

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 <http://learn.temple.edu>
2. Select your preferred course.
3. From the **Course Menu** on the left, select the **+** icon, and then select **Tool Link**.

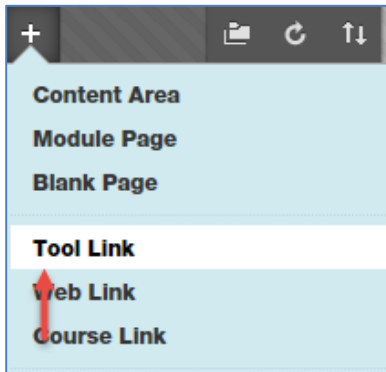


Figure 1: The Add Tool Link in the Course Menu

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 Take Attendance**.
6. Select the **Available to Users** checkbox.
7. Select **Submit**.

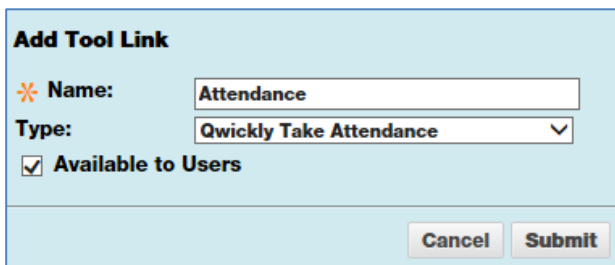
A screenshot of the 'Add Tool Link' window. The window has a light blue background and a dark header with the title 'Add Tool Link'. Below the header, there are three fields: 'Name:' with a text input field containing 'Attendance', 'Type:' with a dropdown menu showing 'Qwickly Take Attendance', and a checked checkbox labeled 'Available to Users'. At the bottom right of the window, 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.

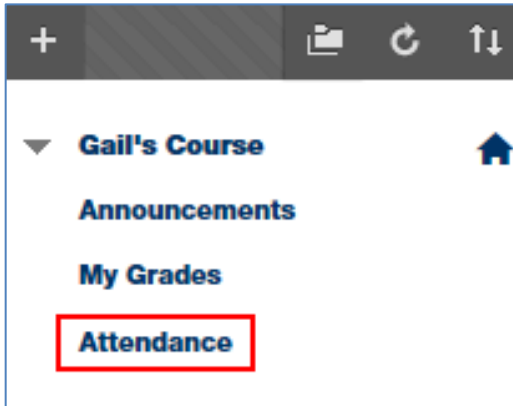


Figure 3: The Attendance Link in the Course Menu

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

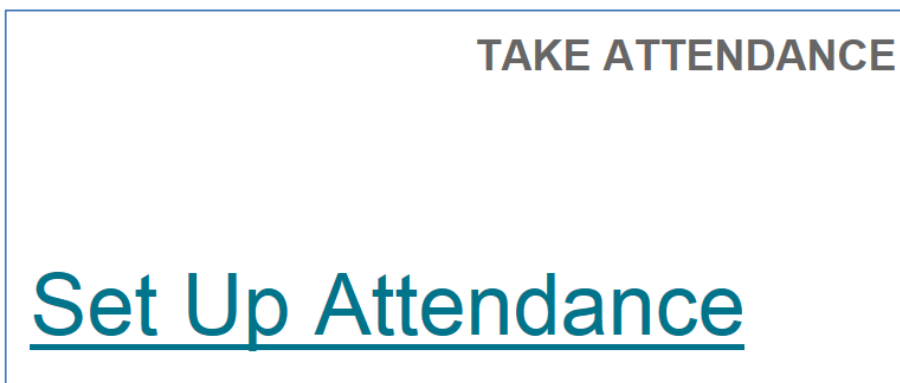


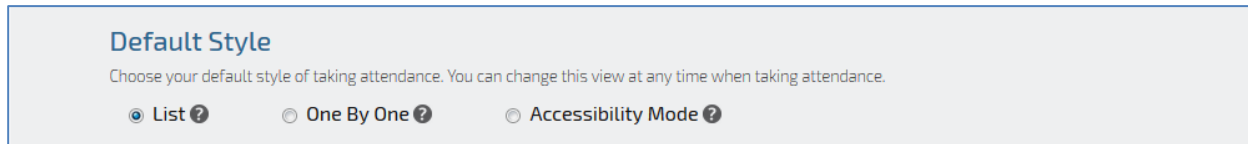
Figure 4: The Qwickly Set Up Attendance Link

