

Qwickly Attendance Tool Setup

Step 1 – Check for Availability in Course Tools

1. Login to **Blackboard**
2. On the **Welcome** tab, select the course from the list of **Courses where you are: Instructor**
3. On the left side navigation panel, below **Course Management** click to expand **Course Tools**
4. Look for **Qwickly Attendance**. (See Figure 1)
5. If the tool is **not available**, proceed to **Step 2**
6. If the tool **is available**, continue to **Step 3**.

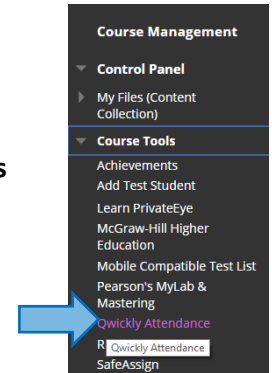


Figure 1

Step 2 – Add Missing Qwickly Attendance to Course Tools

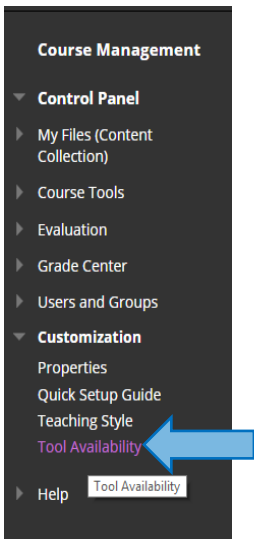


Figure 2

1. On the left side navigation panel, below **Course Management** click to expand **Customization**
2. Click on **Tool Availability** (See Figure 2)
3. Scroll down the list on the **Tool Availability** page, until you find Qwickly Attendance
4. Select **Available** in the first column (See Figure 3) to make the tool display as available under Course Tools.
5. Click **Submit** to save the setting.
6. Repeat **Step 1** to verify availability in Course Tools then continue on to **Step 3**.

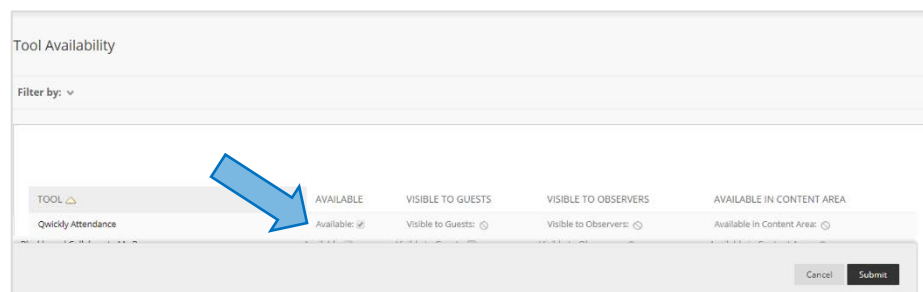


Figure 3

Step 3 – Activate Quickly Attendance Tool

1. On the left side navigation panel, below **Course Management** click to expand **Course Tools**
2. Click on **Quickly Attendance** to open.
3. On the Quickly Attendance page, select **Begin Set-Up** (See Figure 4), to display the Attendance Settings page
4. On the **Attendance Settings** page, click to select desired settings. Point to the question mark **?** for a description. (See Figure 5)
5. Click **Save Settings** button at the bottom of the screen when done.

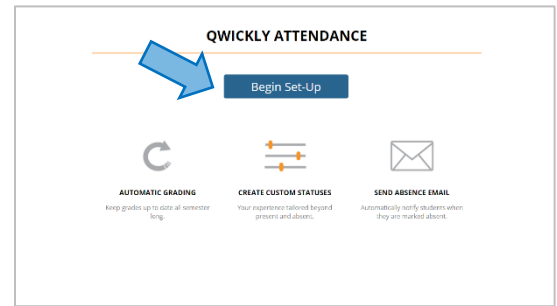


Figure 4

The screenshot shows the 'ATTENDANCE SETTINGS' page. It has several sections: 'Student Grouping' (Single List, By Course Groups), 'Default Style' (List, One By One, Accessibility Mode), 'View Preferences' (checkboxes for Show Absences, Show Unavailable, Round Grades, and Record Order), 'Grade Center Integration' (No Grade Center Column, Total Points, Per Session), 'Absence Email' (Yes/No on Absence), and 'Attendance Statuses' (System and Custom Course Statuses). A tooltip is visible over the 'Total Points' option, stating: 'Define a total number of points that attendance will be worth.' The 'Total Points' input field is set to 100.

Figure 5

READY TO TAKE ATTENDANCE?

BLACKBOARD JOB AID
Quickly Attendance Tool Use