

# Blackboard: Qwickly Attendance Tool

Qwickly will enable you to track your student attendance in Blackboard Learn. Qwickly can be configured to enable your students to check in during a specific time period, track attendance in the Grade Center, and more.

## Activate the Qwickly Attendance Manager in your Blackboard Course

1. Log in to Blackboard at <https://elearning.qu.edu.qa>
2. Select your preferred course.
3. From the **Course Menu** on the left, select the **+** icon, and then select **Tool Link**.

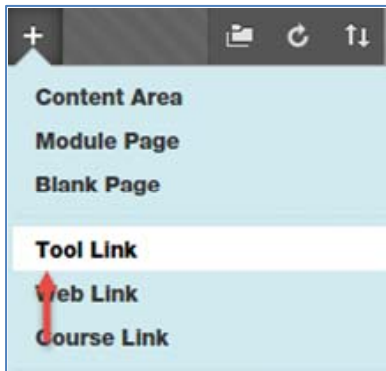


Figure 1: The Add Tool Link in the Course Menu

4. In the **Add Tool Link** box, enter a name for the **Tool Link**, such as **Attendance**.
5. From the **Type** drop down menu, select **Qwickly Attendance**.
6. Select the **Available to Users** checkbox.
7. Select **Submit**.

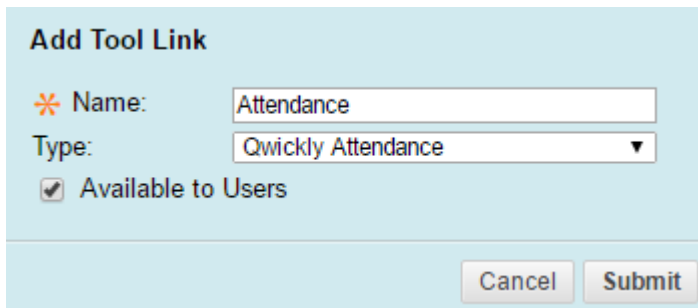

 A screenshot of the 'Add Tool Link' window. The title is 'Add Tool Link'. It contains three fields: 'Name' with the value 'Attendance', 'Type' with a dropdown menu showing 'Qwickly Attendance', and a checked checkbox labeled 'Available to Users'. At the bottom right, there are two buttons: 'Cancel' and 'Submit'.

Figure 2: The Add Tool Link Window with Suggested Settings

8. The **Attendance** tool will be added toward the bottom of your **Course Menu**.
9. You may click, and then drag the **Attendance** tool to your desired location on the **Course Menu**.

## Configure your Qwickly Attendance Page

You will be able to access Qwickly to take attendance, create and/or change your preferred attendance options. Your students will access the Qwickly link to view their individual attendance records.

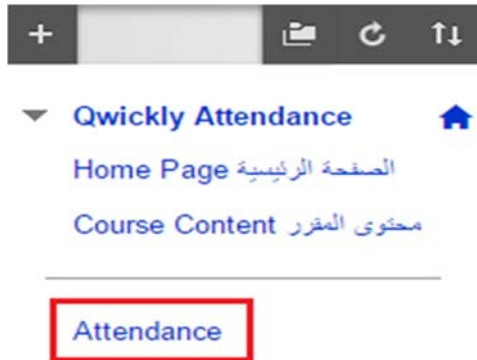


Figure 3: The Attendance Link in the Course Menu

1. Click your newly created **Attendance Link** to enter **Qwickly**.

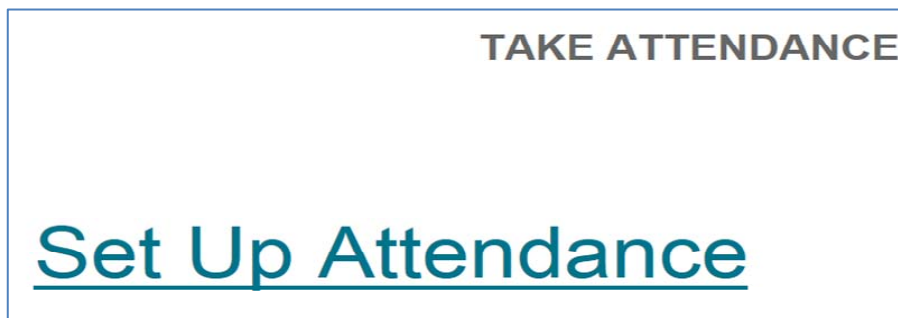


Figure 4: The Qwickly Set Up Attendance Link

2. Select Qwickly **Set up Attendance** link.

## Attendance Settings

You have the option to select the default way your attendance list will appear on screen when you take attendance. You will always have the option to change your preferred style directly on the attendance screen before you take attendance.

