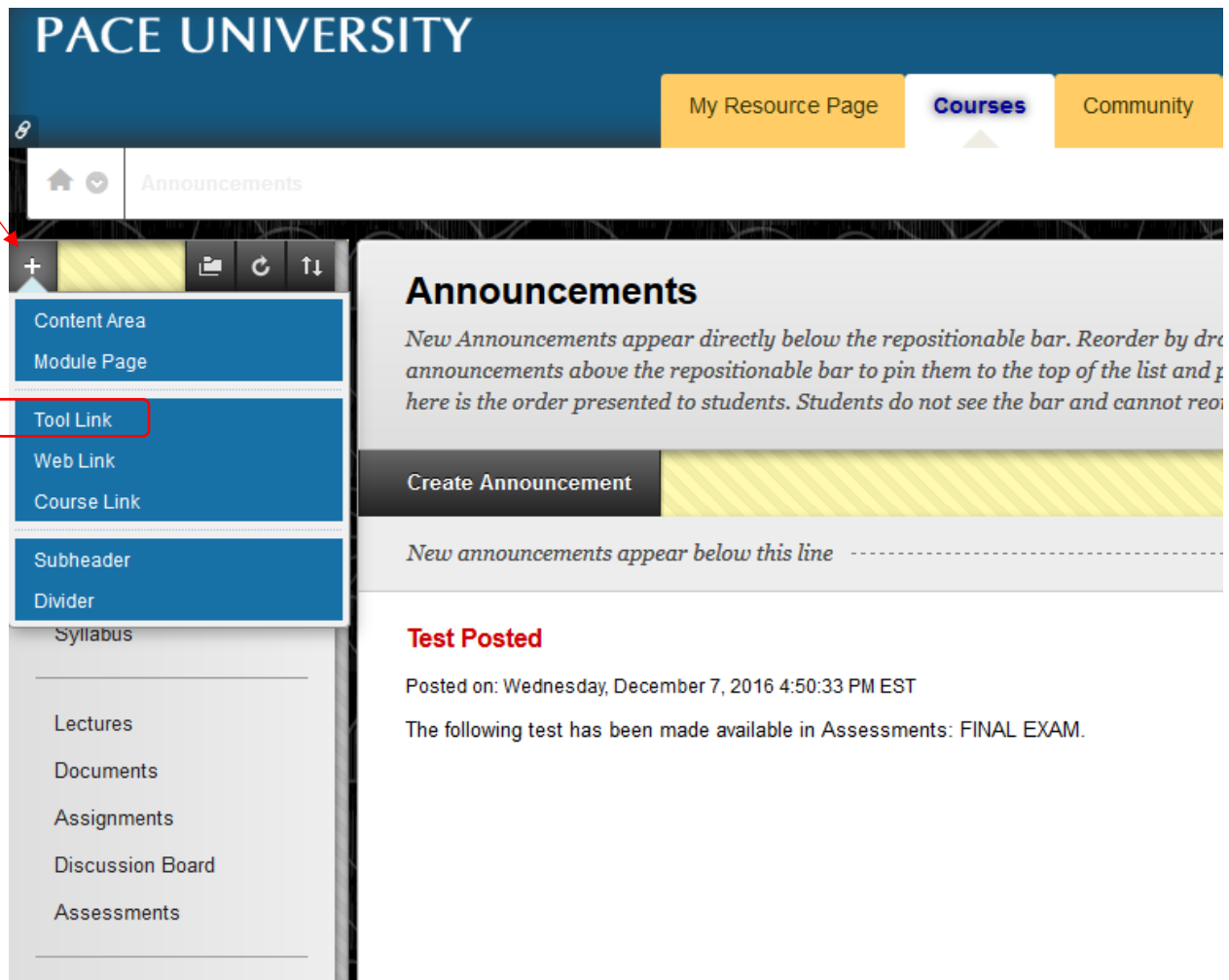


TUTORIAL

TAKE ATTENDANCE WITH QWICKLY

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

1. Log onto **Blackboard** <https://blackboard.pace.edu/> 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”



The screenshot displays the Blackboard interface for a course. At the top, the 'PACE UNIVERSITY' logo is visible on the left, and navigation tabs for 'My Resource Page', 'Courses', and 'Community' are on the right. Below the navigation bar, there is a 'Home' icon and an 'Announcements' section. A red arrow points to a '+' icon in the top left corner of the course page, which has opened a menu. The menu items are: Content Area, Module Page, Tool Link (highlighted with a red