2. Select Qwickly's **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



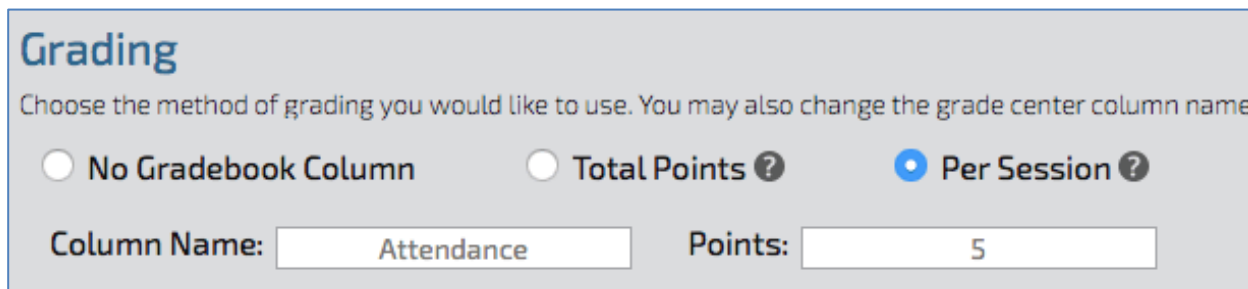
The screenshot shows a box titled "Default Style" with the instruction "Choose your default style of taking attendance. You can change this view at any time when taking attendance." Below this are three radio button options: "List" (selected), "One By One", and "Accessibility Mode". Each option has a small question mark icon next to it.

Figure 5: Set the Default Attendance Style

You can change the default style in the Attendance Settings or 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.

Grading



The screenshot shows a box titled "Grading" with the instruction "Choose the method of grading you would like to use. You may also change the grade center column name". Below this are three radio button options: "No Gradebook Column", "Total Points", and "Per Session" (selected). Below the options are two input fields: "Column Name:" with the value "Attendance" and "Points:" with the value "5".

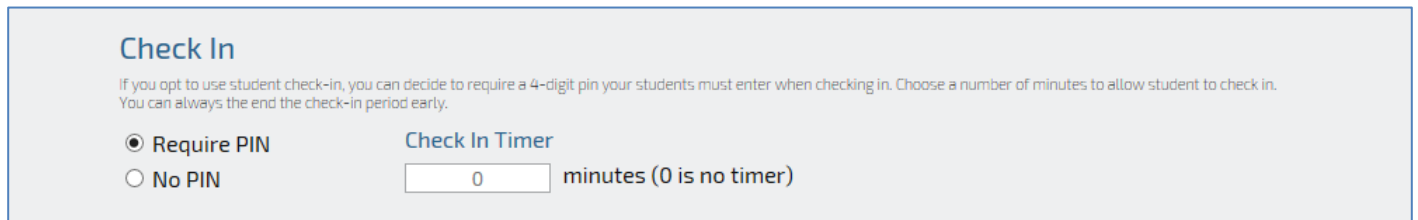
Figure 6: Example of the Creation of a Grade Book Column that will Add 5 points for each Class Attended

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.
 - **No Gradebook Column:** Grading will not be used for attendance. Please note, a **View Record** link will be created for you after you have set up Qwickly that will enable you to view your attendance lists.

Check In

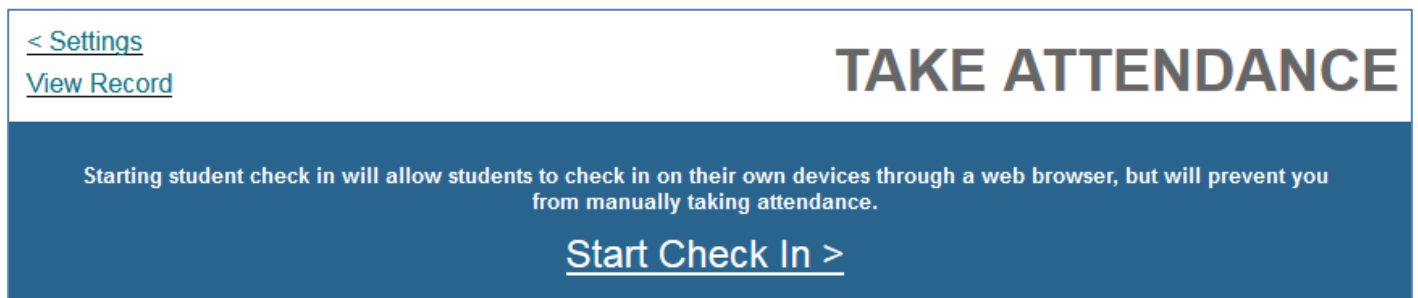
If you plan to let your students check in on their own from their laptop or mobile device, you will have the option to select your preferred student check in options.



