Qwickly Attendance allows instructor to take and track student attendance through Blackboard. Major features are:
  • Option of checking off attendance from a list manually or allowing students to do self check-in.
  • Option of assigning attendance points.
  • Option of automatic emails to students who are marked absent.
  • Instructors can view an attendance history.
  • Student can see their own attendance history.

---

**Instructor Takes Attendance vs. Student Self Check-in**

Instructors have a couple of methods they can use to take attendance:

**Instructor Takes Attendance Option**

With this option, the instructor uses Qwickly to mark students *Present, Absent, or Excused*. Instructors can work from a list of students or click through a series of screens, each displaying just a single student. The instructor can also type in comments.

---

**Student Self Check-in Option**

With this option, the instructor initiates a check-in process that allows students to go into Blackboard and check themselves in.

Optionally, Qwickly can generate a random PIN for the instructor that he or she must relay to the students as they will need to type it when checking in. The instructor can also specify a time duration that students have to check-in within.
Setting Up Qwickly Attendance (One Time Only)

The steps in this section cover that steps the instructor should go through before using Qwickly Attendance for the first time. Note that most of these settings are alterable on the fly when taking attendance and can be edited later.

1. Go into Blackboard (https://blackboard.usc.edu) and open the course you wish to setup.

2. Click “Tools” from the left menu.

3. Click “Qwickly Attendance”.

4. Click “Set Up Attendance”.

5. To list all of your students when taking roll, select “Single List”. 

6. Use this to specify the method you wish to use to take role. Typically, either “List” or “Check-In”. (See page 1 for a description of each.)

7. Must users check only “Show Absences…”.

8. Qwickly can create a column in the Grade Center to assign attendance points. Check your desired option. *

* Note that USC policy does not permit instructors to include attendance in calculating a student’s final grade. (Participation is allowable however.)
Editing Attendance Settings

Should you wish to edit your attendance settings, follow the steps below.

1. Follow steps 1-3 in the previous section.
2. Click “Settings”.

9. If using student self check-in, use this option to require a PIN or not and a duration.

10. If you select “Yes”, students marked absent will receive an email.

(Optional) Allows you to turn off a column you don’t wish to use.

(Optional) Allows you to create a custom attendance status. For example, below we have added a custom status called “Trip”.

11. Click “Save Settings”.

Check In
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 students to check-in. You can always turn the check-in period off.

- Require PIN
- No PIN

Check In Timer
15 minutes (0 is no timer)

Absence Email
Choose whether or not to send an email to students when they have been marked as absent.
- Yes Email on Absence
- No Email on Absence

Attendance Statuses
System Statuses
System Attendance Statuses are built in statuses you can use to take attendance. You can not modify system statuses.

<table>
<thead>
<tr>
<th>Name</th>
<th>Points</th>
<th>Absence</th>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>Present</td>
<td>100%</td>
<td>0%</td>
<td>✔</td>
</tr>
<tr>
<td>Absent</td>
<td>0%</td>
<td>100%</td>
<td>✗</td>
</tr>
<tr>
<td>Excused</td>
<td>0%</td>
<td>0%</td>
<td>✗</td>
</tr>
</tbody>
</table>

Custom Course Statuses
If you would like to use custom attendance statuses, you may add them here or modify existing statuses.

<table>
<thead>
<tr>
<th>Order</th>
<th>Name</th>
<th>Points</th>
<th>Absence</th>
<th>Color</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Trip</td>
<td>100%</td>
<td>0%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Name - Absences

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miranda</td>
<td>Present, Absent, Trip</td>
</tr>
<tr>
<td>Ching</td>
<td>Present, Absent, Trip</td>
</tr>
</tbody>
</table>

© Marshall School of Business
QWickly_Attendance_BB91.docx 1/27/17 Page 3 of 8
Taking Attendance – Instructor Takes Attendance Method

This steps in this section cover how the instructor takes attendance by marking each student off on a list.

1. Go into Blackboard (https://blackboard.usc.edu) and open the course you wish to setup.

2. Click “Tools” from the left menu.

3. Click “Qwickly Take Attendance”.

Even though you have set your default method of taking attendance, you can always opt for a different method on the fly by clicking a different tab.

4. Select “Current Time”.

This feature allows you to go back and fill-in attendance for a day you may have skipped.

5. A student’s default status is “Present”. If a student is absent, click the “Absent” button next to their name.

6. Once all students have the correct status, click “Submit Attendance”.

Once you click “Submit Attendance” you should see the orange “Attendance has been taken” message. If you would like to see what was recorded or change a student’s status, click “Attendance Record”; otherwise, you can close Blackboard.
Taking Attendance – Student Self Check-in Method

This steps in this section cover how the instructor can allow students to self-register their attendance by checking a button in Blackboard. Note that the instructor will need to initiate self-attendance for each session by following the steps in Part 1 below. The student will then follow the steps in Part 2.

Part 1: Instructor Steps

1. Go into Blackboard (https://blackboard.usc.edu) and open the course you wish to setup.

2. Click “Tools” from the left menu.

3. Click “Qwickly Attendance”.

4. If you are not on the “Check-In” tab, click it.

5. Click “Start Check-In”.

6. If in “Settings” you checked “Require PIN”, Qwickly will generate a random 4-digit number you will need to provide to the students so they can type it in when they check-in. Either way, your steps are now complete.

(OPTIONAL)
If in “Settings” you set a duration, this counter indicates how much longer students have to check in. It will shut off automatically when it reaches zero but if desired, you can end the check in process at any time by clicking “End Check In”.

...graphic illustration of the steps...
Part 2: Student Steps for Self Check-In
These are the steps students will take if their instructor is using student self check-in.

1. Go into your Blackboard course (https://blackboard.usc.edu)

2. Click “Tools” from the left menu.

3. Click “Qwickly Attendance”.

4. Click the “Check In” button. Note that if your instructor requires a PIN, you will also need to type the PIN number for the day. The PIN will be given to you by your instructor.

How Students View their Attendance Record
These are the steps students will take to see their attendance record. Note that if the instructor is using the Grade Center to assign points, they can see their points within the “My Grades” area of Blackboard.

1. Go into your Blackboard course (https://blackboard.usc.edu)

2. Click “Tools” from the left menu.

3. Click “Qwickly Attendance”.

Unless the instructor is currently running student self check-in, students will see this screen.
Viewing Attendance Reports (Instructors)

The steps in this section cover how the instructor can view, edit, and download attendance records to Excel.

1. Go into your Blackboard course (https://blackboard.usc.edu)

2. Click “Tools” from the left menu.

3. Click “Qwickly Attendance”.

4. Click “Attendance Record”.

### ATTENDANCE RECORD

- **Number of Absences**
- **Total Points (If used)**

Click the date of a session to rename or delete it.

Click student’s status to change their status or add/edit comments.

### ATTENDANCE DETAILS

- **Session Title:** Jan 26
- **Date Taken:** 2017/01/26 08:17:04
- **Method Taken:** Manual

Click the date of a session to rename or delete it.

Click student’s status to change their status or add/edit comments.

### SESSION DETAILS

- **Save Details**
- **Delete Session**

Save Record
Note About Qwickly and the Blackboard Grade Center

Unless the instructor selects “No Grade Center Column” when setting up Qwickly, an attendance column was created by Qwickly for them in the Blackboard Grade Center. To view or edit it in the Grade Center, follow the steps below.

1. Go into your Blackboard course (https://blackboard.usc.edu)
2. From Control Panel, click: “Grade Center – Full Grade Center”.

**Edit a Column**
If you need to edit a column, hover your mouse over the column’s name and click the down arrow that appears.