

Gradebook Settings

Quickly Attendance allows instructors to take attendance that is automatically graded in Blackboard. This guide will explain how to create a Quickly attendance column in the Blackboard gradebook and how to configure the relevant settings.

- Navigate to the Settings in your Quickly course and click on the 'Grading' tab.
- You will be prompted to select the grading method you'd like to use to create a column in your Blackboard gradebook. We recommend creating a **session based grading column**, which allows you to award points to students for attending class.
 - If you choose to create a session based grading column, you will need to determine how you want to define the total number of points that attendance is worth. There are two options:
 - **Total Points:** Determine the total number of points that attendance will be worth. Students' attendance grades will then be calculated as an average based on the percentage of class sessions they have attended (e.g., attending 10 out of 20 sessions would result in a grade of 50%).
 - **Points Per Session:** Determine the total number of points that each recorded session will be worth. Students will accumulate points as they attend sessions.

Grading

Choose which grading method you'd like to use to create a column in your LMS gradebook. If you do not want to use grading, leave these empty.

☒ **Session Based Grading Column**
Use this if you want to award points for attending a session.

☒ **Total Points**
Use total points to define a total number of points that attendance will be worth.
For example, if Total Points is defined as 100, a student with 2 Presents and 2 Absents in the course will have earned 50 points out of a possible 100.

☐ **Points Per Session**
Use points per session to define a total number of points earned for each recorded session.
For example, if Points Per Session is defined as 5, a student will earn 5 points each time they are marked present. If a student has 2 Presents and 2 Absents in the course, they will have earned 10 points out of a possible 20.

Column Name:

Points:

- If you want to subtract a certain number of points from students' grades for each absence, you should create an **attendance based grading column**.
 - When creating an attendance based grading column, you can give the column a name, enter the number of total points for the column, and identify the number of points each absence is worth. You can also define the number of absences a student is allowed to receive before gradebook deductions begin.

Grading

Choose which grading method you'd like to use to create a column in your LMS gradebook. If you do not want to use grading, leave these empty.

☐ Session Based Grading Column

Use this if you want to award points for attending a session.

☒ Absence Based Grading Column

Use this if you want to award or subtract points per absence. Any criteria entered here will be reflected in the LMS gradebook, not in Qwickly's attendance records.

Column Name:

Total Column Points:

Points Per Absence:

Define a number of points for each absence. If you want to subtract points per absence, enter a negative number.

☐ Forgive Absences

If enabled, instructors will be able to define a number of absences a student is allowed to receive before gradebook deductions begin.

Note: If you wish to subtract a certain number of points per absence, you will need to enter a negative number in the “Points Per Absence” field.

- When you are done configuring the grading settings, click ‘Save Settings’ in the bottom right corner.
- Return to your Blackboard course and open the Gradebook. You should see the Qwickly attendance column that you have just created. Your Blackboard course and Qwickly course are now synced, so as you take attendance in Qwickly, students’ attendance grades will be automatically updated in Blackboard.