

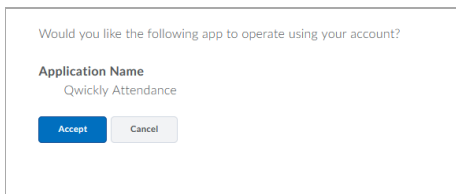
# Set Up Qwickly Attendance

Last Modified on 01/29/2024 1:59 pm CST

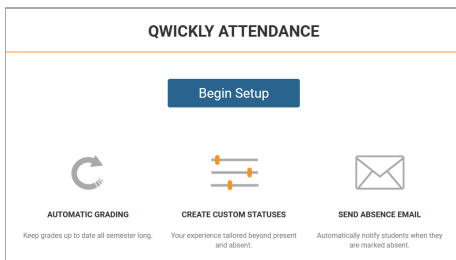
**NOTE:** If you are copying a course that has Qwickly already set up, you **must** delete the grade item in the new course **before** you enter settings for that course. If you don't, Qwickly will create a second grade item and you will be unable to distinguish the new (correct) one from the old one.

## Show Video Walkthrough

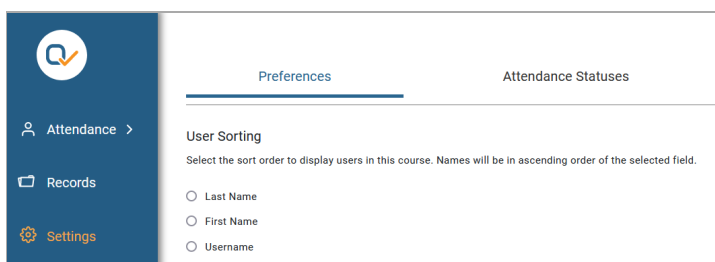
1. Log in to your course.
2. Click **[Course Activities]** on the navbar and choose **[Qwickly Attendance]**. A new window will open for the Qwickly Attendance tool.
3. Click **[Accept]** to allow your account to use Qwickly Attendance (you will only have to do this once).



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**.

**View Preferences**

View preferences for Attendance:

Show total absences on take attendance screen

View preferences for Records:

Round grades to nearest whole number

Show dropped students in record

- Choose your **Student Grouping**.

**NOTE:** This section will not appear unless you have created groups in D2L or if you have merged rosters, allowing you to sort students by Groups or by Course Sections.

**Student Grouping**

Select the method that students are organized for this course.

**Single List**  
All students are grouped together in one list.

**By Course Groups**  
Students are grouped by the groups they belong to.

- Choose the settings for **Check In**.

**Check In**

If you opt to use student check in, choose which authenticator you'd like to use, if any, and how long you want the check in period to be open. You can manually end check in at any time.

Check in timer:  minutes (0 is no timer)

**No PIN or QR Code Required**

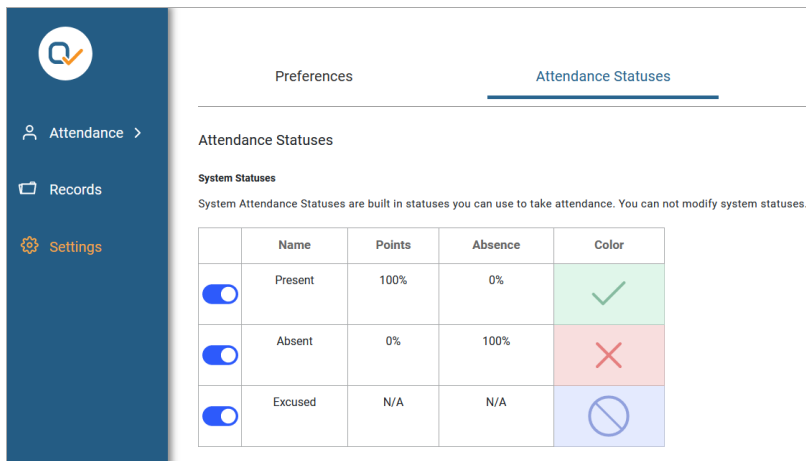
Require PIN

[Save Settings](#)

- 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**.

**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
<u>2</u>	<u>Tardy</u>	<u>90</u> %	<u>0</u> %		X

- 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.

