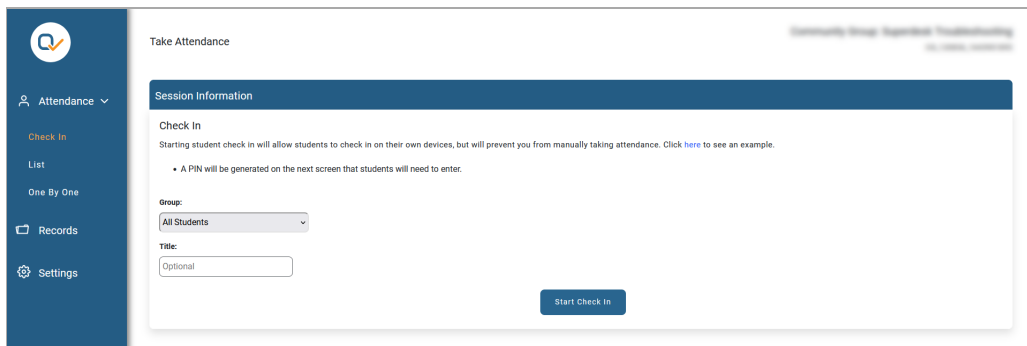


# Take Attendance with Qwickly

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

Session Information

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.](#)

- A PIN will be generated on the next screen that students will need to enter.

Group:

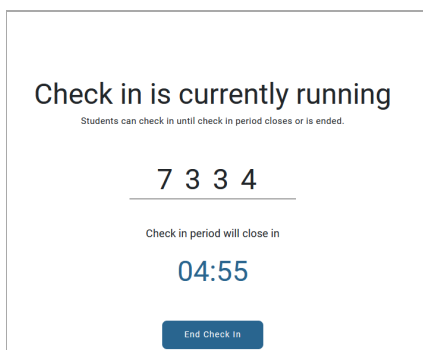
All Students

Title:

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.

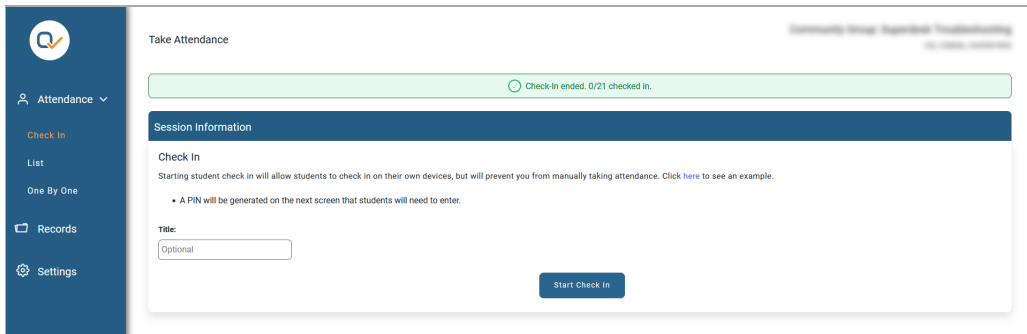
7 3 3 4

Check in period will close in

04:55

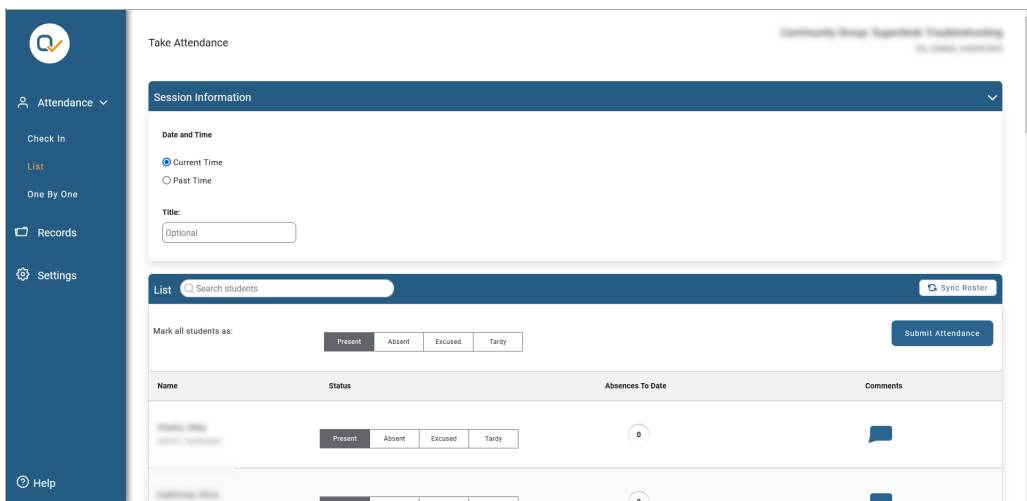
End Check In

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

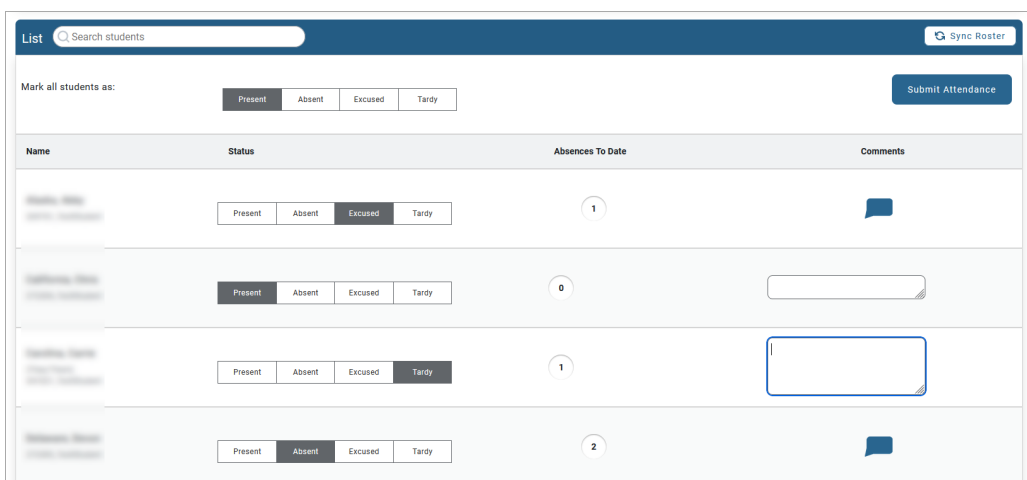


4. You can select **[List]** to view all students in alphabetical order.

- 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.