## Default Style

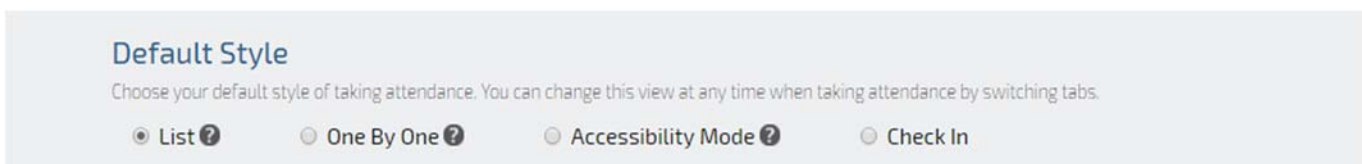


Figure 5: Set the Default Attendance Style

You can change the default style in the Attendance Settings and easily switch the style at the Attendance page.

- **List:** Display all of the students on the attendance sheet at once in alphabetical order. The attendance status options that you will select appear on the row that coincides with each student (*preferred method*).

- One By One: Display each student, one at a time, and then select an arrow key to advance to the next.
- Accessibility Mode: Display all of the students on the attendance sheet at once in alphabetical order. The attendance status options that you will select appear on the row that coincides with each student on a drop-down menu.
- Chick In: Instructors can allow students to check in to class on their own devices. Checking in allows instructors to skip manually taking attendance and gives students credit for being in class. For extra security, Quickly Attendance can automatically generate a 4 digit pin for students to enter.

## Grading

### 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 <sup>?</sup>
 Per Session <sup>?</sup>

Column Name:  Points:

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 <sup>?</sup>

Absence Column Name:  Points Per Absence:

Figure 6: Example of the Creation of a Grade Book Column that will Add 5 points for each Class Attended

## Grading Method

- No Gradebook Column: No grading for attendance.
- Create a column in the Grade Center to track points for attendance.
  - **Total Points:** Points can be set to be a total for the length of the course. Students will receive percentage of those points based on attendance.
  - **Per Session:** The points can be set for each session attended. The points will add up each time a student attends.
  - **Per Absence:** The points can be set for each session absent. The points will add up each time a student absent.
  - **No Grade Center Column – No Grade Center Column for Absences:** Grading will not be used for attendance. Please note, a **View Record** link will be created for you after you have set up Quickly that will enable you to view your attendance lists.

**NOTE:** The Attendance and absence grades will be added automatically to Total in Grade Center.

## Check In

If you plan to let your students check in on their own from their laptop or mobile device, you will have the option to select your preferred student check in options.

### 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 student to check in. You can always the end the check-in period early.

Require PIN
  No PIN

**Check In Timer**  
 minutes (0 is no timer)

Figure 7: The Check In Window

- Requires a 4 digit pin and enable the number of minutes to allow students to check in.
- Requires no pin and set the amount of time to enable students to check in.
- Please note, you will select the **Start Check In** link on the Take Attendance to start student check at the start of your class.

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## TAKE ATTENDANCE

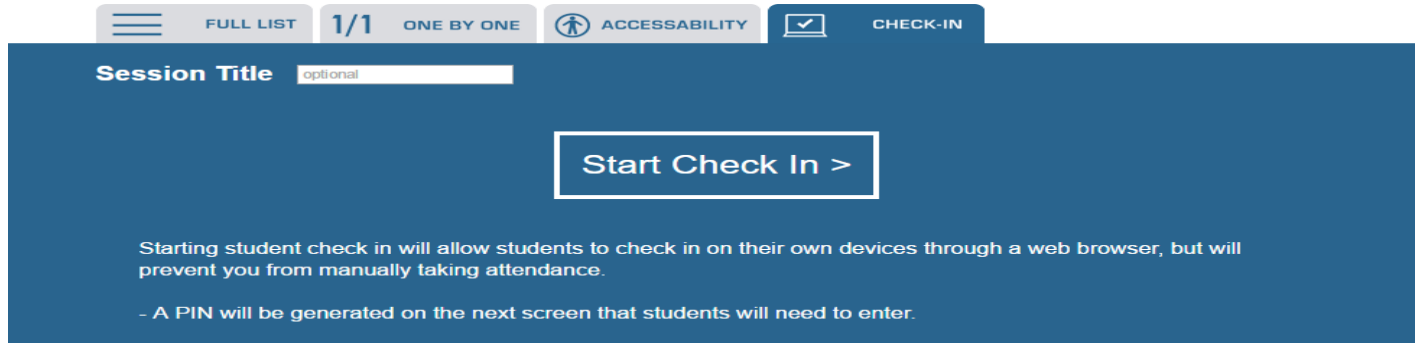


Figure 8: The Start Check In Screen

To enable students to check in on their own, you will select the Start Check In link located on the Take Attendance page during class time. Please note, selecting this option overrides the manual attendance process.