The screenshot shows a 'Check In' settings window. At the top, it says 'Check In' in blue. Below that, a small text block explains: '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 end the check-in period early.' There are two radio button options: 'Require PIN' (which is selected) and 'No PIN'. To the right, there is a 'Check In Timer' section with a text input field containing the number '0' and the text 'minutes (0 is no timer)'.

Figure 7: The Check In Window

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

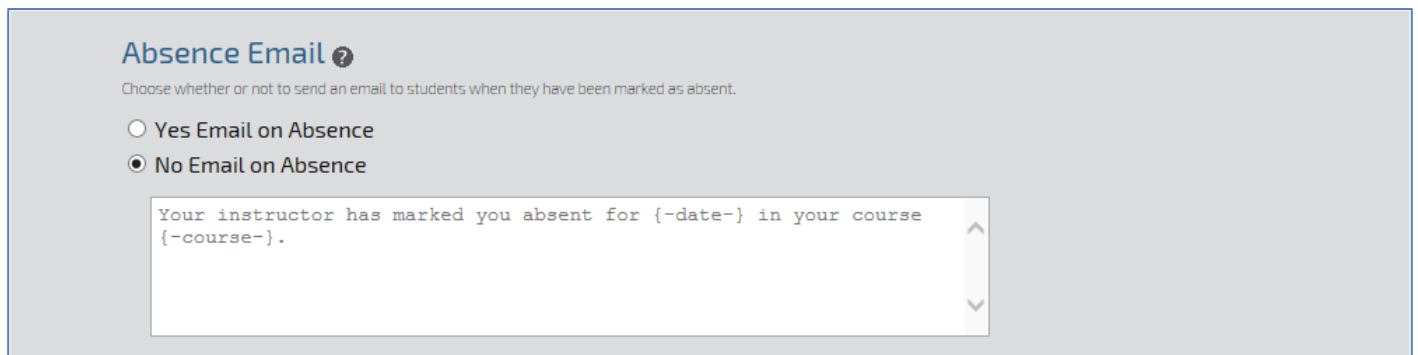


The screenshot shows the 'TAKE ATTENDANCE' screen. At the top left, there are links for '< Settings' and 'View Record'. The main heading is 'TAKE ATTENDANCE' in large, bold, dark letters. Below this, a dark blue banner contains white text: 'Starting student check in will allow students to check in on their own devices through a web browser, but will prevent you from manually taking attendance.' At the bottom of the banner is a large, white, underlined button that says 'Start Check In >'.

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.

Absence Email



The screenshot shows the 'Absence Email' configuration screen. The title is 'Absence Email' with a help icon. Below the title, it says 'Choose whether or not to send an email to students when they have been marked as absent.' There are two radio button options: 'Yes Email on Absence' and 'No Email on Absence' (which is selected). Below the options is a text area with a light gray background and a white border. The text inside the text area is: 'Your instructor has marked you absent for {-date-} in your course {-course-}.' There are small up and down arrow icons on the right side of the text area.

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.

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:
Present	100%	0%	✓
Absent	0%	100%	✗
Excused	0%	0%	⊘

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
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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
4	Tardy	90 %	33.3 %		✗

Color picker showing #fff706

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 10 illustrates the addition of a Tardy status worth 90% of the days points, and be considered about 33% of an absent (3 tardies = 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.

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
4	Tardy	90 %	33.3 %		X
5	Excused	100 %	0 %		X

[Add Status](#)

Excused with points

[Save Settings](#)

Figure 12: Completed Custom Attendance Status

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.

[< Return](#)

ATTENDANCE SETTINGS

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

Figure 13: Return to the Attendance Page

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

[Start Check In >](#)

Attendance Time
 Current Time Custom (Past or Future)

Session Title 1/1

Student Name	Status	Comments
All Students	Present Absent Excused Tardy Excused with points	
Audu, Bitrus P. (tuc57464)	Present Absent Excused Tardy Excused with points	
Cionci, Angelica L. (tue73799)	Present Absent Excused Tardy Excused with points	
Cionci, Nicole Annaliese (tua74933)	Present Absent Excused Tardy Excused with points	
Lieber, Edward W. (tua82082)	Present Absent Excused Tardy Excused with points	
Ta, Shawn (sta)	Present Absent Excused Tardy Excused with points	

[Submit Attendance](#)

Figure 14: The Take Attendance Page Listing the Students Enrolled in your Course

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.

