

Setting Up Automatic Emails in Qwickly

By default, Automatic Emails are turned off.

1. Under 'Settings' on the course menu, select 'Automatic Emails' to begin setup.
2. Select 'Send email on absence'.
3. You can then set the criteria for sending an automatic email by choosing the number of absences a student must reach before the email is sent.
4. You can customize your message to include information such as the number of absences, the student's first and last name, the date, the course, and your first and last name.

Example:

Email student after absent status(es)

A new email will be sent each time the criteria above is met.

You can customize the email using the following variables:

{-absences-}, {-date-}, {-course-}, {-first-}, {-last-}, {-instructor-first-}, {-instructor-last-}.

Hi {-first-},
You were marked absent on {-date-} for {-course-}. This is absence #{-absences-}.

Please check in with Dr. {-instructor-last-} if this is incorrect or if there is anything they should know. Be sure to review any missed assignments, notes, or announcements from class.

Regular attendance is important for your success in the course.
Thanks,
Dr. {-instructor-last-}

Student View:

The above prompt would send the following email to students who were absent 3 days:

Hi Wesley,
You were marked absent on Jun 15 2026 08:39 AM for WClark Gradebook Test Course. This is absence #3.00.

Please check in with Dr. Clark if this is incorrect or if there is anything they should know. Be sure to review any missed assignments, notes, or announcements from class.

Regular attendance is important for your success in the course.
Thanks,
Dr. Clark

Example Message Templates

These messages are ready to be copied into your Qwickly attendance app.

Short Friendly Format	Hi {-first-}, We missed you in {-course-} on {-date-}. You have now been marked absent {-absences-} time(s). If you have questions or believe this is incorrect, please contact Dr. {-instructor-last-}. Thank you.
Long Friendly Format	Hi {-first-}, You were marked absent on {-date-} for {-course-}. This is absence #{-absences-}. Please check in with Dr. {-instructor-last-} if this is incorrect or if there is anything they should know. Be sure to review any missed assignments, notes, or announcements from class. Regular attendance is important for your success in the course. Thanks, Dr. {-instructor-last-}
Long Advising Tone	Hi {-first-}, You were marked absent from {-course-} on {-date-}. You currently have {-absences-} absences. Consistent attendance is one of the best ways to stay connected with course expectations, assignments, and upcoming deadlines. Please review any materials you missed and make sure you are caught up before the next class meeting. If this absence was recorded in error or if you have concerns about attendance, please contact Dr. {-instructor-last-}. Thank you.
Action Oriented	Hi {-first-}, You were marked absent in {-course-} on {-date-}. You currently have {-absences-} absences. Please complete the following steps: 1. Contact Dr. {-instructor-last-} if this absence was recorded incorrectly. 2. Review any missed notes, assignments, or announcements. 3. Check the course for upcoming due dates. Thank you.