

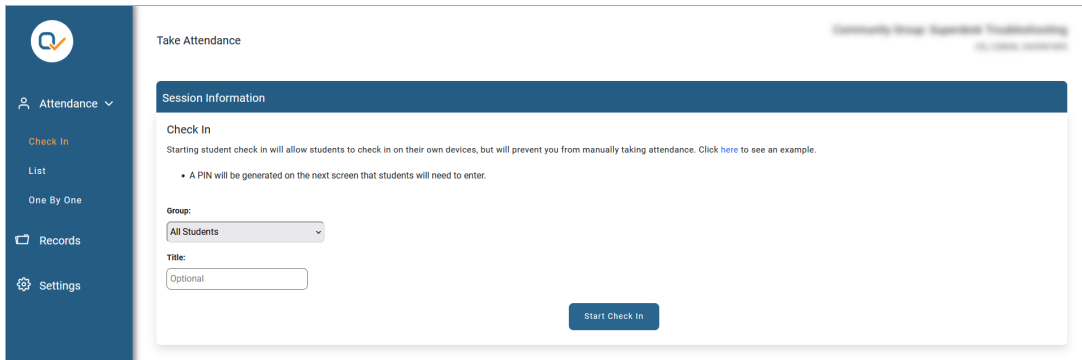
Take Attendance with Qwickly

Last Modified on 06/09/2026 10:32 am CDT

There are several ways to take attendance using Qwickly Attendance. You can allow students to check in themselves using a web browser or you can manually enter attendance yourself.

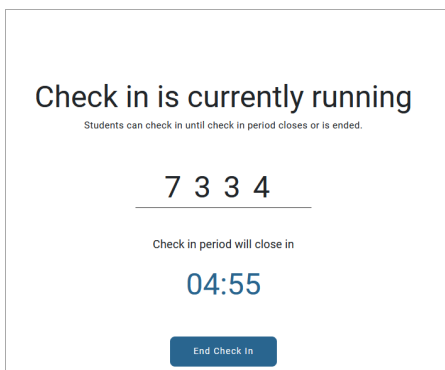
Check In

1. Select **[Course Activities]** on the navbar and choose **[Qwickly Attendance]**. A new window will open for the Qwickly Attendance tool.
2. Select **[Attendance]** in the menu on the left-hand side of the page and select **[Check In]** to allow students to check in through a web browser on their own devices.
3. Select the **[Start Check In]** button to begin the session.



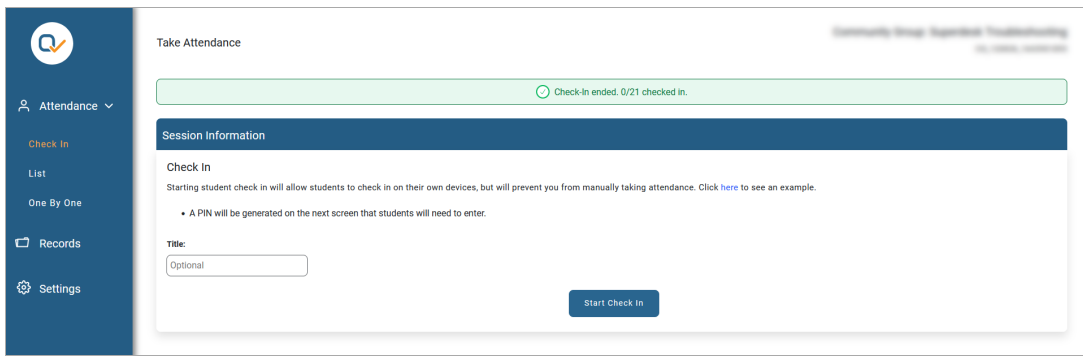
- **Group** - The Group option will only appear if you have created Groups in your course.
- **Title** - Give the session a name.

4. Selecting the **[End Check In]** button will end the session and take you back to the previous page.



- A PIN and Timer will only appear if you previously enabled them in Settings - see [Set Up Qwickly Attendance \(https://vtac.lonestar.edu/help/qwickly-attendance-setup\)](https://vtac.lonestar.edu/help/qwickly-attendance-setup).

