

Getting Started with

Qwickly

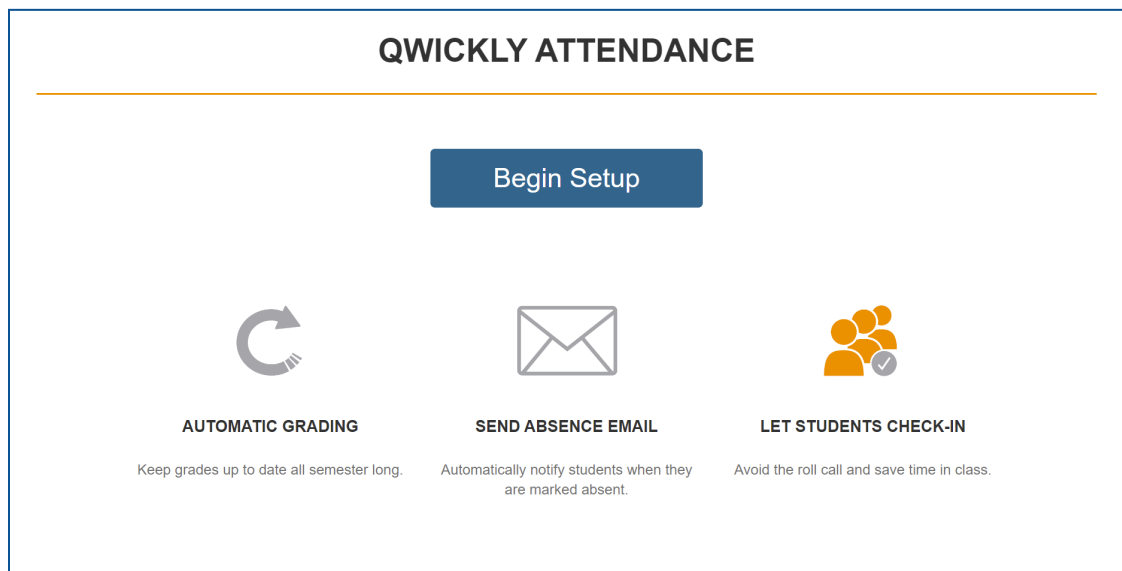
ATTENDANCE

Instructor Setup Guide for the
Blackboard Ultra Experience



Welcome to Qwickly Attendance! This brief setup guide will help you get started with the basics of Qwickly Attendance.

- 1. Launch Qwickly Attendance** (Note: your System Administrator may have already configured this for you and you should see the Qwickly Attendance link in your course)
 - Log into Blackboard and select the course you'd like to set up Attendance
 - In the left hand navigation, click "View course & institution tools" under "Books & Tools."
 - Look for "Qwickly Attendance" in the list of tools on the right and click the "plus" icon to add it to your Course Content.
- 2. Begin Setup**
 - The first time you launch Qwickly Attendance, you'll see a screen prompting you to begin setup. Setup consists of confirming your attendance settings.



3. Save Settings

- You can accept the default settings by scrolling to the bottom of the page and clicking “Save Settings” or you can customize things such as your view preferences and more. Here’s a helpful overview of all the settings you can customize.

The screenshot displays the 'Settings' interface for a course titled 'Human Anatomy' (ANAT-1200). On the left is a dark blue sidebar with navigation links: 'Attendance', 'Course Report', 'Emails', 'Records', 'Seating Chart', 'Settings' (highlighted with a gear icon), and 'Language'. The main content area is titled 'Settings' and shows the course name. Below this are five tabs: 'Preferences' (selected), 'Attendance Statuses', 'Automatic Emails', 'Grading', and 'Absence Limits'. The 'Preferences' tab contains three sections: 'User Sorting' with radio buttons for 'Last Name' (selected), 'First Name', and 'Username'; 'View Preferences' with checkboxes for 'Round grades to nearest whole number' and 'Show inactive students in record'; and 'Student Grouping' with a radio button for 'Single List'. A 'Save' button is located at the bottom right of the settings area.

Helpful tip: Keep in mind, the settings you see for your course are determined by your system administrator, so they may not match the settings in this overview exactly.

4. Taking Attendance

- Once you've saved your settings, click "Take Attendance" in the top right menu to launch your course enrollments. On this page, you'll see all your students and the various modes you can use to take attendance.

The screenshot displays the 'Take Attendance' page for the course 'Programming Fundamentals' by instructor 'QWI-CSCI'. The interface includes a sidebar with navigation options and a main content area for marking student attendance.

Session Information

List [Sync Roster](#)

Mark all students as: ☒ Present ☐ Absent ☐ Excused ☐ Tardy [Submit Attendance](#)

☒ In-person ☐ Remote

Name	Status	Absences To Date	Comments
Bailey, Rose (She/Her) rose.bailey@goquickly.com	☒ Present ☐ Absent ☐ Excused ☐ Tardy ☒ In-person ☐ Remote	9	
Bjork, Jillian jbjork@goquickly.com	☒ Present ☐ Absent ☐ Excused ☐ Tardy ☒ In-person ☐ Remote	13	
Bower, Frank (He/Him) frank.bower@goquickly.com	☒ Present ☐ Absent ☐ Excused ☐ Tardy ☒ In-person ☐ Remote	12	
Bufford, Krystina kbufford@goquickly.com	☒ Present ☐ Absent ☐ Excused ☐ Tardy ☒ In-person ☐ Remote	9	

5. Attendance Record

- Also in the top right hand menu, you'll see an item called "Attendance Record." This page gives you a detailed overview of all your course's attendance records. You can look up a specific student, view/edit specific session details, edit a student's status, leave them a comment, and more. You can also export the data in a custom report.

Attendance Record

*Programming Fundamentals
QWI-CSCI

Sync Grades

Search students

View: Records Totals

81 Sessions Page: 1/11

	Aug 16 Cohort Class	Aug 16	Jul 29	Jul 29	Jul 29	Jul 06	Jul 06	Jul 05 Lecture	Points (75.00)	Absences
Bailey, Rose (She/Her) rose.bailey@goqwickly.com	✓	✗	✓	✗	✗	✗	✓	✗	67.81	7.00
Bjork, Jillian jbjork@goqwickly.com	✗	✓	✗	✗	✗	✓	✗	✗	63.70	11.00
Bower, Frank (He/Him) frank.bower@goqwickly.com	✓	✗	✓	✗	✗	✗	✗	✗	64.86	10.00
Bufford, Krystina kbufford@goqwickly.com	✗	✓	✗	✗	✗	✓	✓	✓	68.00	7.00
Byerley, Brittney bbyerley@goqwickly.com	✗	✓	✗	✗	✗	✓	✓	✓	63.16	12.00
Copher, Merle (She/Her) mcopher@goqwickly.com	✓	✓	✓	✗	✗	✓	✓	✓	69.16	6.00
Davidson, Madalyn mdavidson@goqwickly.com	✗	✓	✗	✗	✗	✓	✓	✓	65.13	10.00
Dorado, Suanne sdorado@goqwickly.com	✓	✓	✓	✗	✗	✓	✓	✓	68.18	7.00
Dowd, Bella bella.dowd@goqwickly.com	✓	✓	✓	✗	✗	✓	✓	✓	67.31	8.00

If you have any questions, or need additional training, visit our [resource page](#) to watch How-To Videos and find webinars.

If you need any additional assistance go to our [support page](#) to submit a ticket.

Thank you for using Qwickly Attendance!