

# Getting Started with Quickly Attendance Classic (Faculty)

**Disclaimer:** Quickly Attendance Classic tip sheets are reviewed and updated regularly. We encourage you to bookmark this tip sheet, rather than download it so that you always have access to the most up- to-date guide.

## Quick Dropdown Links

### [Add Quickly Attendance To Your Course – Taking Attendance Using Check-In Mode – Support](#)

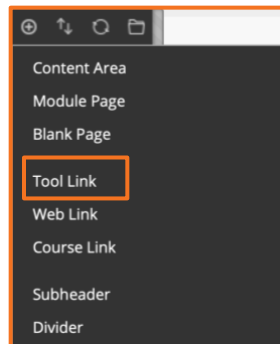
## Add Quickly Attendance To Your Course

---

- Once you are logged in to Blackboard ([courses.miami.edu](https://courses.miami.edu)), select **Courses** from the Ultra Base Navigation menu and click on the course you would like to open.

### Blackboard Original Course View

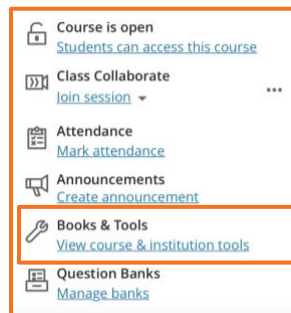
- In the left hand navigation, **hover over the plus icon** to expand the menu and **click Tool Link**.



- Look for Quickly in the dropdown menu - it will likely be called Quickly Attendance.
- Check the box** to make it available to users, then click **Submit**.

### Blackboard Ultra Course View

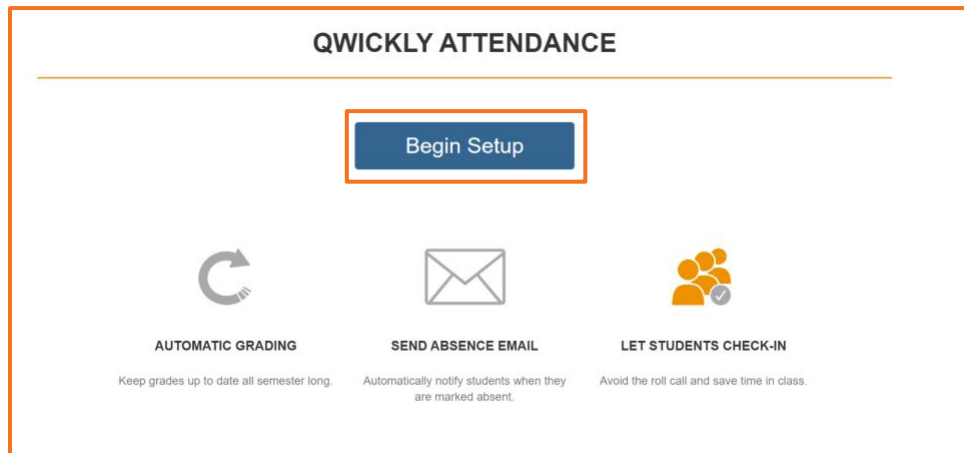
- In the left hand navigation, **click View course & institution tools** under Books & Tools.



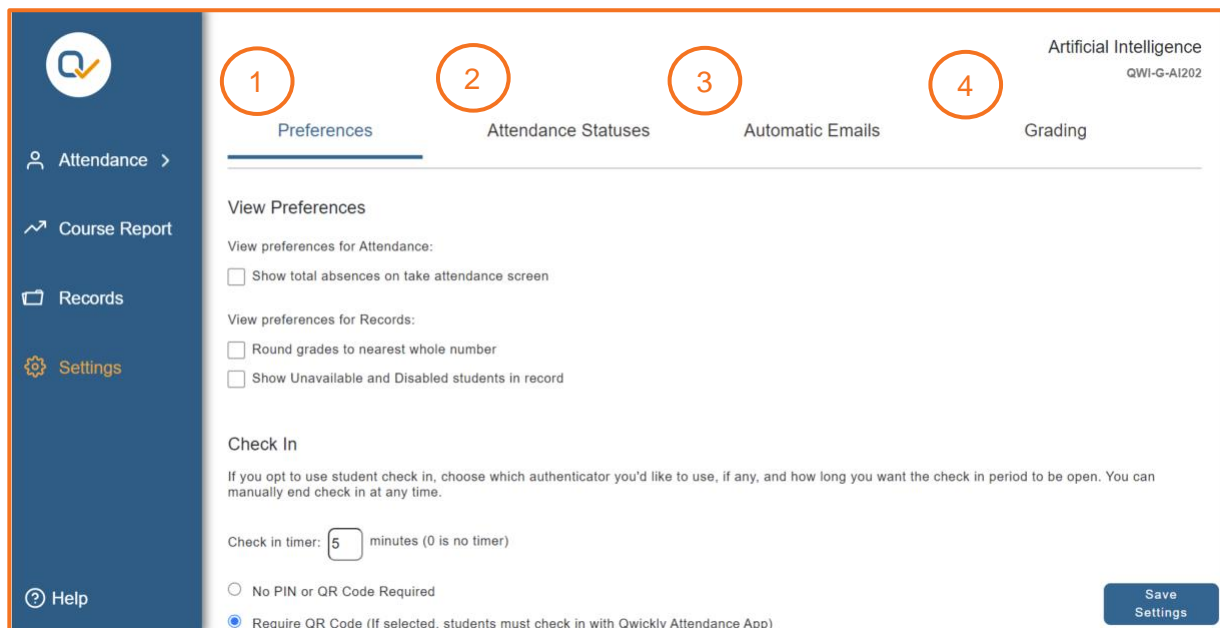
- Look for Quickly Attendance in the list of tools on the right and **click the plus icon** to add it to your Course Content.

