

Set Up Quickly Attendance

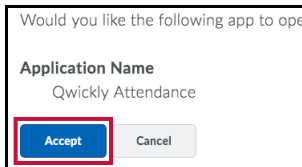
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Set Up Quickly Attendance in Your Course

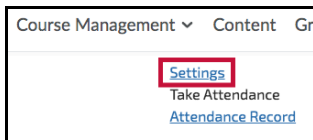
NOTE: If you are copying a course that has Quickly already set up, you **MUST** delete the grade item in the new course before you enter settings for that course. If you don't, Quickly will create a second grade item and you will be unable to distinguish the new (correct) one from the old one.

Show Video Walkthrough

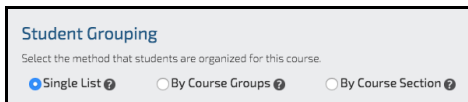
1. Log in to your course.
2. Click **Course Activities** on the navbar and choose **Quickly Attendance**. A new window will open for the Quickly Attendance tool.
3. Click **Accept** to allow your account to use Quickly Attendance (you will only have to do this once).



4. Click on **Settings**.

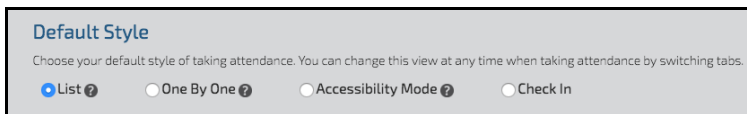


- Choose a **Student Grouping**.



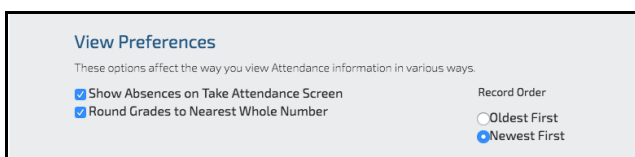
- Single List - all students are listed in a single list
- By Course Groups - students are listed in groups to which they belong in the course
- By Course Section - students are listed by section within the course

- Choose a **Default Style**.



- List - Displays all students in alphabetical order. To take attendance, you can freely click Present, Absent, Excused, or Tardy for each student. You can also comment on a student's status.
- One by One - Shows one student at a time. You can click freely the status of each student, and click the arrows to move from student to student.
- Accessibility - Displays all students in an alphabetical list optimized for keyboard navigation.

- Choose your **View Preferences**.



- Set up a Gradebook Integration

Grade Center Integration

Choose the method of grading you would like to use. You may also change the grade center column name and the points associated with your grading method.

No Grade Center Column
 Total Points
 Per Session

Column Name: Points:

Choose whether or not you would like a Grade Center column for absences, its name and points.

No Grade Center Column for Absences
 Points Per Absence

- Choose whether you want to create a grade column (item) for attendance.
 - 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.
 - Choose whether you want to create a second grade column for absences
- Next, choose settings for using Check In.

Check In

If you opt to use student check-in, you can decide to require a 4-digit pin your students must enter when checked in. You can also set the number of minutes to allow students to check in. You can always end the check-in period early.

require PIN
 No PIN

Check In Timer: minutes (0 is no timer)

- 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)
- Absence Email

Absence Email

Choose whether or not to send an email to students when they have been marked absent.

Yes Email on Absence
 No Email on Absence

- If students are absent, you can choose to have the system send them emails about their absences.
- If you choose to send them an email, you can use predefined variables in those emails. The available predefined variables can be found by hovering over the question mark next to the **Absence Email** title:

Absence Email ?

Choose whether or not to send an email to students when they have been marked absent.

Yes Email on Absence
 No Email on Absence

You may use a number of predefined variables in the email. {-absences-}, {-date-}, {-course-}, {-first-} and {-last-} which will be replaced with the number of absences, date of attendance, course title, student's first and last name respectively.

Attendance Statuses

- Setting Attendance Statuses
- **System Statuses** - these statuses are set by the system and cannot be changed.

System Statuses

System Attendance Statuses are built-in statuses you can use to take attendance. You can not modify system statuses.

	Name	Points	Absence	Color
<input checked="" type="checkbox"/>	Present	100.00%	0.00%	Green ✓
<input checked="" type="checkbox"/>	Absent	0.00%	100.00%	Red X
<input type="checkbox"/>	Excused	0.00%	0.00%	Blue ⚡

You can turn off any of the system statuses to prevent them from showing up on your attendance sheet.

- Custom Course Statuses - allows you to enter your own attendance statuses.

Custom Course Statuses

If you would like to use custom attendance statuses, you may add them here or modify existing statuses.

Order	Name	Points	Absence	Color	Delete
2	Tardy	90.00 %	0.00 %		X

Add Status

Click on the **Add Status** button to add a custom status.

Order	Name	Points	Absence	Color	Delete
_____	_____	_____ %	_____ %		X

- 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 - Click the block to set a color to show up in the attendance record
- Delete - click the X to delete the Custom Status at any time.

5. Click the **Save Settings** button.