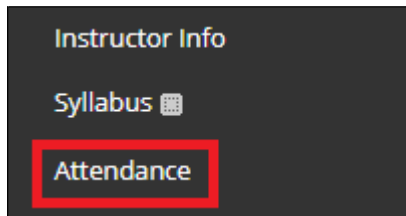
Add Tool Link

* Name:

Type:

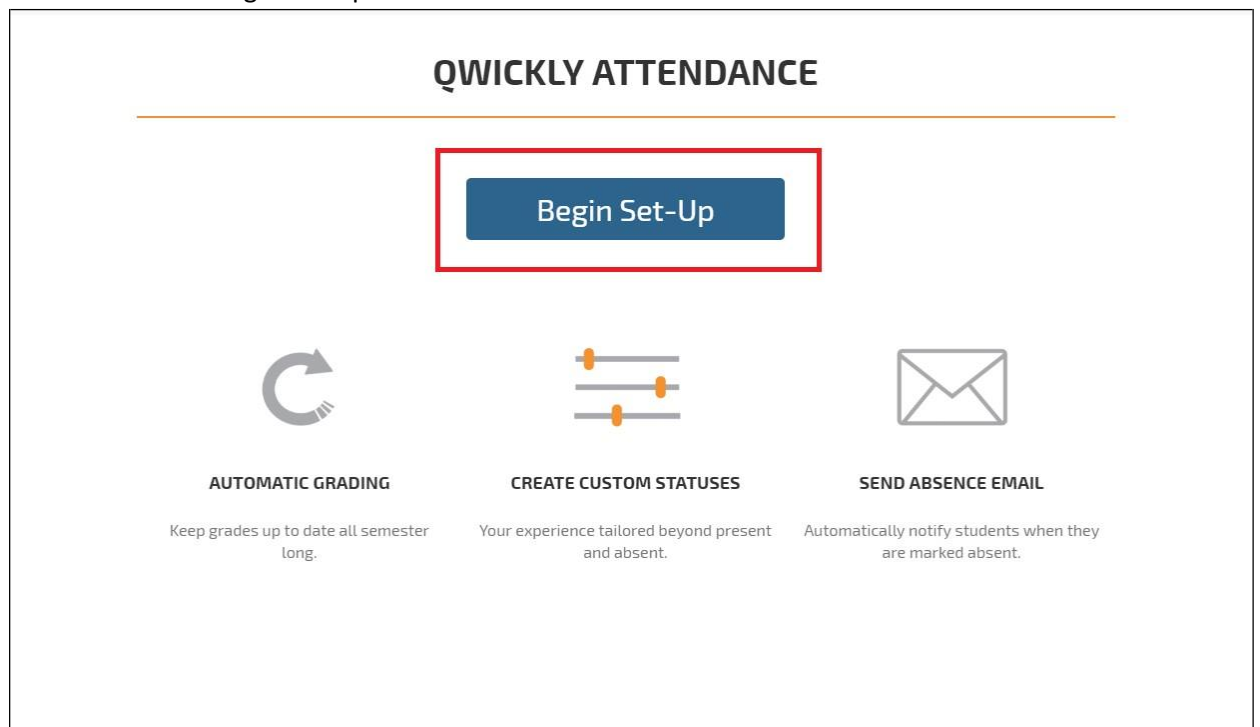
☒ Available to Users

5. The tool link will be added at the bottom of your Course Menu. You may drag the tool to your desired location in the Course Menu.

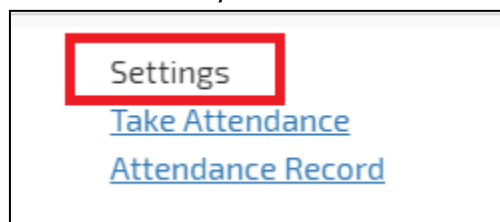


Configuring the Quickly Attendance Tool

1. The first time you access the Quickly Attendance Tool, you will be prompted to Begin Set Up. Please select the Begin Set-Up button to continue.



2. Any subsequent time that you need to adjust the settings, you should click the Settings link from within the Quickly Attendance Tool.




Adjusting the Quickly Attendance Tool Settings

Default Settings

Click on the drop-down to select the current term if not selected by default

Semester

Choose the semester for your course: 2022S - Spring 2022 (January 24, 2022 - May 08, 2022) ▼ 

Select your view preferences.

View Preferences

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

<input checked="" type="checkbox"/> Show Absences on Take Attendance Screen	Record Order
<input type="checkbox"/> Round Grades to Nearest Whole Number	<input checked="" type="radio"/> Oldest First
<input type="checkbox"/> Show Unavailable and Disabled Students in Record	<input type="radio"/> Newest First

Grading

You have the option of having attendance automatically graded within Blackboard.

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

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 ?