box), Web Link, Course Link, Subheader, and Divider. Below the menu, there is a 'Syllabus' section with a list of items: Lectures, Documents, Assignments, Discussion Board, and Assessments. The main content area shows an 'Announcements' section with a 'Create Announcement' button and a 'Test Posted' announcement. The announcement text reads: 'Test Posted', 'Posted on: Wednesday, December 7, 2016 4:50:33 PM EST', and 'The following test has been made available in Assessments: FINAL EXAM.'

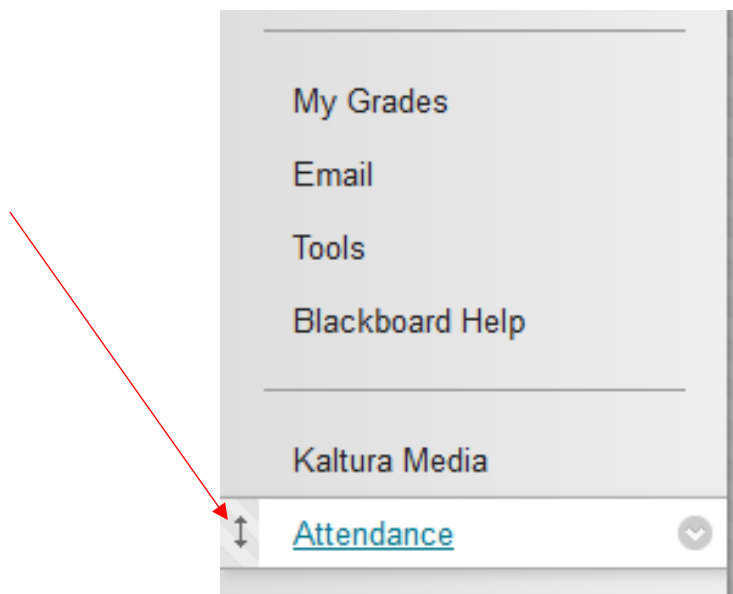
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4. Name the module, select “Quickly Attendance” as the Type and check the box to make this tool “Available to Users”. Then click **Submit**.