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## TAKE ATTENDANCE

Check In is currently running.

Students can check in until the check in period closes or is ended.

# 2 0 9 1

End Check In

## Absence Email

### Absence Email ?

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

- Yes Email on Absence  
 No Email on Absence

Dear {-first-} {-last-},

Your instructor has marked you absent for {-date-} in your course {-course-}.

You have marked as absent {-absences-} times in course {-course-}.

Figure 9: Configure Email Messages to be sent to your Students when they are Marked Absent

You have the option to provide an acknowledgement to your students that they missed class. If for some reason your student has been accidentally marked absent, you will have the option to return to your attendance list and mark the student as present in the attendance record. Please note, the change will take a few minutes to display in the

Grade Center.

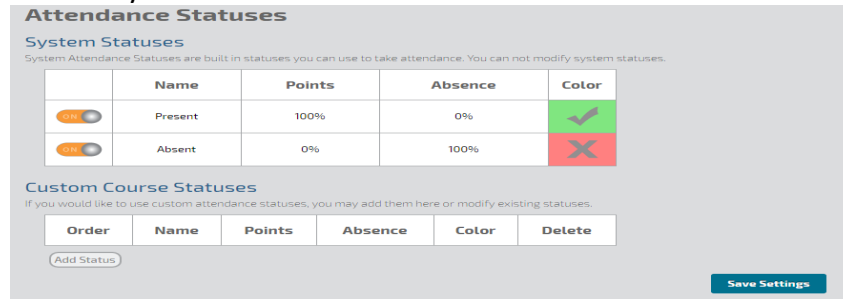
If you already did your Attendance setup, you can add the {-absences-} parameter to show the total number of absences in the email as well {-first-} and {-last-} for Student first and last name

**NOTE:** You may use Arabic language in the email

Make sure you exactly type the correct parameter {-first-} | {-last-} | {-absences-} | {-date-} | {-course-}

## Attendance Statuses

### Default System Statuses



**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%	

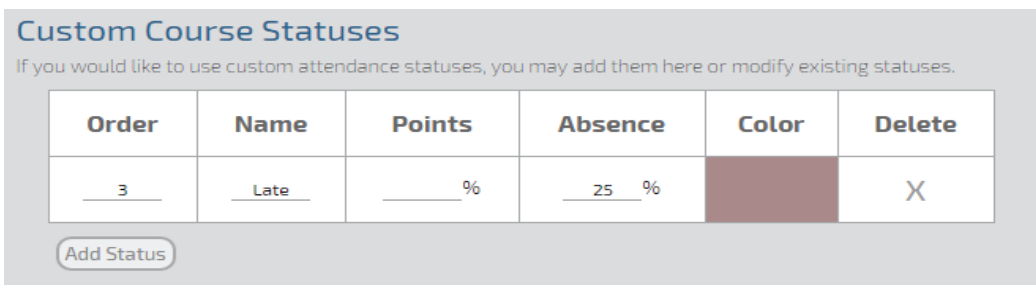
**Custom Course Statuses**  
If you would like to use custom attendance statuses, you may add them here or modify existing statuses.

Order	Name	Points	Absence	Color	Delete
<input type="button" value="Add Status"/>					

Figure 10: Default System Status

The default system status that includes points if you intend to grade students for course attendance. The default system status can be changed in the Custom Course Statuses area. To modify an existing status or add a new status, select the Add Status button.

### Custom Course Statuses



**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
3	Late	%	25 %		X

Figure 11: Example of the Addition of a Tardy Status with an Associated Point Value

You can make custom attendance statuses that have points and absence values associated with them. The example in Figure 11 illustrates the addition of a Late status worth 25% of the days Absence, and be considered 4 Late = 1 absence. Complete all of the fields presented, including the selection of a color that will be associated with the newly added status on your attendance records.

After you have completed all of the fields, select the Save Settings button to save your settings. Please note, the color that you have selected in the previous step will appear in the Color field after you have saved your settings.

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## ATTENDANCE SETTINGS



Your settings have been saved. [Return to Attendance.](#)

Figure 12: Return to the Attendance Page

After you have completed your attendance settings, select the **Return to Attendance** link to return to return to your **Take Attendance** page.

## Take Attendance

After you have selected and saved your attendance settings, the names of your students will appear on your attendance list. In order to take attendance for subsequent classes, select the Attendance link located on your Course Menu to return to the Take Attendance page.