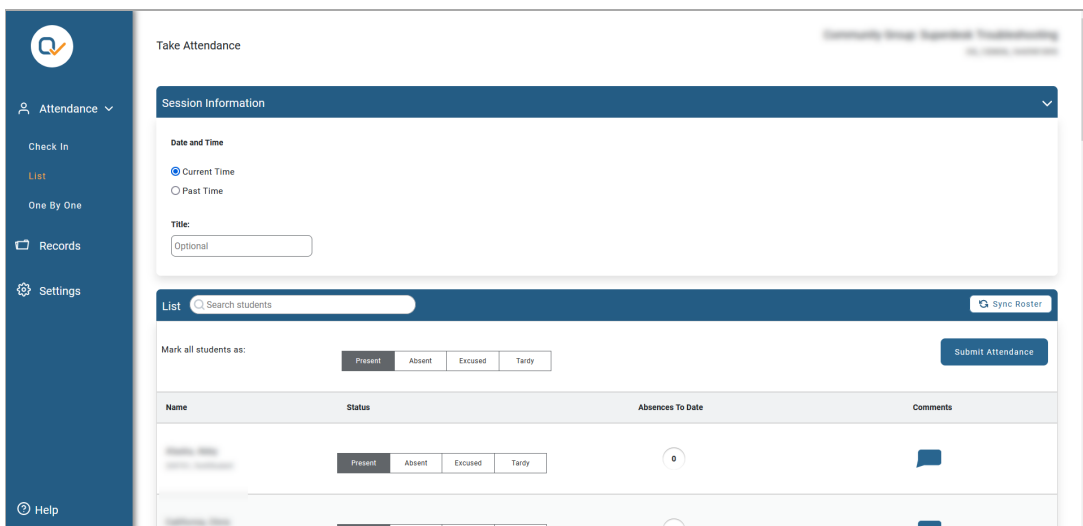
5. The green box at the top of the page will tell you the number of students that checked in.



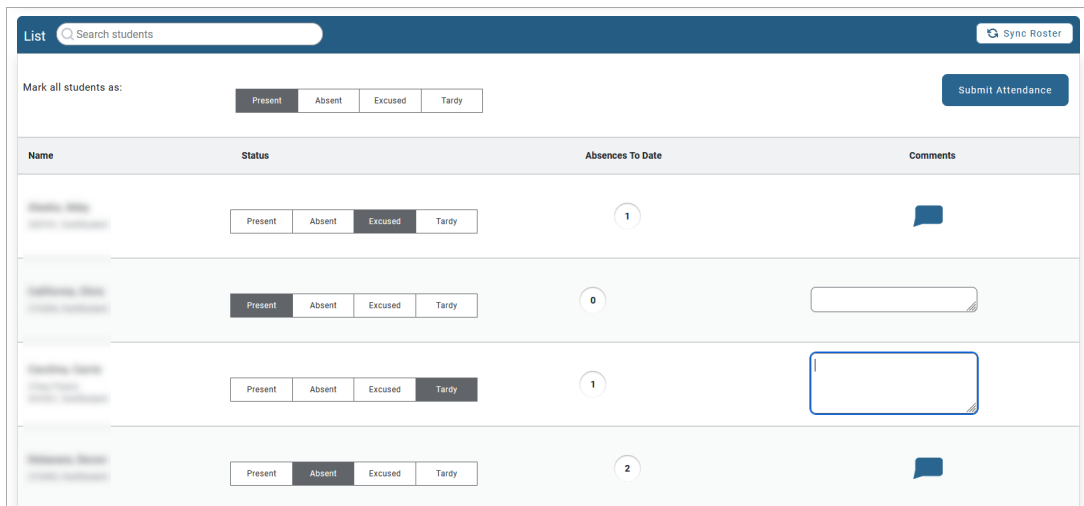
List

Video Demo

1. Select **[Course Activities]** on the navbar and choose **[Qwickly Attendance]**. A new window will open for the Qwickly Attendance tool.
2. Select **[Attendance]** in the menu on the left-hand side of the page and select **[List]** to manually enter student attendance yourself.
 - Under **Session Information**, you can choose the Current Time or enter a Custom Time, and then give the session a Title if desired.
3. To take attendance you can freely choose on any status for each student.



4. You can also comment on each student's status by selecting the blue chat icon.



- Once you have marked the attendance for all students, select the **[Submit Attendance]** button at the top of the list.

One By One

- Select **[Course Activities]** on the navbar and choose **[Quickly Attendance]**. A new window will open for the Quickly Attendance tool.
- Select **[Attendance]** in the menu on the left-hand side of the page and select **[One By One]** to display a single student at a time.
 - Under **Session Information**, you can choose the Current Time or enter a Custom Time, and then give the session a Title if desired.
- To take attendance you can freely choose the status of each student and select the arrows to move from student to student.
- Select the **[Submit Attendance]** button at the bottom of the screen once you have marked the attendance for all students.

