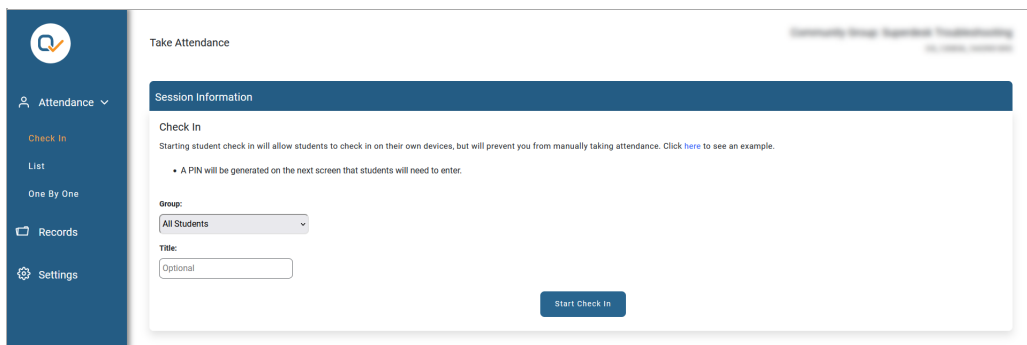


Take Attendance with Qwickly

Last Modified on 03/21/2026 2:33 pm CDT

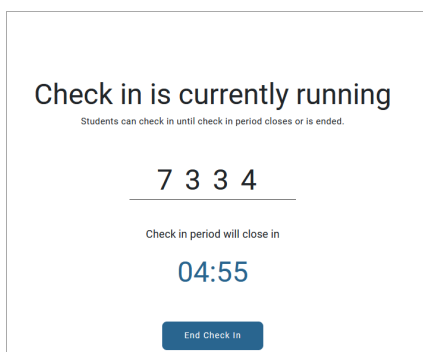
▶ Show Video Walkthrough

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.



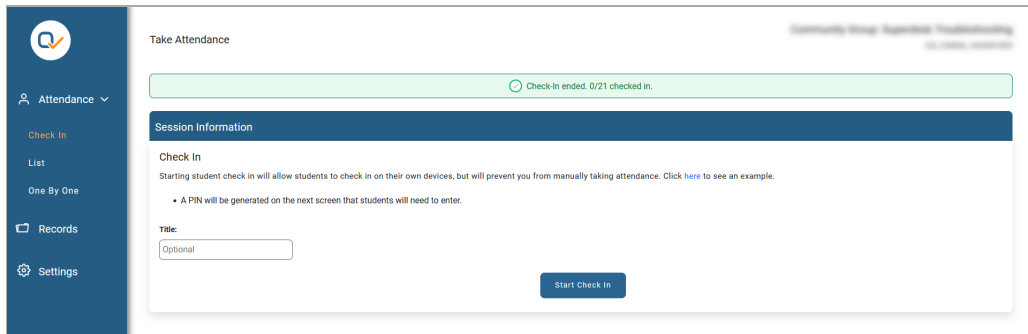
The screenshot shows the 'Take Attendance' interface. On the left is a dark blue sidebar with a 'Q' logo and menu items: 'Attendance' (selected), 'Check In', 'List', 'One By One', 'Records', and 'Settings'. The main content area has a header 'Take Attendance' and a 'Session Information' section. Under 'Check In', there is explanatory text and a bullet point: 'A PIN will be generated on the next screen that students will need to enter.' Below this are two input fields: 'Group' (a dropdown menu currently showing 'All Students') and 'Title' (a text input field with 'Optional' entered). A blue 'Start Check In' button is positioned at the bottom right of the form.

- **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.