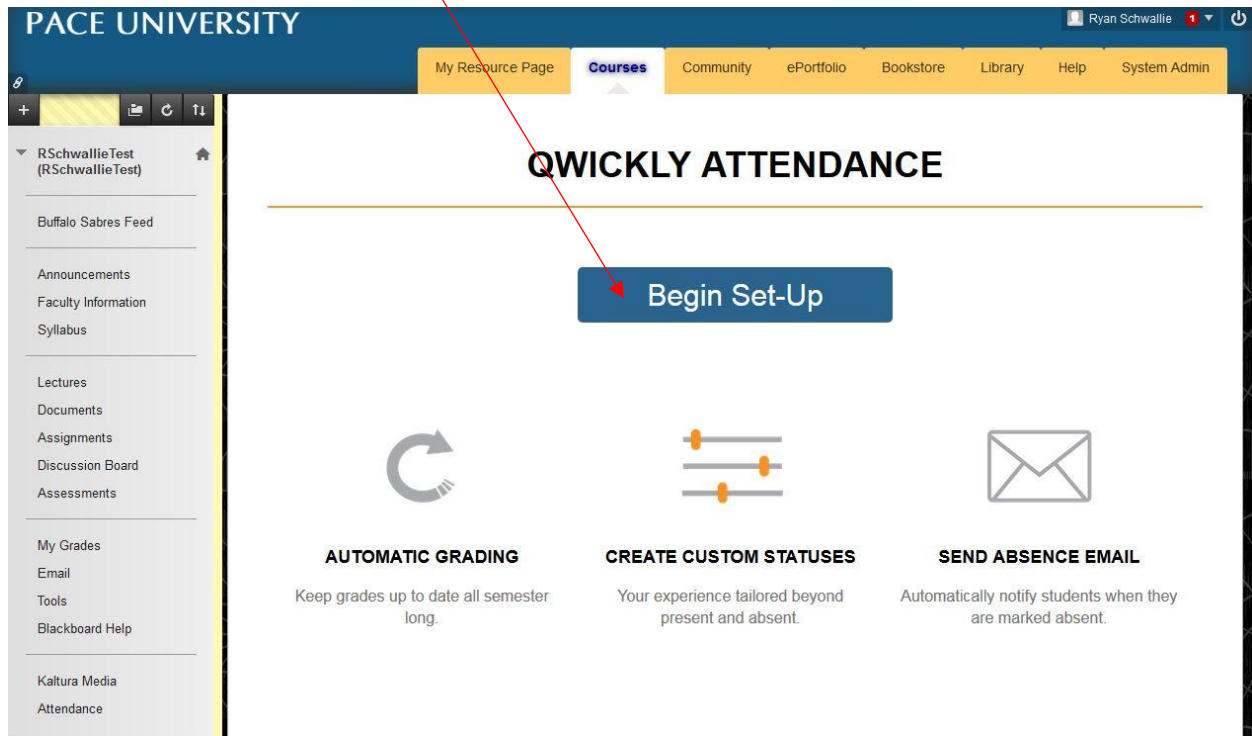
The screenshot shows a form titled "Add Tool Link". It contains three fields: "Name:" with the value "Attendance", "Type:" with a dropdown menu set to "Quickly Attendance", and a checked checkbox labeled "Available to Users". At the bottom right of the form are two buttons: "Cancel" and "Submit".

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.



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



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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PACE UNIVERSITY Ryan Schwallie

My Resource Page **Courses** Community ePortfolio Bookstore Library Help System Admin

Settings
Take Attendance
Attendance Record

ATTENDANCE SETTINGS

Default Style
Choose your default style of taking attendance. You can change this view at any time when taking attendance by switching tabs.

List One By One Accessibility Mode Check In

View Preferences
These options affect the way you view Attendance information in various ways.

Show Absences on Take Attendance Screen
 Show Unavailable and Disabled Students in Record
 Round Grades to Nearest Whole Number

Record Order
 Oldest First
 Newest First

Grade Center Integration
Choose the method of grading you would like to use. You may also change the grade center column name and the points associated with your grading method.

No Grade Center Column Total Points Per Session

Column Name: Points:

Choose whether or not you would like a Grade Center column for absences, it's name and points.

No Grade Center Column for Absences Points Per Absence

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 the end the check-in period early.

Require PIN No PIN

Check In Timer: 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 Attendance Statuses are built in statuses you can use to take attendance. You can not modify system statuses.

	Name	Points	Absence	Color
<input checked="" type="radio"/>	Present	100%	0%	
<input checked="" type="radio"/>	Absent	0%	100%	
<input checked="" type="radio"/>	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
<input type="button" value="Add Status"/>					