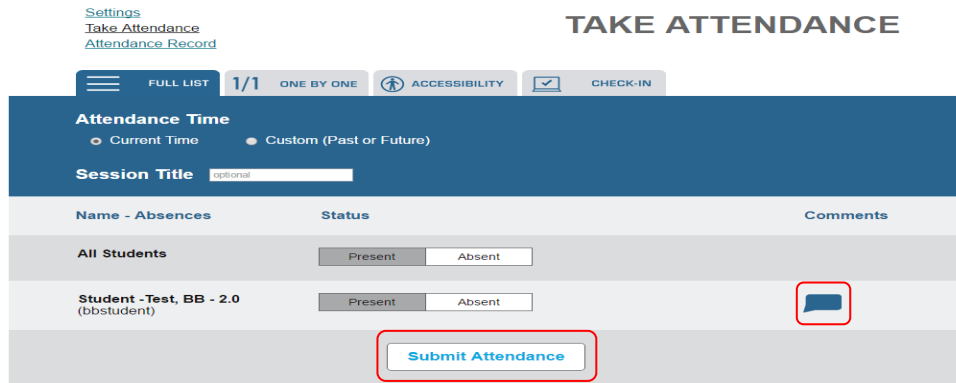


Figure 13: Taking and Submitting Attendance on the Take Attendance Screen

1. To take attendance, select the required status option for each student and add a comment if you prefer.
2. Select **Submit Attendance**.
3. After you have submitted your attendance, the Take Attendance screen will notify you that attendance has been taken.
4. Proceed to select the **Attendance Record** link to view the attendance record for each of your students.



Figure 14: The Take Attendance Screen after Attendance Has Been Taken

## The Attendance Record

The Quickly Attendance tool tracks **Points** for **Attendance** and **Absences** that you defined in the **Grading** area of your Quickly **Attendance Settings** page and the points and values for absences that you defined in the Attendance Status area.

Instructor can modify **Attendance Details** for any student by clicking on the attendance sign and **Session Details** can be modified by clicking on the session name

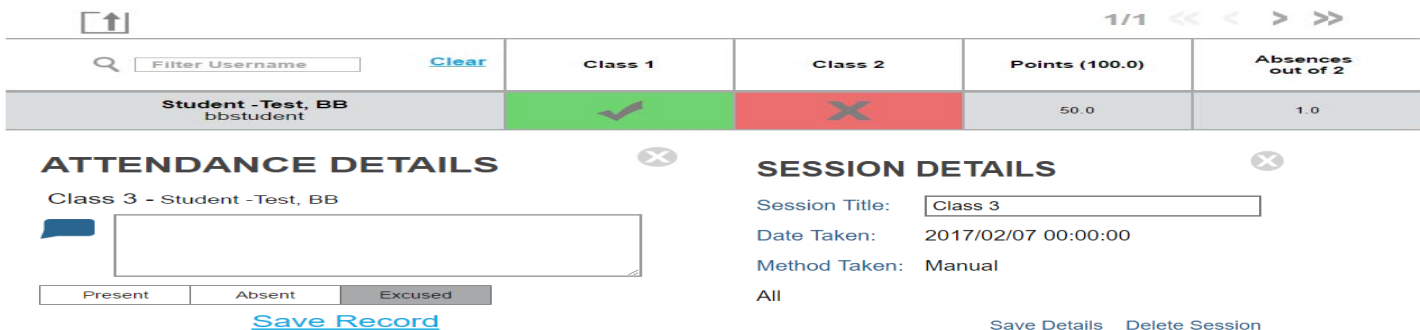


Figure 15: Example of a Qwickly Attendance Record

- **Present (Green checkmark):** Student receives points for Attendance in the Grade Center (if selected) and Qwickly counts the user as in-class.
- **Absent (Red X):** Student receives no points for Attendance in the Grade Center (if selected) and Qwickly counts the student as absent from the class.
- **The Points Column:** Only the Points column is added to the Full Grade Center.
- **The Absences Column:** Is used to calculate the points for the Absences.

## Blackboard Grade Center

If attendance is graded, a new column will automatically be added to the Full Grade Center.

Last Name	First Name	Username	Student ID	Last Access	Availability	Attendance	Absences	Weighted Total	Total
Student-Test	BB	bbstudent		August 30, 2016	Available	50.00	1.00	--	51.00

Figure 16: Example of Attendance Grades in the Blackboard Grade Center

The **Attendance** column score will automatically be included in the Grade Center **Total** column. Score (points) will be the default the display to this could be changed to display percentage.

***Kindly if you have further query, don't hesitate to contact ITS Helpdesk @ 3456 or by email [helpdesk@qu.edu.qa](mailto:helpdesk@qu.edu.qa)***