



How to Use the Qwickly Attendance Tool

Step 1 – Add Qwickly Attendance to Your Course Menu

1. Login to **Blackboard**.
2. On the **Welcome** tab, select the course from the list of **Courses where you are: Instructor**.
3. Make sure **Edit Mode** is on the **ON** position. (See Figure 1.)
4. On the left side course menu, click the plus symbol \oplus to open the **Add Menu Items** selection panel. (See Figure 2.)
5. Select **Tool Link** from the menu. (See Figure 2.)
6. In the **Add Tool Link** dialog box, do the following:
 - a. In the textbox next to "Name," type the name you want students to see on the course menu, such as "Attendance." (See Figure 3.)
 - b. Click to open the drop down menu next to **Type** and select **Qwickly Attendance LTI**. If you want students to see their own attendance record, check the box next to "Available to Users." (See Figure 3.)
7. Click **Submit** and continue to **Step 2** to set up attendance.
8. Optional – Drag the menu option from the bottom of the menu to your desired location.

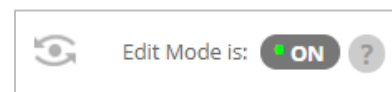


Figure 1

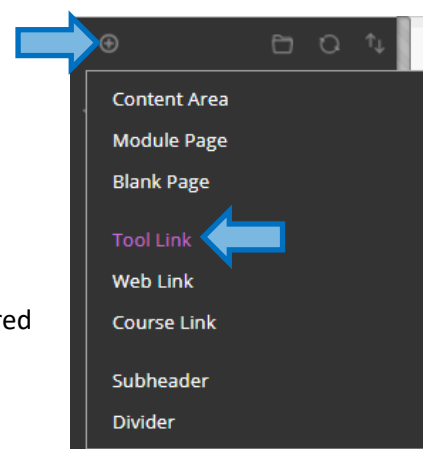


Figure 2

Add Tool Link

Name:

Type:

Available to Users

Figure 3



Step 2 – Set Up Qwickly Attendance

Before you can take attendance with Qwickly, you first need to set this up. Follow the steps below in each Blackboard course for which you'll be using Qwickly Attendance.

1. On the left side course menu, click the **Qwickly Attendance** tool link added in **Step 1**.
2. Click on the blue "Begin Set-Up" button. (See Figure 4.)
3. At the top of the page, use the drop-down menu to choose the correct semester. (See Figure 5.)
4. Then use the radio buttons and check boxes to make any changes you'd like to the various options listed on this page.
5. When you're done, click on the "Save Settings" button in the bottom right corner of the page.

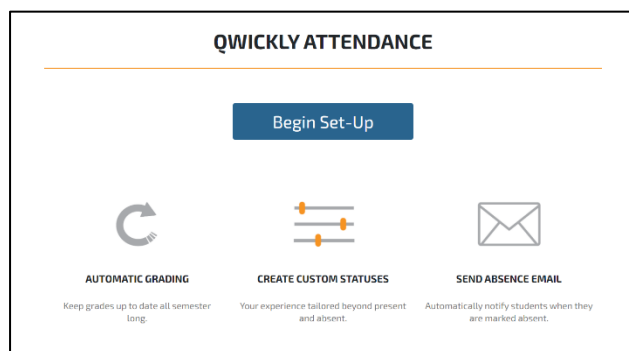


Figure 4

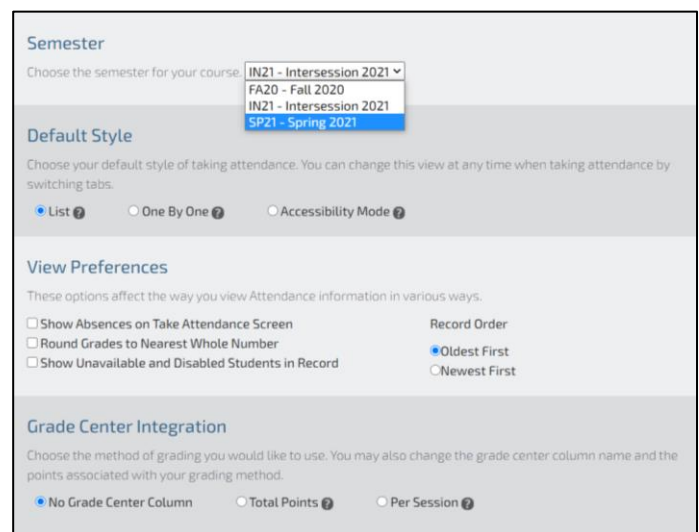


Figure 5



Step 3 – Take Attendance with Qwickly

1. On the left side course menu, click on the **Qwickly Attendance** tool link added in **Step 1**.
2. The **Take Attendance** page offers three different styles for taking attendance. (See Figure 6, Change Style.) You can set your default style (the first tab displayed) in the **Settings**. Click on one of the tabs to take attendance using one of the preferred styles listed below.
 - a. **List** - Displays all of the students on the attendance sheet at once in alphabetical order. The attendance status options to select appear in the row for each student.
 - b. **One By One** - Displays each student, one at a time. Click the arrow key to advance to the next.
 - c. **Accessibility Mode** - Displays all of the students on the attendance sheet at once in alphabetical order. Click the drop down menu under the Status column to select the attendance option for the student in that row.
3. Under **Attendance Time** select:
 - a. **Current Time** – The default setting for taking attendance while teaching the actual class.
 - b. **Custom (Past or Future)** – Click the radio button to select if the attendance time differs from the current time. This will display the current date and time, which can be changed. A calendar will drop down when the date field is clicked. (See Figure 6, Change Time.)
4. Click the **Submit Attendance** button on the bottom of the screen when done.

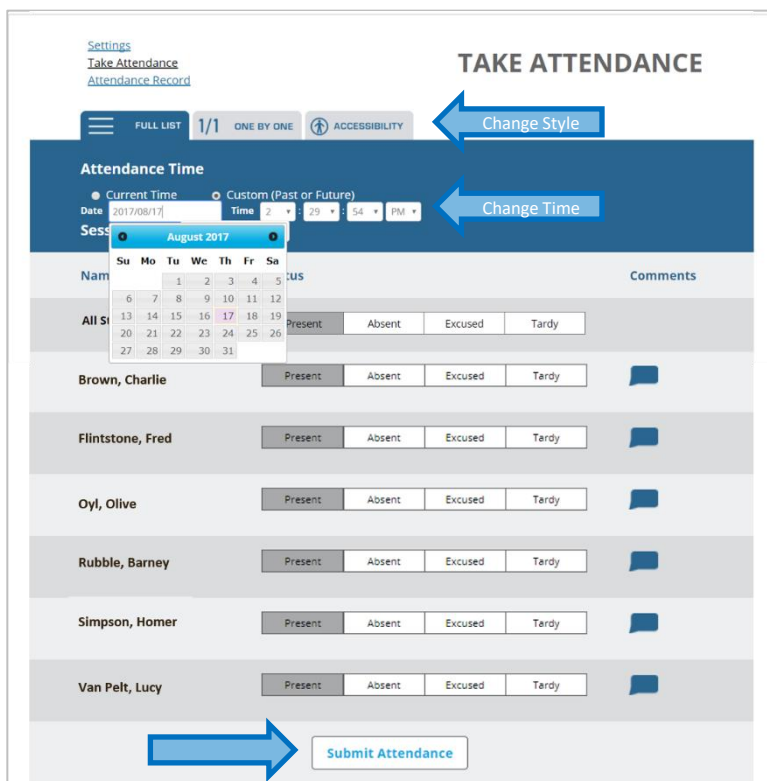


Figure 6