Absence Column Name: Absences Points Per Absence: -10

These are the following grading options:

- **No Gradebook Column:** This means that there will be no grading tied to the attendance tool.
- **You can also have a column created in the Grade Center that is tied to the attendance tool.**
The following are options for grading:
 - **Total Points:** You can set a total number of points for the entire semester. Each attendance record would count as a percentage of those points. For example, attendance for the term may be worth 150 points. I could set that as the total number of points. If there are 15 class meetings, the students might earn 10 points each meeting.
 - **Per Session:** You can also set the number of points for each session attended. This total is added to each time you take attendance. There will be a single grade center column whose point total increases each time attendance is recorded.

- You can also create a grade center column for Absences and have them recorded. You would select Points Per Absence and enter the number of points.

Check In

If you decide to use the Check In option for attendance (where students enter a code or click a button in Blackboard), you will have the opportunity to set your Check In preferences.

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 end the check-in period early.

☐ require PIN

☐ require QR Code

☐ No PIN

Check In Timer

0

minutes (0 is no timer)

These are the following Check In options:

- **Require PIN:** If you select to require a PIN, you will also need to set the number of minutes that you wish to allow the students to check in.
- **Require QR Code:** Students must download the Qwickly app or Bb Student app to use this option.
- **No PIN:** If you select No PIN, but still want to have the check in option enabled, you will also need to set the number of minutes that you wish to allow the students to check in.
- **Check In Timer:** You will need to set a number of minutes for the check in process to take place.

Important Note: If you decide to use the Check In function, you must click the Start Check In button on the Take Attendance page during each class period for which you want to record attendance.

Absence Email

You have the option of sending an email automatically to students who are marked as absent from class. If you decide to use this tool, please select **Send Email on Absence** and customize your email to suit your needs.

Absence Email ?

Choose whether or not to send an email to students when they have been marked as absent.

☐ Send Email on Absence

☒ Do Not Send Email on Absence

Attendance Statuses

The default system statuses are shown within this interface as well as the option to create custom course statuses. To modify statuses or create new statuses, please email merceronline@mccc.edu to meet with an instructional designer.

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
<input checked="" type="checkbox"/>	Present	100%	0%	✓
<input checked="" type="checkbox"/>	Absent	0%	100%	X
<input checked="" type="checkbox"/>	Excused	N/A	N/A	⊘
<input checked="" type="checkbox"/>	Late	50%	0%	L

Custom Course Statuses

If you would like to use custom attendance statuses, you may add them here or modify existing statuses.

Order	Name	Points	Absence	Color	Delete
_____	_____	_____ %	_____ %		X

Add Status

Schedule Sessions allow you to set specific days of the week to take attendance. For example you can select Monday and Wednesday and Quickly will set those days only for attendance.

Schedule Sessions

Schedule sessions in advance to easily see the progression of attendance throughout the semester.

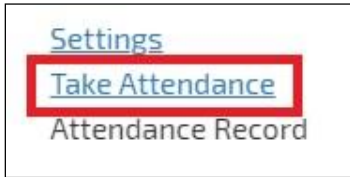
Add Sessions

Always be sure to save your settings, by selecting the Save Settings button at the bottom of the page.

Save Settings

Taking Attendance with the Qwicky Attendance Tool

1. Select the “Take Attendance” link if you are not automatically directed to the Take Attendance interface.

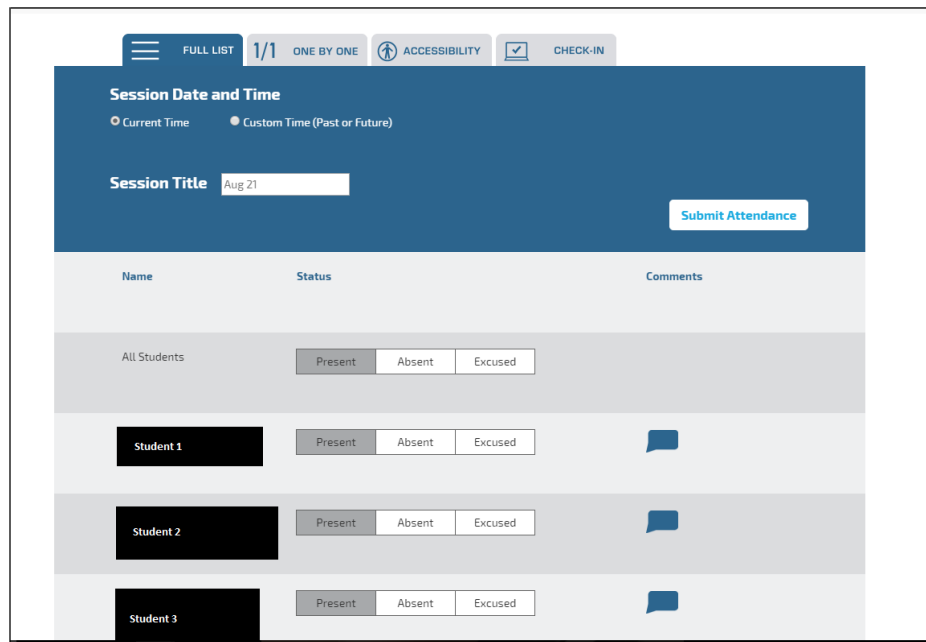





2. Select the method by which you want to take attendance.



There are four default styles available.

