

# Qwickly Attendance Tool Use



NEED TO SETUP QWICKLY?



## Step 1 – Add Qwickly Attendance to Navigation 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 navigation panel, click the plus symbol ⊕ to open the **Add Menu Items** selection panel
5. Select to **Tool Link** from the menu (See Figure 2)
6. In the **Add Tool Link** dialog box (See Figure 3)
  - a. Type “Qwickly Attendance” in the Name field
  - b. Click to open the drop down menu at **Type** and select **Qwickly Attendance**. Leave the Available to Users option unchecked, so that this menu item is hidden from students.
7. Click **Submit** and continue to **Step 2** to take attendance.
8. Optional – Drag the menu option from the bottom of the menu to your desired location.

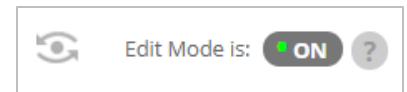


Figure 1

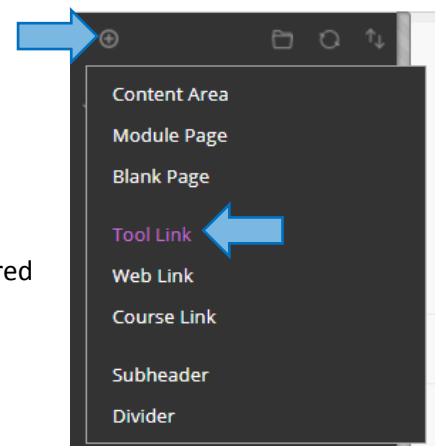


Figure 2

**Add Tool Link**

★ Name:

Type:

Available to Users

Figure 3

## Step 2 – Take Attendance with Qwickly

1. On the left side navigation panel, click the **Qwickly Attendance** tool link added in **Step 1**.
2. The **Take Attendance** page (See Figure 4, Change Style) offers three different styles for taking attendance. You can set your default style (the first tab displayed) in the **Settings**. Click on one of the tabs to take attendance using your preferred style:
  - a. **List** - Displays all of the students on the attendance sheet at once in alphabetical order. The attendance status options to select appear on 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 on 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 4, Change Time)
4. Click the **Submit Attendance** button on the bottom of the screen when done (See Figure 4, When Done).

The screenshot displays the 'TAKE ATTENDANCE' interface. At the top, there are navigation links: 'Settings', 'Take Attendance', and 'Attendance Record'. Below these are three tabs: 'FULL LIST', '1/1 ONE BY ONE', and 'ACCESSIBILITY'. A blue arrow labeled 'Change Style' points to the 'ACCESSIBILITY' tab. The 'Attendance Time' section has two radio buttons: 'Current Time' (selected) and 'Custom (Past or Future)'. A blue arrow labeled 'Change Time' points to the 'Custom (Past or Future)' radio button. Below the radio buttons is a date and time picker showing 'Date: 2017/08/17' and 'Time: 2:29 PM'. A calendar for August 2017 is open, showing the date '17' selected. Below the date and time picker is a table of student names and status options. The table has columns for 'Name', 'Present', 'Absent', 'Excused', 'Tardy', and 'Comments'. The students listed are: Brown, Charlie; Flintstone, Fred; Oyl, Olive; Rubble, Barney; Simpson, Homer; and Van Pelt, Lucy. At the bottom right, there is a 'Submit Attendance' button with a blue arrow labeled 'When Done' pointing to it.

Figure 4