Take Attendance with Qwickly

Last Modified on 01/30/2024 4:23 pm CST

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.

•	Take Attendance
은 Attendance ~	Session Information
Check In	Check In Starting student check in will allow students to check in on their own devices, but will prevent you from manually taking attendance. Click here to see an example.
List	A PIN will be generated on the next screen that students will need to enter.
One By One	Group:
🗂 Records	All Students v Take:
Settings	Optional
	Start Check In

- 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.

Check in is currently running Students can check in until check in period closes or is ended.
7334
Check in period will close in $04:55$
End Check In

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

Q	Take Attendance
음 Attendance ∽	○ Check-In ended. 0/21 checked in.
Check In	Session Information
List	Check In Starting student check in will allow students to check in on their own devices, but will prevent you from manually taking attendance. Click here to see an example.
One By One	A PIN will be generated on the next screen that students will need to enter.
🗂 Records	Title: Optional
Settings	Start Check 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.

•	Take Attendance			Connucly long: Equivided: Traditionaling 11, 1981, 1987-199
은 Attendance ~	Session Information			~
Check In	Date and Time			
	 Current Time 			
One By One	○ Past Time			
🗂 Records	Title: Optional)		
Settings	List Q Search students			😋 Sync Roster
	Mark all students as:	Present Absent Excused Tardy		Submit Attendance
	Name	Status	Absences To Date	Comments
		Present Absent Excused Tardy	٠	-
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• You can also comment on each student's status by selecting the blue chat icon.

List Q Search students			Ġ Sync Roster
Mark all students as:	Present Absent Excused Tardy		Submit Attendance
Name	Status	Absences To Date	Comments
	Present Absent Excused Tardy	1	
California, Stea	Present Absent Excused Tardy	0	
teritina, factor Constrainte Constrainte	Present Absent Excused Taildy	1	
New York	Present Absent Excused Tardy	2	-

 $\circ~$ Once you have marked the attendance for all students, select the $\ensuremath{\textbf{[Submit]}}$

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.

	Session Information V
	Date and Time
옥 Attendance 🗸	Current Time Post Time
Check In List	Title: Optional
One By One	One By One Style Roster
C Records	Alaska, Abby
Settings	269761, TestStudent Absences to Date:
	Asset Encode Tarty
🔊 неір	Submit Attendance