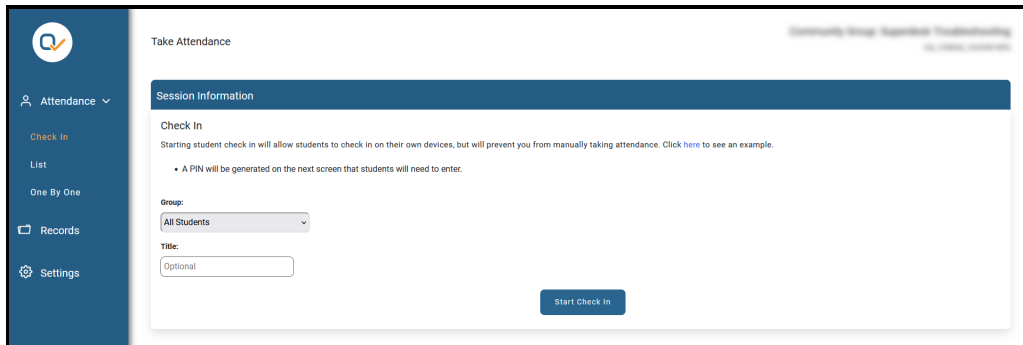


Take Attendance with Qwickly

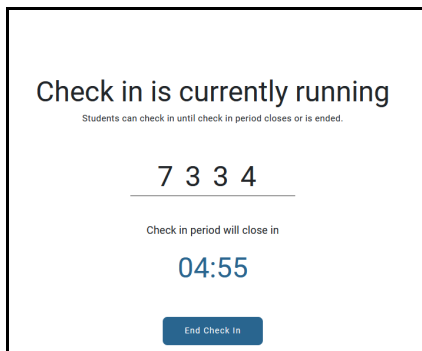
Last Modified on 09/27/2022 2:55 pm CDT

Show Video Walkthrough

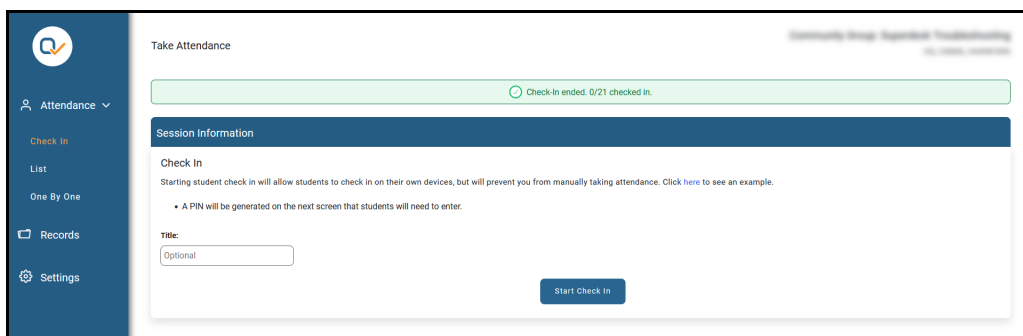
1. Select **Course Activities** on the navbar and choose **Qwickly Attendance**. A new window will open for the Qwickly Attendance tool.
2. Select **Attendance** in the menu on the left-hand side of the page to choose a section.
3. You can select **Check In** to allow students to check in through a web browser on their own devices
 - 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.
- Selecting the **End Check In** button will end the session and take you back to the previous page.



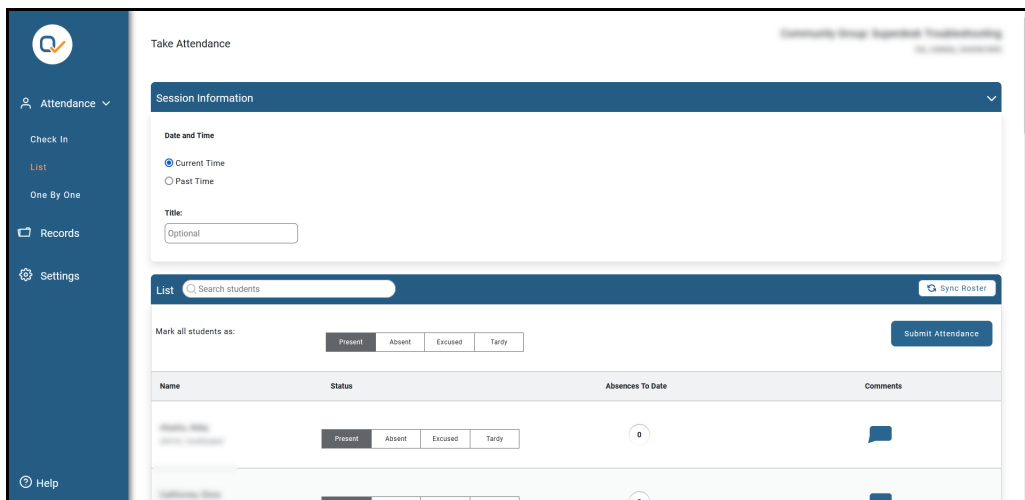
- A PIN and Timer will only appear if you previously enabled them in Settings - see [Set Up Qwickly Attendance \(https://vtac.lonestar.edu/help/qwickly-attendance-setup\)](https://vtac.lonestar.edu/help/qwickly-attendance-setup).
- The green box at the top of the page will tell you the number of students that checked in.



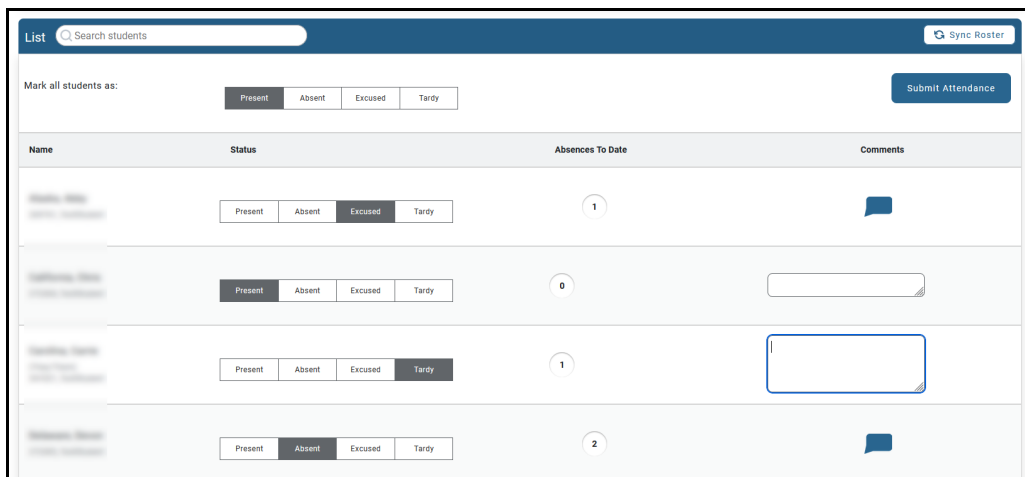
4. You can select **List** to view all students in alphabetical order.
 - Under **Session Information**, you can choose the Current Time or enter a Custom Time,

and then give the session a Title if desired.

- To take attendance you can freely choose on any status for each student.



- 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.

5. You can 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.

