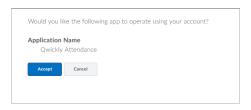
Set Up Qwickly Attendance

Last Modified on 10/29/2025 10:25 am CDT

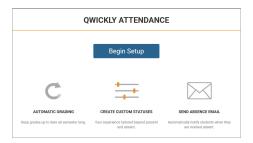
NOTE: If you are copying a course that has Qwickly already set up, you<u>must</u> delete the grade item in the new course <u>before</u> you enter settings for that course. If you don't, Qwickly will create a second grade item and you will be unable to distinguish the new (correct) one from the old one.

Show Video Walkthrough

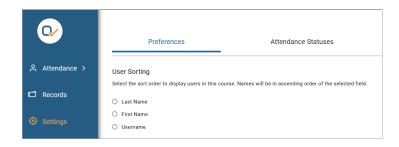
- 1. Log in to your course.
- 2. Click [Course Activities] on the Navbar and choose [Qwickly Attendance]. A new window will open for the Qwickly Attendance tool.
- 3. Click [Accept] to allow your account to use Quickly Attendance (you will only have to do this once).



4. Once you Accept, select the [Begin Setup] button.

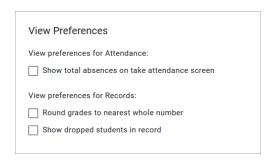


- 5. You will be placed under the [Preferences] section inside Settings.
 - Choose the type of **User Sorting.**

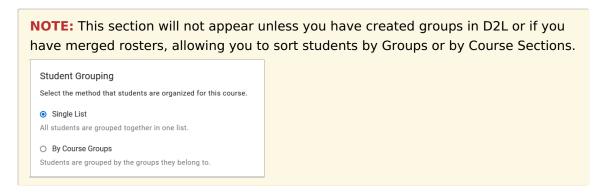


• Last Name - students are sorted by their Last Name

- First Name students are sorted by their First Name
- Username students are sorted by their MyLoneStar Username
- Choose your View Preferences.



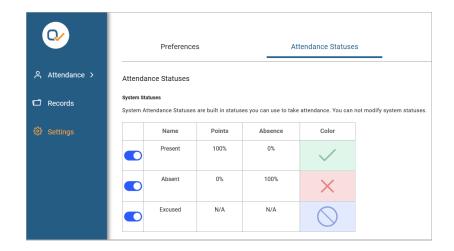
• Choose your **Student Grouping.**



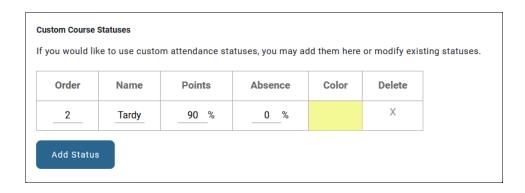
• Choose the settings for Check In.



- You can require students to enter a 4-digit PIN when checking in.
- You can set a check-in period which requires students to check in within "X" number of minutes (if you leave the number set to zero there is no time limit).
- 6. The next section inside Settings is [Attendance Statuses].
 - Select the System Statuses you wish to use.



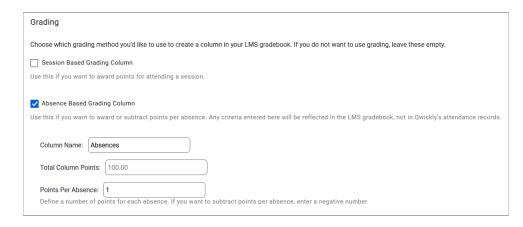
- You can turn off any of the system statuses to prevent them from showing up on your attendance sheet
- Add additional Custom Course Statuses.



- Select the [Add Status] button to add a custom status.
 - Order the order in which your custom status appears on the Attendance sheet.
 - Name the name which will appear on the Attendance sheet.
 - Points the percentage of grade points students should receive if they receive that status for the day.
 - Absence the percentage of an absence students should receive if they receive that status for the day.
 - Color select the block to set a color to show up in the attendance record.
 - Delete select the X to delete the Custom Status at any time.
- 7. The final section inside Settings is [Grading].
 - Select the Grading method.
 - If you choose [Session Based Grading], you can award points for joining a session.



- Choose either Total Points or Points Per Session.
- Give the column a name.
- Enter the number of points for the total points/per session points.
- If you choose [Absence Based Grading], you can award or subtract points for each absence.



- Give the column a name.
- Enter the number of points for the total points/per session points.
- Determine the number of points to add per absence (to subtract points, use a negative number).
- 8. Click on **[Save Settings]** on the bottom right-hand corner to finish.