## Setup Quickly Attendance

1. When you first launch Quickly Attendance, you will be prompted to begin setup. **Click Begin Setup.**



2. After selecting begin setup, you can either customize your settings or save the default settings in Quickly Attendance Classic. There are four setting categories: (1) Preferences, (2) Attendance Statuses, (3) Automatic Emails, and (4) Grading.





## Getting Started with Quickly Attendance Classic (Faculty)

### 3. Edit Preferences:

A. User Sorting: Select the sort order to display users in this course.

- **Select Last Name** to organize the attendance list by last name
- **Select First Name** to organize the attendance list by first name
- **Select Username** to organize the attendance list by username

B. View Preferences: These settings affect how certain information is displayed in the tool.

- If you want the absence values of students to be shown alongside their names, **choose Show Absences on take attendance screen**
- To round the attendance points to the nearest whole number, **select Round Grades to the Nearest Whole Number**
- **Select Show Unavailable and Disabled (or inactive/dropped) Students in Record** so that students who have been marked unavailable, disabled or inactive in a course will be displayed in the attendance records screen.

C. Student Grouping: Select the method that students are organized for the course

D. Check In Mode: These setting enable a timer for check in sessions.

- If you would like to enable a timer for Check In mode, **type in** how long you would like the check in timer to run in minutes. If you do not want the time enabled, **type 0**
- If you do not want to require a PIN, **select No PIN or QR Code Required**
- If you want to enable a PIN during Check In mode, **select Require PIN.**

Preferences Attendance Statuses Automatic Emails

User Sorting **A**

Select the sort order to display users in this course. Names will be in ascending order of the selected field.

Last Name  
 First Name  
 Username

View Preferences **B**

View preferences for Attendance:

Show total absences on take attendance screen

View preferences for Records:

Round grades to nearest whole number  
 Show Unavailable and Disabled students in record

Student Grouping **C**

Select the method that students are organized for this course.

Single List  
All students are grouped together in one list.

By Course Groups  
Students are grouped by the groups they belong to.

Check In **D**

If you opt to use student check in, choose which authenticator you'd like to use, if any, and how long you want the check in period to be open. You can manually end check in at any time.

Check in timer: 5 minutes (0 is no timer)

No PIN or QR Code Required  
 Require PIN



## Getting Started with Quickly Attendance Classic (Faculty)

4. **Edit Attendance Statuses:** System Attendance Statuses are built in statuses you can use to take attendance. The statuses include: Present, Absent, and Excused. You can also create custom 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%	
<input checked="" type="checkbox"/>	Excused	N/A	N/A	

**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

5. **Edit Automatic Emails:** Choose whether or not to send an email to students when they have been marked as absent.

- **Select Send Email on absence** to enable this feature
- **Select Do not send email on absence** if do not want to enable this feature
- Edit the email message using the textbox.

Automatic Emails

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

You can customize the email using the following variables:  
{-absences-}, {-date-}, {-course-}, {-first-}, {-last-}, {-instructor-first-}, {-instructor-last-}.

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



## Getting Started with Quickly Attendance Classic (Faculty)

6. **Edit Grading:** These settings control the method of grading in the course and allow you to push your grades out into your course's gradebook in Blackboard. Choose which grading method you'd like to use to create a column in Blackboard. If you do not want to use grading, leave this section empty.

