

# Getting Started with Qwickly Attendance Classic (Students)

**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.

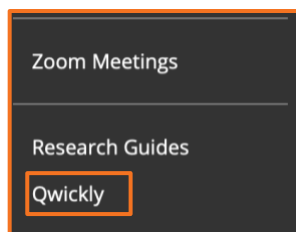
## Quick Dropdown Links

[How to Check In](#) – [View Attendance Records](#) – [Support](#)

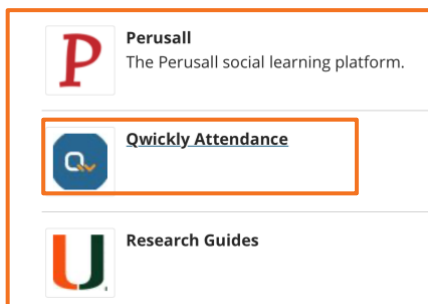
## How To Check In

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1. 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.
  - For courses in Original Course View, **log into Blackboard Learn** and **select Qwickly in the left hand navigation** after your instructor has begun the check-in session.

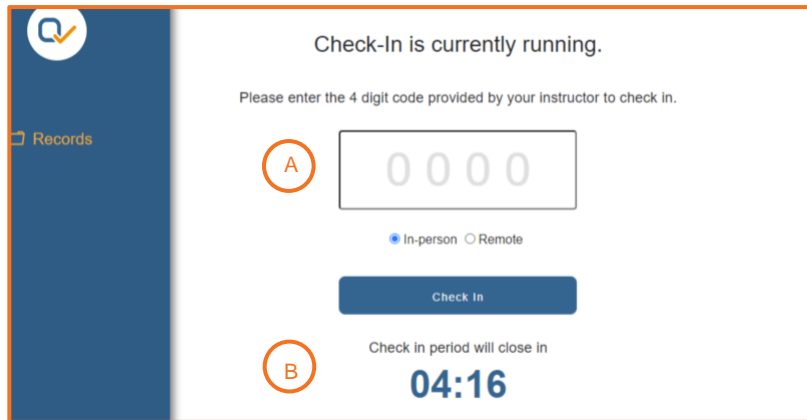


- For courses in Ultra Course View, **log into Blackboard Learn** and **select Books and Tools** in the left hand navigation. **Select Qwickly Attendance** after your instructor has begun the check-in session.



2. The check-in session may have a PIN or a timer associated with it.
  - A. If a PIN has been enabled, **type in the PIN** and **select Check In**. Your instructor will either project the PIN or write it on the board.
  - B. If a timer has been enabled, there will be a countdown timer

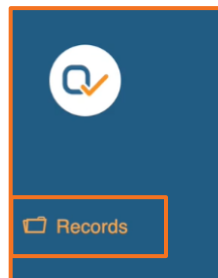
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If you cannot check in, try refreshing that page. You should also ensure that you are typing in the correct PIN and that the check-in period has not closed.

## View Attendance Records

1. You can view your attendance records on Quicky by selecting Records on the left hand navigation.



- The attendance record will show the total number of absences calculated in the course so far, a list of the attendance dates taken in the course, along with the status received for each of the sessions, and any public comments.

| Attendance Record |                      | Absences: 5.00       |
|-------------------|----------------------|----------------------|
|                   |                      | Total Time: 122 mins |
| Session Title ▾   | Status ▾             |                      |
| May 09            | Absent               | ⋮                    |
| May 09            | Absent               | ⋮                    |
| May 09            | Absent               | ⋮                    |
| May 09            | Absent               | ⋮                    |
| May 09            | Absent               | ⋮                    |
| May 03            | Present<br>In-person | ⋮                    |
| May 03            | Present<br>In-person | ⋮                    |

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### Support

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*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.*