Starting student check in will allow students to check in on their own devices through a web browser, but will prevent you from manually taking attendance.

[Start Check In >](#)

Attendance Time

Current Time Custom (Past or Future)

Session Title ☰ 1/1 ↻

Student Name	Status	Comments
All Students	<input type="checkbox"/> Present <input type="checkbox"/> Absent <input type="checkbox"/> Excused <input type="checkbox"/> Tardy <input type="checkbox"/> Excused with points	
Audu, Bitrus P. (tuc57464)	<input type="checkbox"/> Present <input type="checkbox"/> Absent <input type="checkbox"/> Excused <input type="checkbox"/> Tardy <input type="checkbox"/> Excused with points	
Cionci, Angelica L. (tue73799)	<input type="checkbox"/> Present <input checked="" type="checkbox"/> Absent <input type="checkbox"/> Excused <input type="checkbox"/> Tardy <input type="checkbox"/> Excused with points	
Cionci, Nicole Annaliese (tue74933)	<input type="checkbox"/> Present <input type="checkbox"/> Absent <input checked="" type="checkbox"/> Excused <input type="checkbox"/> Tardy <input type="checkbox"/> Excused with points	
Lieber, Edward W. (tua82082)	<input type="checkbox"/> Present <input type="checkbox"/> Absent <input type="checkbox"/> Excused <input type="checkbox"/> Tardy <input type="checkbox"/> Excused with points	Ed has already made up class time Close
Ta, Shawn (sta)	<input type="checkbox"/> Present <input type="checkbox"/> Absent <input type="checkbox"/> Excused <input checked="" type="checkbox"/> Tardy <input type="checkbox"/> Excused with points	

[Submit Attendance](#)

Figure 15: 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**.

[< Settings](#)
[View Record](#)

TAKE ATTENDANCE

Attendance has been taken.

Figure 16: The Take Attendance Screen after Attendance Has Been Taken

3. After you have submitted your attendance, the Take Attendance screen will notify you that attendance has been taken.
4. Proceed to select the **View Record** link to view the attendance record for each of your students.

The Attendance Record

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

	2016/09/19 15:05	Points	Absences
Audu, Bitrus P. (tuc57464)	✓	5.0/5.0	0.0
Cionci, Angelica L. (tue73799)	X	0.0/5.0	1.0
Cionci, Nicole Annaliese (tue74933)	⊘	0.0/5.0	0.0
Lieber, Edward W. (tua82082)	E	5.0/5.0	0.0
Ta, Shawn (sta)	T	4.5/5.0	0.34

Figure 17: 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.
- **Excused (Blue circle):** Student receives no points for Attendance and is **NOT** counted as absent in class.
 - Example of how the **EXCUSED** status operates in Qwickly: Let's assume that Attendance counts as 1 point per class. For a semester course that meets twice a week for 15 weeks the total points possible for Attendance will be 30. A student who is EXCUSED from one class and attends 29 classes. The EXCUSED status does not penalize the student but each attended class is now worth more to the student to equal the total of 30 points. If the student is later ABSENT that ABSENT day will also count as more points against the student's total. **As a result, the use of Excused may cause confusion - it recommended to only mark a student Present or Absent.**
- **Excused with Points (Purple E):** This is a custom status created in the Custom Course Statuses area of the Attendance Settings page. Points are received for non-attendance and will not count as an absence
- **Tardy (Yellow T - custom status):** This is a custom status created in the Custom Course Statuses area of the Attendance Settings page worth 90% of the days points, and considered 33% of an absent (3 tardies = 1 absence).
- **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 EXCUSED status but is not included in the Full Grade Center.

The Blackboard Grade Center

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

Last Name	First Name	AccessNet us	TUID	Last Access	Availability	Attendance	Weighted Tot:	✓ Total
Audu	Bitrus P.	tuc57464	913031913		Available	5.00	--	5
Cionci	Angelica L	tue73799	914943129		Available	0.00	--	0
Cionci	Nicole Annaliese	tue74933	915006611		Available	0.00	--	0
Lieber	Edward W	tua82082	911104648		Available	5.00	--	5
Ta	Shawn	sta	907320289		Available	4.50	--	4.5

Figure 18: Example of Attendance Grades in the Blackboard Grade Center

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