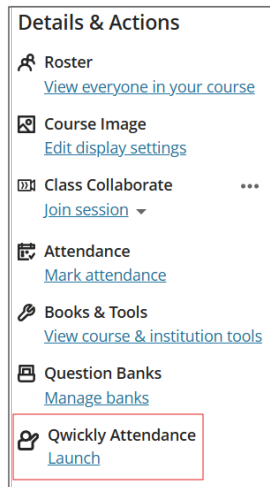


Getting Started with Qwickly Attendance

This guide is intended to help you complete the initial Qwickly Attendance setup process in your course.

1. In the Details & Actions menu on the Content page, you will see the Qwickly Attendance tool. Click “Launch” to open Qwickly.



2. Click “Begin Setup.”
3. Next, you will be prompted to configure your preferences. For the “Check In” setting, instructors can choose to take attendance in three different ways. We recommend utilizing the **QR code option**, especially for classes with large enrollments, as this is the quickest and least intrusive way for students to check in to the session. Once you have selected the check in method, you can set a timer for the check in period (e.g., 5 minutes leading up to the start of class).

Check In

If you opt to use student check in, choose which authenticator you'd like to use, if any, and how long you want the check in period to be open. You can manually end check in at any time.

Check in timer: minutes (0 is no timer)

☐ No PIN or QR Code Required

☒ Require QR Code (If selected, students must check in with Qwickly Attendance App)

☐ Require PIN

4. Now, using the settings menu at the top of the page, navigate to “Automatic Emails.” If you want students to receive an email when they have been marked as absent, select that option and then configure the email message and criteria. **See our Automatic Emails guide for more information on this process.**
5. For Grading, you have two grading methods to choose from. Choosing either of these methods will create an attendance column in your Blackboard gradebook. **See our Gradebook Settings guide for more information on this process.**