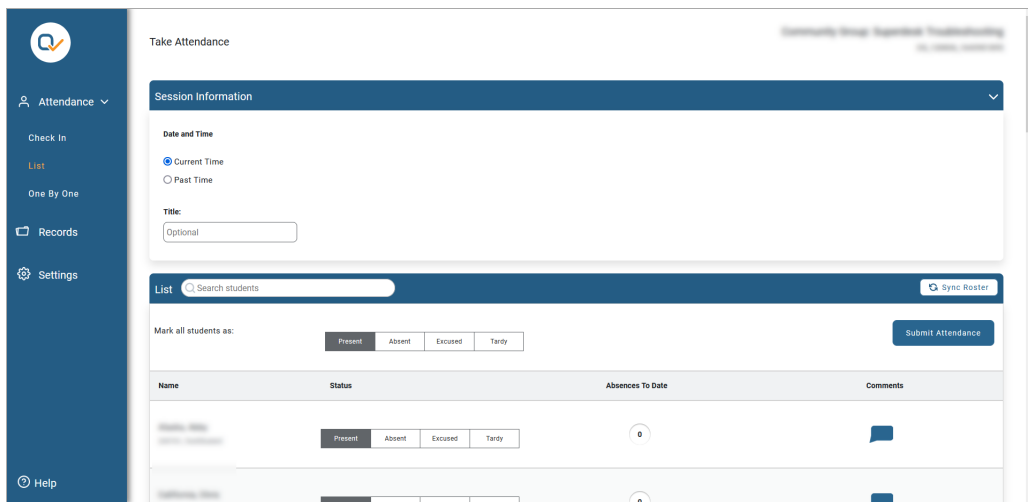
The screenshot shows a white screen with the text 'Check in is currently running' at the top. Below it, in smaller text, it says 'Students can check in until check in period closes or is ended.' In the center, the PIN '7 3 3 4' is displayed with a horizontal line underneath. Below the PIN, it says 'Check in period will close in' followed by a large blue timer '04:55'. At the bottom center is a blue button labeled 'End Check In'.

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

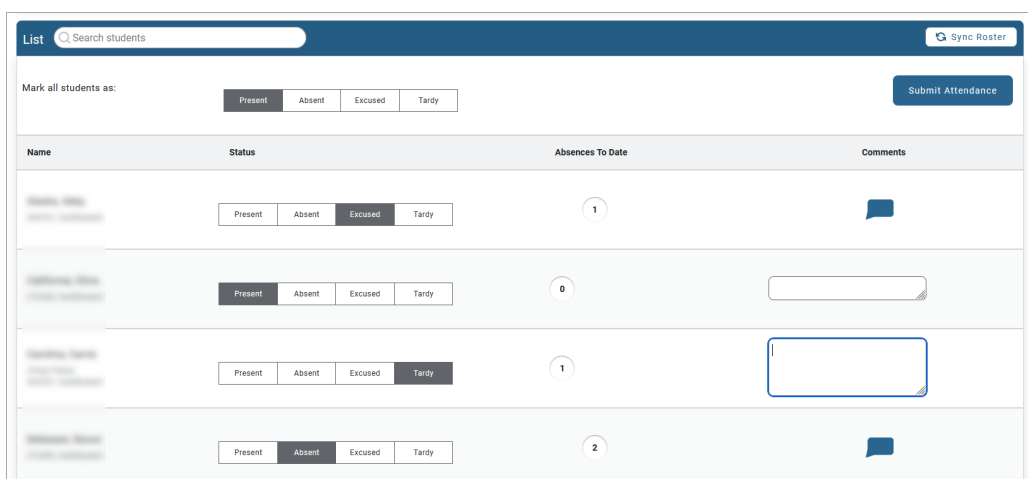


4. You can select **[List]** to view all students in alphabetical order.

- 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.

The screenshot displays a web application interface for managing attendance. On the left is a dark blue sidebar with navigation options: Attendance (selected), Check In, List, One By One (highlighted in orange), Records, Settings, and Help. The main content area is divided into two sections. The top section, titled "Session Information", contains a "Date and Time" section with radio buttons for "Current Time" (selected) and "Past Time", and a "Title" field with the placeholder text "Optional". The bottom section, titled "One By One", features a "Sync Roster" button in the top right. It displays student information for "Alaska, Abby" (ID: 299761_TeachStudent) and "Absences to Date: 0". Below this is a row of four buttons: "Present" (highlighted in dark grey), "Absent", "Excused", and "Tardy". A large empty rectangular box is positioned below the buttons, and a "Submit Attendance" button is located at the bottom center.