- List: This style will display all of your students on one screen in alphabetical order. You can select Present/Absent/Excused for each student.



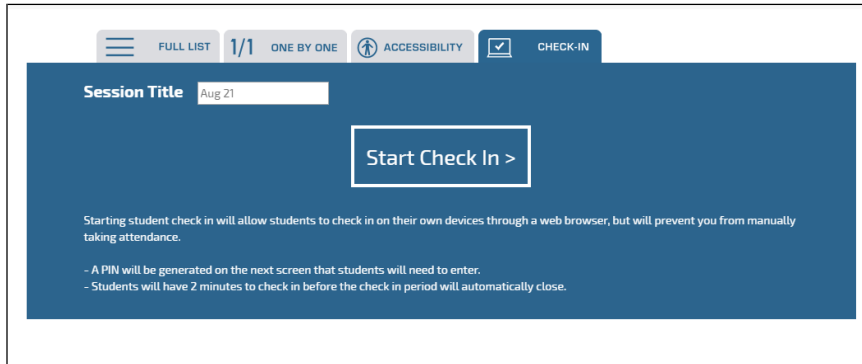
Name	Status	Comments
All Students	<input type="button" value="Present"/> <input type="button" value="Absent"/> <input type="button" value="Excused"/>	
Student 1	<input type="button" value="Present"/> <input type="button" value="Absent"/> <input type="button" value="Excused"/>	
Student 2	<input type="button" value="Present"/> <input type="button" value="Absent"/> <input type="button" value="Excused"/>	
Student 3	<input type="button" value="Present"/> <input type="button" value="Absent"/> <input type="button" value="Excused"/>	

- One By One: This style will display each student one by one. You can select Present/Absent/Excused for each student. You would use the navigation arrows to proceed to the next student or to go back to a previous student.

Accessibility Mode: **(THIS OPTION WILL BE PHASED PUT)** This style is very similar to the list style. It displays all of your students on one screen in alphabetical order. You can select Present/Absent/Excused from a drop down menu.

Name	Status	Comments
All Students	Present	
Student 1	Present	
Student 2	Present	
Student 3	Present	

- Check In: This style allows for a code to be generated. Students will have to log into Blackboard and enter the code to be counted as present.



The screenshot shows the Blackboard Check-In interface. At the top, there is a navigation bar with tabs: "FULL LIST", "1/1 ONE BY ONE", "ACCESSIBILITY", and "CHECK-IN". The "CHECK-IN" tab is selected. Below the navigation bar, there is a "Session Title" field with the value "Aug 21". A large blue button labeled "Start Check In >" is centered on the page. Below the button, there is a section of text explaining the check-in process:

Starting student check in will allow students to check in on their own devices through a web browser, but will prevent you from manually taking attendance.

- A PIN will be generated on the next screen that students will need to enter.
- Students will have 2 minutes to check in before the check in period will automatically close.

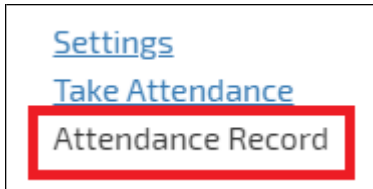
When using the options FULL LIST, ONE BY ONE ACCESSIBILITY always click Submit Attendance to record that session.



A blue button with the text "Submit Attendance" in white.

Viewing the Attendance Record with the Qwickly Attendance Tool

1. Select Attendance Record from within the Qwickly Attendance Tool.



2. You can review the Attendance for each student by session.



A screenshot of the Qwickly Attendance Tool interface showing a table of attendance records. The table has columns for sessions (Aug 03, Aug 02, Aug 01) and rows for students (Student 1 to Student 7). The table also includes a 'Filter Username' search bar, a '3 Sessions. Page: 1/1' indicator, and a 'Points (6.0)' and 'Absence' column. The attendance status is indicated by green checkmarks (present), red X's (absent), and a blue circle with a slash (excused).

Filter Username	Aug 03	Aug 02	Aug 01							Points (6.0)	Absence
Student 1	✓	X	X							2.00	2.00
Student 2	X	✓	X							2.00	2.00
Student 3	✓	✓	✓							6.00	0.00
Student 4	✓	✓	✓							6.00	0.00
Student 5	✓	X	X							2.00	2.00
Student 6	✓	⊘	✓							4.00	0.00
Student 7	✓	✓	✓							6.00	0.00

3. You can export these results by clicking the Standard Export button.



4. You can finalize your Attendance grades by clicking the Finalize Attendance button. Warning: By clicking this button, you will no longer be able to take attendance or edit the attendance record for this course.

