

Attendance for In-Person Meetings

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Instructors should take attendance of all individuals that visit class sessions every time a class meets face to face. This attendance can be taken in D2L using the Qwickly tool or in iStar. (These procedures do not apply to online courses that do not have in-person meetings and iStar rosters will not be created for those courses.) Please contact your department to find out if there are additional requirements.

To Take Attendance with Qwickly

[Set Up Qwickly Attendance \(https://vtac.lonestar.edu/help/a202\)](https://vtac.lonestar.edu/help/a202)

[Take Attendance with Qwickly \(https://vtac.lonestar.edu/help/a205\)](https://vtac.lonestar.edu/help/a205)

To Take Attendance in iStar

[Faculty Recording Attendance \(https://dyzz9obi78pm5.cloudfront.net/app/image/id/5fa4121aad121c6d031e89dd/n/ja-faculty-recording-attendance-on-the-attendance-rosters-10082020.pdf\)](https://dyzz9obi78pm5.cloudfront.net/app/image/id/5fa4121aad121c6d031e89dd/n/ja-faculty-recording-attendance-on-the-attendance-rosters-10082020.pdf)

[Administratively According Attendance \(https://dyzz9obi78pm5.cloudfront.net/app/image/id/5fa41219ad121c74031e892b/n/ja-administratively-recording-attendance-on-the-attendance-rosters-10082020.pdf\)](https://dyzz9obi78pm5.cloudfront.net/app/image/id/5fa41219ad121c74031e892b/n/ja-administratively-recording-attendance-on-the-attendance-rosters-10082020.pdf)

[Administrative View of Attendance \(https://dyzz9obi78pm5.cloudfront.net/app/image/id/5fa41218ad121ca6051e890e/n/ja-administrative-view-for-attendance-rosters-10082020.pdf\)](https://dyzz9obi78pm5.cloudfront.net/app/image/id/5fa41218ad121ca6051e890e/n/ja-administrative-view-for-attendance-rosters-10082020.pdf)