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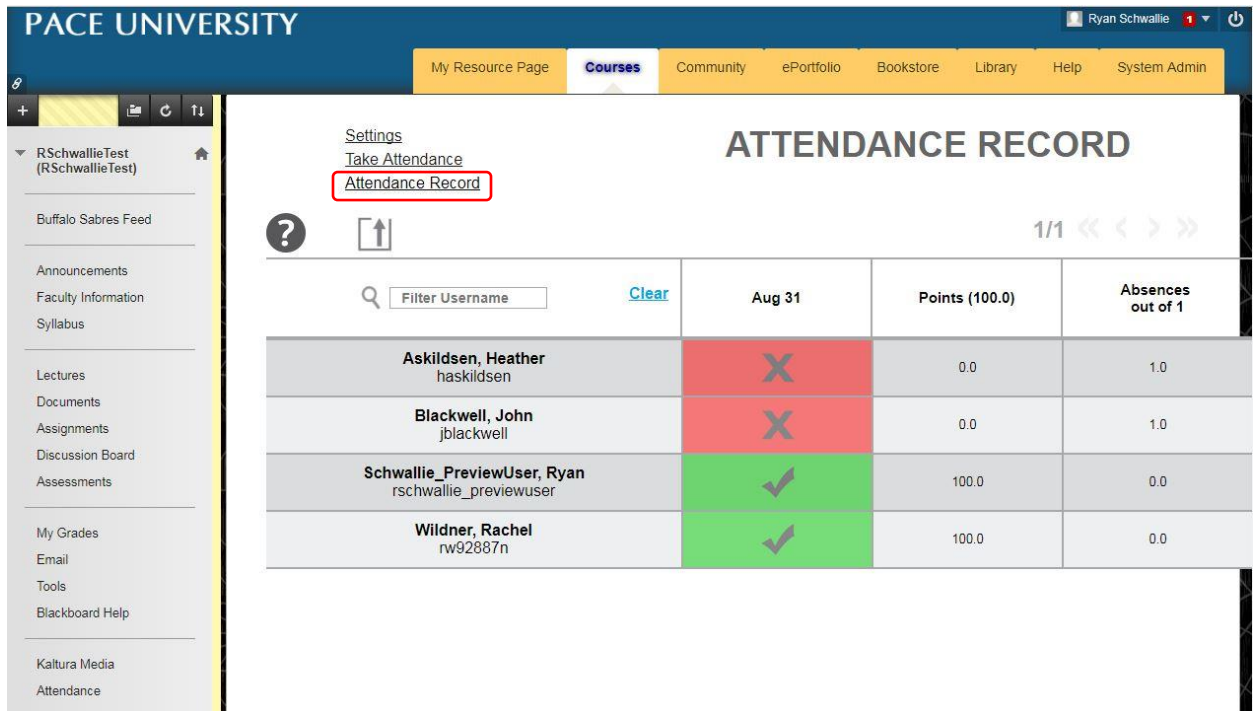
- The next time you click on the “Attendance” menu item you will be directed straight to the “Take Attendance” screen where you can mark your students. Once you have finished, click on “Submit Attendance” and you are done.

The screenshot displays the 'TAKE ATTENDANCE' interface. At the top, there is a navigation bar with 'My Resource Page', 'Courses', 'Community', 'ePortfolio', 'Bookstore', 'Library', 'Help', and 'System Admin'. Below this is a sidebar with various course management options. The main content area features a 'Settings' menu with 'Take Attendance' highlighted. Below the settings, there are tabs for 'FULL LIST', '1/1', 'ONE BY ONE', 'ACCESSIBILITY', and 'CHECK-IN'. The 'Attendance Time' section has radio buttons for 'Current Time' and 'Custom (Past or Future)'. A 'Session Title' input field is present. The main table lists students with their names and status buttons (Present, Absent, Excused). A 'Submit Attendance' button is highlighted in a red box at the bottom of the table.

Name	Status
All Students	Present Absent Excused
Askildsen, Heather (haskildsen)	Present Absent Excused
Blackwell, John (jblackwell)	Present Absent Excused
Schwallie_PreviewUser, Ryan (rschwallie_previewuser)	Present Absent Excused
Wildner, Rachel (rw92887n)	Present Absent Excused

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- 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.



ATTENDANCE RECORD

Settings
Take Attendance
Attendance Record

1/1 << >>

Filter Username	Clear	Aug 31	Points (100.0)	Absences out of 1
Askildsen, Heather haskildsen		X	0.0	1.0
Blackwell, John jblackwell		X	0.0	1.0
Schwallie_PreviewUser, Ryan rschwallie_previewuser		✓	100.0	0.0
Wildner, Rachel rw92887n		✓	100.0	0.0

Please contact the Office of Academic Technology with any questions or concerns regarding this tool.