

### TUTORIAL

#### TAKE ATTENDANCE WITH QWICKLY

This tutorial will guide you on the steps to take attendance with Qwickly.

- 1. Log onto **Blackboard** <u>https://blackboard.pace.edu/</u> using your Pace credentials.
- 2. Navigate to the course where you would like to take attendance
- 3. Hover your cursor over the Add Menu Item "+" located in the top left corner of the Blackboard page and select "Tool Link"

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4. Name the module, select "Qwickly Attendance" as the Type and check the box to make this tool "Available to Users". Then click **Submit.** 

* Name:	Attendance	
Туре:	Qwickly Attendance	
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5. The "Attendance" content menu will now show up at the bottom of the list. Hover your cursor over the left hand side of the menu item and drag it if you would like it to appear higher.

	My Grades	
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	Tools	
	Blackboard Help	
	Kaltura Media	
	Attendance	



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6. When you click on your newly created "Attendance" menu item, click on "Begin Set-Up" to configure the settings.

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Kaltura Media Attendance									

7. Configure the settings, as you would like. The "Default Style" segment will allow you to change how the attendance is taken. The "List" option is the easiest but if you would like students to check in on their own with a required PIN, select "Check In".

"View Preferences" will let you choose how you would like to see the attendance record. By default, this is set to "Oldest First".

"Grade Center Integration" will allow you to create a Grade Center column for attendance and associate a total amount of points for attendance. If you do not want this feature, set the option to "No Grade Center Column".

The "Check In" segment will only come into effect if you previously selected "Check In" as the default style.

You are able to customize what you take attendance on – Present, Absent, Excused and if you select "Add Status", you are able to add categories such as "Late" or "Tardy".

When you have finished customizing, click "Save Settings" in the bottom right corner. These settings are always available by clicking the "Settings" button at the top of the screen.



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8. The next time you click on the "Attendance" menu item you will be directed straight to the "Take Attendance" screen where you can mark your students. Once you have finished, click on "Submit Attendance" and you are done.

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9. You are also able to view the "Attendance Record" for the course of the semester. At the top of the Attendance menu item click on "Attendance Record" to review the attendance you have taken previously.

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Tools Blackboard Help Kaltura Media								
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Please contact the Office of Academic Technology with any questions or concerns regarding this tool.