Fall 2016 Only
Fall 2016 Pilot: The Qwickly Student Attendance Tool in Blackboard

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 Took Link.

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.

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

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

2. Select Qwickly’s *Start Setup* button.

3. Select your preferred *Attendance Style*, and then select *Next*.

4. Select your preferred *Grading Scheme*, and then select *Next*.
   a. **Define Total Points**: Choose a total grade for attendance for the entire length of the course (a column will be added to the Grade Center).
   b. **Points per Presence**: Assign a number of points to a student each time they are present (a column will be added to the Grade Center).
   c. **No Grade for Attendance**: No column is added to the Grade Center.

5. Allow your preferred method for *Student Check In*, and then select *Next*.
   a. **Yes, allow students to check in**: Students will be marked present if they check in on their computer or mobile device.
   b. **Yes, with a randomly generated code**: Only allow check in with a code displayed to yu wen yu enable check-in.
   c. **No, don’t allow students to check in**: Students will only be marked present if the instructor marks them as present.

6. **Email on Student Absence**, select either *Yes* or *No*, and then select *Next*.

7. View your preferred settings, and the select the *Confirm* button to confirm your setup.

8. Select the *Return to Qwickly Attendance* button.

9. The *Take Attendance* page will enable you to *Start Student Check In*, view *Attendance Report*, or access *Settings* to reconfigure your Qwickly Attendance setup.