Disclaimer: Qwickly 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 Qwickly Attendance To Your Course – Taking Attendance Using Check-In Mode – Support

Add Qwickly Attendance To Your Course

- Once you are logged in to Blackboard (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

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

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

Blackboard Ultra Course View

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

2. Look for Qwickly Attendance in the list of tools on the right and click the plus icon to add it to your Course Content.
Setup Qwickly Attendance

1. When you first launch Qwickly 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 Qwickly Attendance Classic. There are four setting categories: (1) Preferences, (2) Attendance Statuses, (3) Automatic Emails, and (4) Grading.
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 settings 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.**
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.

<table>
<thead>
<tr>
<th>Attendance Statuses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>System Statuses</strong></td>
</tr>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Present</td>
</tr>
<tr>
<td>Absent</td>
</tr>
<tr>
<td>Excused</td>
</tr>
</tbody>
</table>

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

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.
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 Qwickly’s attendance records.
      - Learn more about absence based grading [here](#).
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**

![Image of 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.

![Image of 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.

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