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](image)

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.

![Figure 2: The Add Tool Link Window with Suggested Settings](image)

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](image)

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

![Figure 4: The Qwickly Set Up Attendance Link](image)

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**

![Default Style](default_style.png)

*Figure 5: Set the Default Attendance Style*

You can change the default style in the Attendance Settings are 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**

![Grading](grading.png)

*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.

**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.

**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

**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 accidently 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

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

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.
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.

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

1. To take attendance, select the required status option for each student and add a comment if you prefer.

2. Select Submit Attendance.

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.

- **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.

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.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>AccessNet us</th>
<th>TUID</th>
<th>Last Access</th>
<th>Availability</th>
<th>Attendance</th>
<th>Weighted Tot</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audu</td>
<td>Bitrus P.</td>
<td>tuc67464</td>
<td>913031913</td>
<td>Available</td>
<td>5.00</td>
<td>..</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Cionci</td>
<td>Angelica L</td>
<td>tuo73799</td>
<td>014943129</td>
<td>Available</td>
<td>0.00</td>
<td>..</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Cionci</td>
<td>Nicole Annalise</td>
<td>tuo74933</td>
<td>015006611</td>
<td>Available</td>
<td>0.00</td>
<td>..</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Lieber</td>
<td>Edward W</td>
<td>tua82082</td>
<td>011104648</td>
<td>Available</td>
<td>5.00</td>
<td>..</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Ta</td>
<td>Shawn</td>
<td>sta</td>
<td>907320209</td>
<td>Available</td>
<td>4.50</td>
<td>..</td>
<td>4.5</td>
<td></td>
</tr>
</tbody>
</table>

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