

# Qwickly Attendance: A Quick Guide

This document is designed to help you get started with Qwickly Attendance and decide what method of taking attendance in Qwickly will be most appropriate for you during the fall semester. Whichever method you choose, it provides step-by-step instructions for each. It also covers some special cases and strategies for certain situations, such as courses with multiple sections. While some may find the entire document useful, we have provided a table of contents to help you hone in on any section that is most relevant for your given situation. We will periodically update this document as needed.

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## 1. Setting up Qwickly for the first time in your Canvas course

**TUTORIAL VIDEO:** <https://ensemble.temple.edu/Watch/Ja28Pje4>

If you have not yet accessed Qwickly in your Canvas Course, you will first need to perform a brief setup process. To do so, follow these steps:

1. Access Qwickly Attendance in your Canvas course by clicking “Attendance” in the Course Navigation Menu. If you do not see the “Attendance” link in your Canvas course, please complete the steps in section 1.1 on page 3 of this document before you move on to the next step.
2. Click “Authorize” to authorize Qwickly to access your Canvas course
3. Click the “Begin Set-up” button
4. Configure your settings, which appear in this order as you scroll down the page:
  - a. Under “Semester,” choose the current semester
  - b. Under “Student Grouping,” choose whether you would like to take attendance as one single class list, by individual Sections (if you have multiple sections within one Canvas course), or by Groups (if you have created or plan to create Groups in your Canvas course)
    - i. The “Student Grouping” setting will only appear if you have Groups or multiple Sections in your course; see the Taking Attendance by Section in section 4 (page 5) of this document for more information.
  - c. Under “Default Style,” choose which style/method of attendance you plan to use most often
    - i. Using the “Full List” style/method, you will moving down an alphabetical list of your students and apply attendance statuses manually (Present, Absent, etc). Using the “Check In” style, you will initiate the Check In process for each individual class session, and your students will be able to check themselves in via Attendance in Canvas. See sections 2 and 3 of this document for more information on using the Full List and Check In attendance methods.
  - d. Choose your View Preferences (we suggest you leave these as default; you can change them later under “Settings” at the top left-hand corner of the Qwickly interface, if you so choose)

- e. Under “Grade Center Integration,” leave the default settings. Since attendance is not to be factored in the grades for this semester at Temple, the default setting of “No Grade Center Column” and “No Grade Center Column for Absences” should be preserved.
  - f. Under “Check In,” choose whether you would like to require a PIN for check in or set a timer for the Check In process, and if so, how long.
    - i. These are optional settings. If you do decide to set a timer, we recommend that you set it for the entire length of your normal class session. Keep in mind that if you do not set a timer, you will have to manually end the check in session, whereas with the timer the check in session will conclude automatically. See the section on the Check In Method of taking attendance further down in this document for more information.
  - g. Under “Absence email,” choose if you would like to send a default email to students when they are marked “Absent.”
5. Once you have set your Settings, you are ready to take attendance for your first session.

### **1.1 Enabling Quickly Attendance (in the event that it is not automatically visible in your Canvas course)**

**TUTORIAL VIDEO:** <https://ensemble.temple.edu/Watch/Mw73Djm9>

Quickly Attendance should be automatically available in your course(s), but if it is not, you can easily enable it by following these step-by-step directions:

1. Go to a Canvas course in which you would like to enable Quickly Attendance.
2. Click “Settings” at the bottom of the Course Navigation Menu on the left-hand side of the course
3. Click the “Navigation” tab at the top of the Settings window
4. Enable “Attendance” by scrolling down to the bottom section of items, locating the “Attendance” item, clicking on the 3 dots next to the item, and clicking “Enable”
  - a. This bottom section of items includes all of the tools/items in your course that have not been enabled. Once enabled, “Attendance” will pop up to the top section, where you can position it wherever you would like by clicking and dragging it to a different position.
5. Scroll to the bottom of the page and click “Save” (otherwise your modifications will not be recorded)

## 2. Taking Attendance with Qwickly: Full List Method

**TUTORIAL VIDEO:** <https://ensemble.temple.edu/Watch/Nf5s4Q8S>

Using the Full List method, the instructor scrolls down a list of their students manually recording attendance for each. Here's how to take attendance using the Full List Method:

1. Access Qwickly Attendance in your Canvas course by clicking "Attendance" in the Course Navigation Menu
2. Click on "Take Attendance" at the top left of the Qwickly interface
3. Click on the "Full List" tab at the top of the interface (this will be the default method if you have not modified it in "Settings")
4. In the alphabetical list of students that appears, apply a status for each individual student (Present, Absent, CRA, etc.)
5. Click "Submit Attendance" at the top or bottom of the page to record the attendance for that session

### 3. Taking Attendance with Qwickly: Check In Method

**TUTORIAL VIDEO:** <https://ensemble.temple.edu/Watch/b7SPq53E>

Using the Check In method, the instructor can have students check themselves in via their computer or smart device during each class. The student will do this by traveling to the Qwickly Attendance tool in Canvas. If desired, the instructor can also choose to require a 4-digit PIN and set a check-in timer when using the Check In method, although this is optional. Here's how to take attendance using the Check In method:

1. Access Qwickly Attendance in your Canvas course by clicking "Attendance" in the Course Navigation Menu
2. Click on "Take Attendance" at the top left of the Qwickly interface
3. Click on the "Check In" tab at the top of your interface
4. Click "Start Check In"
  - a. If you have chosen to require a PIN\*, Qwickly will display a four-digit number when you click "Start Check In." You will need to share this number with your students, since they will have to enter it when they check in under "Attendance" on Canvas.
  - b. If you have chosen to set a check in timer\*, the timer will begin when you click "Start Check In," and your students will have to check in before the timer concludes. All people who have not checked in by the time the timer ends will be marked "Absent," and you will not need to move on to step 5. We suggest making the check in timer last for the entire length of your class.
5. If you have chosen **not** to set a check in timer, you will have to manually click "End Check In" when you are ready to submit the attendance. By contrast, if you have set a check in timer, the Check-In will end automatically whenever the timer ends. If you want check-in attendance to be submitted automatically after you begin the Check In, it is recommended that you set a timer.

\*The optional PIN and check In timer options can be configured under the "Check In" section in "Settings," which is located at the top left-hand side of the Qwickly interface.

## 4. Qwickly Check In: What the Process looks like for Students

**TUTORIAL VIDEO:** <https://ensemble.temple.edu/Watch/z9TEp7j8>

Whenever you use the Check In process laid out above as an instructor, your students will have to follow these steps to check in:

1. Travel to Canvas on their computer or the Canvas app on their mobile device
2. Click on “Attendance” in the Course Navigation Menu of the course in which they want to check in (or tap on the Attendance item in the Canvas app, if they are doing this on a mobile device)
3. If the instructor has chosen to require a PIN, they will need to enter the 4-digit PIN that Qwickly generated when the Check In was initiated and click/tap “Check In” on their computer/mobile device
4. If the instructor has NOT required a PIN, the student will only need to click/tap Check In

**NOTE:** In the rare event that students have trouble accessing Qwickly, such as if they get a domain error, have them refresh their screen and/or attempt checking in through a different browser. If they continue to experience issues, have them contact the TU Help Desk.

## 5. Taking Attendance by Section (for courses with multiple sections)

**TUTORIAL VIDEO:** <https://ensemble.temple.edu/Watch/Kf6k8T3E>

If you have combined multiple CRNs/sections under a single Canvas course shell, you can choose to take attendance for each section individually within Qwickly. Here are some step-by-step instructions on how to do this.

1. Click on “Attendance” in the Course Navigation Menu of your Canvas course to access Qwickly Attendance
2. Click on “Settings” at the top left of the Qwickly interface
3. Under the “Student Grouping” section, select “By Course Section”
4. Scroll to the bottom of the screen and click “Save Settings”

Then, when you are ready to take attendance:

1. Click “Take Attendance” at the top left of the Qwickly interface
2. Choose the tab for whichever method you would like to use to do so (Full List, Check In, etc.).
3. In the “Section” drop-down menu that appears, choose the specific section for which you would like to take attendance.
  - a. If you are using the Check In method of taking attendance, you will choose a section, click “Start Check In,” and the Check In process will proceed for only the students in that section. If you have set a check in timer, the Check In will automatically conclude. If you do not set a timer, you will have to click “End Check In.”
  - b. If you are using the Full List method of taking attendance, you will choose a section, and only the students from that section will appear beneath, where you will manually proceed through the list applying a status for each student and clicking “Submit Attendance” at the top or bottom of the list when you are done.

## 6. Modifying the Attendance Record (after attendance has been taken)

**TUTORIAL VIDEO:** <https://ensemble.temple.edu/Watch/w5X8Qdb3>

In the case that you need to at any time modify an attendance record, such as when a student informs you that an absence was COVID-related, you can do so under the “Attendance Record” located at the top left-hand side of the Qwickly interface. Each time you take attendance in Qwickly a column will be formed in the Attendance Record. The Attendance record will appear as a grid, where each student forms a row, and each successive session for which attendance was recorded adds a column. Whenever you wish to modify a record for a particular student and session in the grid, follow these steps:

1. Access Qwickly Attendance in your Canvas course by clicking “Attendance” in the Course Navigation Menu
2. Click on “Attendance Record” at the top left of the Qwickly interface to access the Attendance Record
3. Click on the square in the grid that corresponds with the record you would like to modify
4. In the window that appears, choose the status you would like to change to (such as from “Absent” to “CRA”)
  - a. If you would like, you can enter a comment about the record. Designating the comment a “Private Note” will make it only visible to you as the instructor, while setting the note as “Visible to Students” will make it visible to you and the student whose record you are modifying (but nobody else)
5. Click “Update” to preserve your modification

**NOTE:** The COVID-related Absence status, or CRA, should **only** be applied **if** a student directly informs you that their absence is COVID-related

## 7. Deleting an Errant Attendance Record/Column

In the case that you have accidentally generated an attendance record that you want to delete (such as when you were testing Qwickly out), you can easily delete a whole attendance record column in the Attendance Record by following these steps:

1. Access Qwickly Attendance in your Canvas course by clicking “Attendance” in the Course Navigation Menu
2. Click on “Attendance Record” at the top left of the Qwickly interface to access the Attendance Record
3. Locate the column/session you would like to delete
4. Click on the downward arrow in the gray circle at the top of the column
5. Click “Delete Session”
6. Confirm you want to delete by again clicking “Delete”