### A. Session Based Grading

- Select this option if you would like to award points for attending a session
- Select **Total Points** to define a total number of points that attendance will be worth.
  - For example, if Total Points is defined as 100, a student with 2 Presents and 2 Absents in the course will have earned 50 points out of a possible 100.
- Select **Points Per Session** to define a total number of points earned for each recorded session.
  - For example, if Points Per Session is defined as 5, a student will earn 5 points each time they are marked present. If a student has 2 Presents and 2 Absents in the course, they will have earned 10 points out of a possible 20.
- Learn more about session based grading [here](#).

### B. Absence Based Grading

- Select this option if you want to award or subtract points per absence. Please note that any criteria entered here will be reflected in the LMS gradebook, not in Quickly's attendance records.
- Learn more about absence based grading [here](#).

Grading

Choose which grading method you'd like to use to create a column in your LMS gradebook. If you do not want to use grading, leave these empty.

Session Based Grading Column **A**

Use this if you want to award points for attending a session.

Total Points

Use total points to define a total number of points that attendance will be worth.

For example, if Total Points is defined as 100, a student with 2 Presents and 2 Absents in the course will have earned 50 points out of a possible 100.

Points Per Session

Use points per session to define a total number of points earned for each recorded session.

For example, if Points Per Session is defined as 5, a student will earn 5 points each time they are marked present. If a student has 2 Presents and 2 Absents in the course, they will have earned 10 points out of a possible 20.

Column Name:

Total Points:

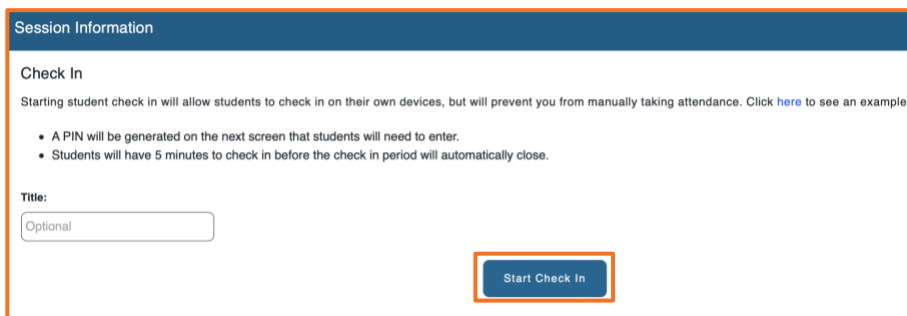
Absence Based Grading Column **B**

Use this if you want to award or subtract points per absence. Any criteria entered here will be reflected in the LMS gradebook, not in Quickly's attendance records.

## Taking Attendance Using Check-In Mode

---

1. Check your Blackboard course to ensure that Qwickly Attendance is visible for students. If not, add it using the steps in [Add Qwickly Attendance To Your Course](#).
2. Launch Qwickly Attendance. **Select Check In** in the left hand navigation.
3. **Select Start Check In**



Session Information

Check In

Starting student check in will allow students to check in on their own devices, but will prevent you from manually taking attendance. [Click here](#) to see an example.

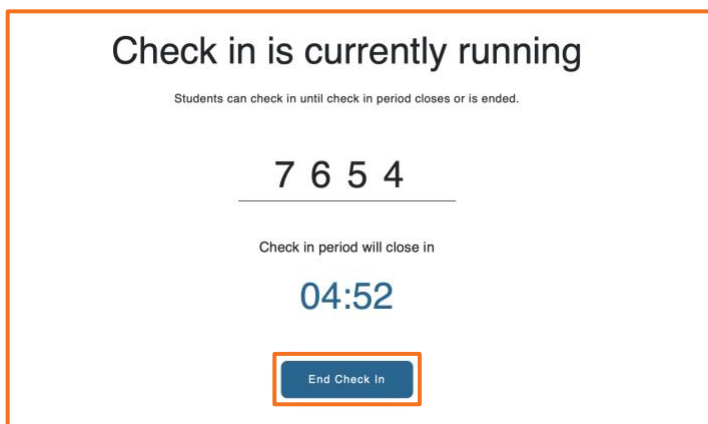
- A PIN will be generated on the next screen that students will need to enter.
- Students will have 5 minutes to check in before the check in period will automatically close.

Title:

Optional

Start Check In

4. Ask students to click the Qwickly link on Blackboard on their devices once check in has begun. If you enabled a timer and PIN, you should see both on the screen after starting check in.
5. Select **End Check In** when you are done taking attendance. If using a timer, check in mode will end when the timer has ended.



Check in is currently running

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

7 6 5 4

Check in period will close in

04:52

End Check In

## Support

---

*Need technical support with Qwickly?* If you have questions related to the information provided on this tip sheet, please contact the Learning Platforms Team: [learningplatforms@miami.edu](mailto:learningplatforms@miami.edu).

*Note: This tip sheet was last updated on 06/6/2023.*