



Getting Started with Qwickly Attendance

Instructor Setup Guide for D2L Brightspace

Welcome to Qwickly Attendance! This brief setup guide will help you get started with the basics of Qwickly Attendance.

1. Launch Qwickly Attendance

- Log into D2L Brightspace and select the course you'd like to set up Attendance
- Locate and select "Qwickly Attendance" in the top navigation menu

2. Begin Setup

- The first time you launch Qwickly Attendance, you'll see a screen prompting you to begin setup. Setup consists of confirming your attendance settings.

QWICKLY ATTENDANCE

Begin Setup



AUTOMATIC GRADING

Keep grades up to date all semester long.



SEND ABSENCE EMAIL

Automatically notify students when they are marked absent.

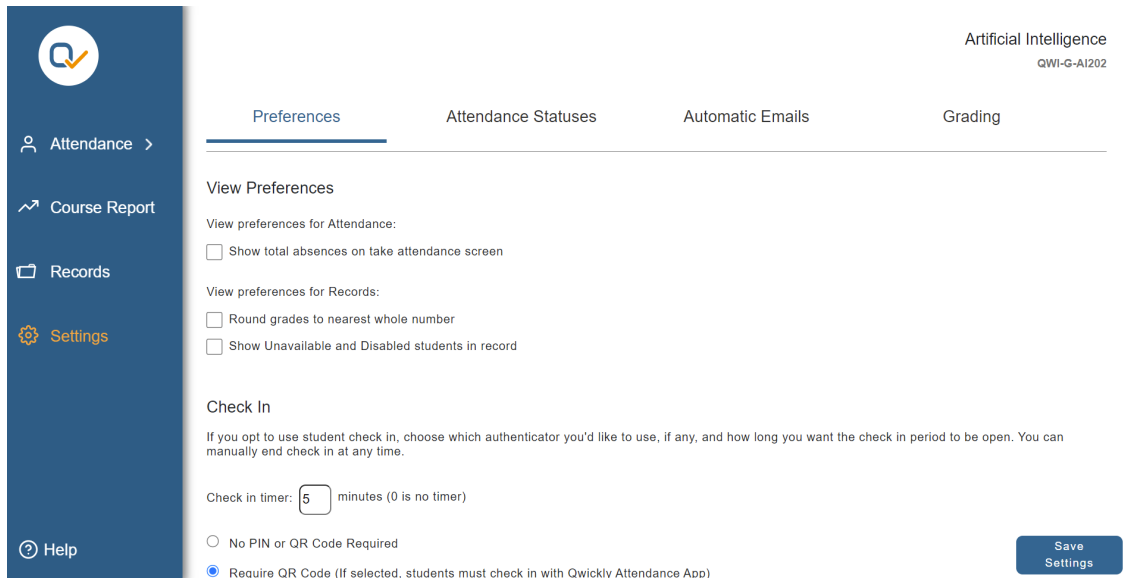


LET STUDENTS CHECK-IN

Avoid the roll call and save time in class.

3. Save Settings

- You can accept the default settings by scrolling to the bottom of the page and clicking “Save Settings” or you can customize things such as your view preferences and more. Here’s a helpful overview of all the settings you can customize.



Helpful tip: Keep in mind, the settings you see for your course are determined by your system administrator, so they may not match the settings in this overview exactly.

4. Taking Attendance

- Once you've saved your settings, click "Take Attendance" in the top right menu to launch your course enrollments. On this page, you'll see all your students and the various modes you can use to take attendance.

The screenshot displays the 'Take Attendance' page for a course titled '*Programming Fundamentals' (QWI-CSCI). The interface includes a sidebar with navigation options: Attendance, Card Reader, Check In, List, One By One, Student Activity, Course Report, Records, Settings, and Help. The main content area features a 'Session Information' header, a search bar for students, and a 'Sync Roster' button. Below this is a section to 'Mark all students as:' with radio buttons for 'In-person' (selected) and 'Remote'. A 'Submit Attendance' button is also present. The main table lists four students with their names, status options, and 'Absences To Date'.

Name	Status	Absences To Date	Comments
Bailey, Rose (She/Her) rose.bailey@gowickly.com	<input checked="" type="radio"/> Present <input type="radio"/> Absent <input type="radio"/> Excused <input type="radio"/> Tardy <input checked="" type="radio"/> In-person <input type="radio"/> Remote	9	
Bjork, Jillian jbjork@gowickly.com	<input checked="" type="radio"/> Present <input type="radio"/> Absent <input type="radio"/> Excused <input type="radio"/> Tardy <input checked="" type="radio"/> In-person <input type="radio"/> Remote	13	
Bower, Frank (He/Him) frank.bower@gowickly.com	<input checked="" type="radio"/> Present <input type="radio"/> Absent <input type="radio"/> Excused <input type="radio"/> Tardy <input checked="" type="radio"/> In-person <input type="radio"/> Remote	12	
Bufford, Krystina kbufford@gowickly.com	<input checked="" type="radio"/> Present <input type="radio"/> Absent <input type="radio"/> Excused <input type="radio"/> Tardy <input checked="" type="radio"/> In-person <input type="radio"/> Remote	9	

5. Attendance Record

- Also in the top right hand menu, you'll see an item called "Attendance Record." This page gives you a detailed overview of all your course's attendance records. You can look up a specific student, view/edit specific session details, edit a student's status, leave them a comment, and more. You can also export the data in a custom report.

The screenshot shows the 'Attendance Record' page for the course 'Programming Fundamentals' (QWI-CSCI). The interface includes a sidebar with navigation options: Attendance, Course Report, Records, Settings, and Help. The main content area features a 'Sync Grades' button, a search bar for students, and a table of attendance records. The table has columns for sessions (Aug 16, Jul 29, Jul 06, Jul 05) and summary columns for 'Points (75.00)' and 'Absences'. Each cell in the table contains a status icon: a green checkmark for attendance, a red 'X' for absence, or a blue circle with a slash for a pending or unrecorded status.

Student	Aug 16 (Colect Class)	Aug 16	Jul 29	Jul 29	Jul 29	Jul 06	Jul 06	Jul 05 (Lecture)	Points (75.00)	Absences
Bailey, Rose (She/Her)	✓	✗	✓	✗	✗	⊘	✓	⊘	67.81	7.00
Bjork, Jillian	✗	✓	✗	✗	✗	✓	✗	⊘	63.70	11.00
Bower, Frank (He/Him)	✓	⊘	✓	✗	✗	✗	⊘	✗	64.66	10.00
Buford, Krystina	✗	✓	✗	✗	✗	✓	✓	✓	68.00	7.00
Byerley, Brittney	✗	✓	✗	✗	✗	✓	✓	✓	63.16	12.00
Copher, Merle (She/Her)	✓	✓	✓	✗	✗	✓	✓	✓	69.16	6.00
Davidson, Madalyn	✗	✓	✗	✗	✗	✓	✓	✓	65.13	10.00
Dorado, Suanne	✓	✓	✓	✗	✗	✓	✓	✓	68.18	7.00
Dowd, Bella	✓	✓	✓	✗	✗	✓	✓	✓	67.31	8.00

If you have any questions, or need additional training, visit our [resource page](#) to watch How-To Videos and find webinars.

If you need any additional assistance go to our [support page](#) to submit a ticket.

Thank you for using Qwickly Attendance!