

Getting Started with Qwickly Attendance

Instructor Setup Guide for Canvas

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 your LMS and select the course you'd like to set up Attendance for.
- Find "Qwickly Attendance" in the side menu and click on it to launch Qwickly Attendance

Helpful tip: In Canvas, you can customize the order of your menu items by clicking "Settings - Navigation"

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.

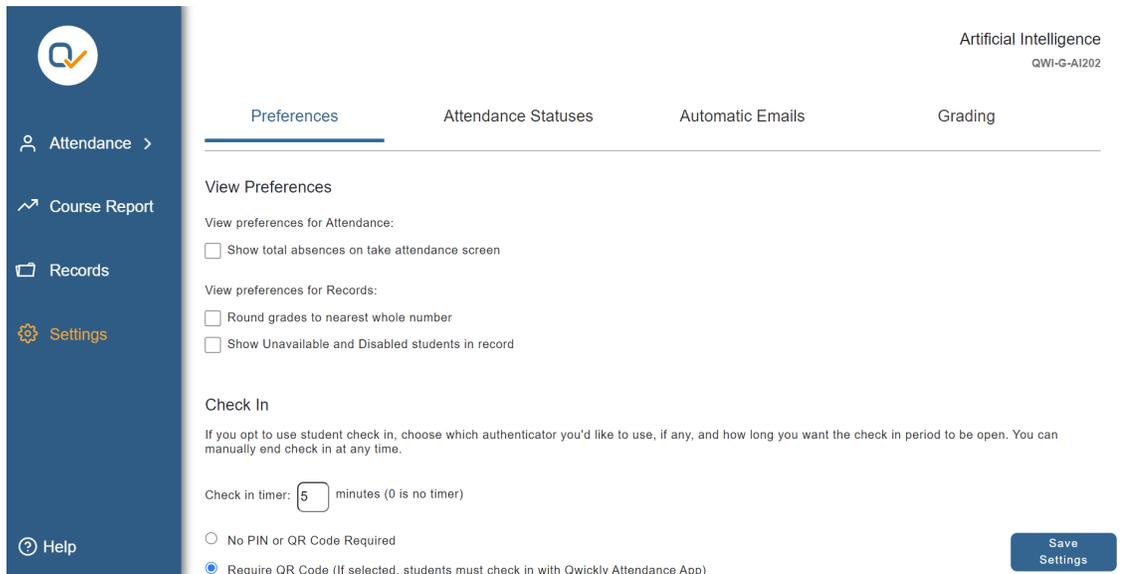


LET STUDENTS CHECK-IN

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.
- It’s important to make sure you have the correct semester for your course selected at the top of the settings page. If you do nothing else - do this!



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 Qwickly attendance management interface. On the left is a dark blue sidebar with navigation options: Attendance (selected), Card Reader, Check In, List, One By One, Student Activity, Course Report, Records, Settings, and Help. The main content area is titled "Session Information" and includes a search bar for students and a "Sync Roster" button. Below this, there is a "Mark all students as:" section with buttons for Present, Absent, Excused, and Tardy, and a "Submit Attendance" button. The central part of the interface is a table with three columns: Name, Status, and Comments. It lists three students: Learner, Qwickly (Qwickly S2), Learner, Qwickly (Qwickly S3), and Learner, Qwickly (Qwickly S4). Each student row has a status selection box with Present, Absent, Excused, and Tardy options, and a comment icon.

Name	Status	Comments
Learner, Qwickly Qwickly S2	<input checked="" type="radio"/> Present <input type="radio"/> Absent <input type="radio"/> Excused <input type="radio"/> Tardy	
Learner, Qwickly Qwickly S3	<input type="radio"/> Present <input type="radio"/> Absent <input type="radio"/> Excused <input type="radio"/> Tardy	
Learner, Qwickly Qwickly S4	<input type="radio"/> Present <input type="radio"/> Absent <input type="radio"/> Excused <input type="radio"/> Tardy	

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.

Attendance Record

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Qwickly3

Search students

View: Records Totals

4 Statuses Page: 1/1

	Present	Absent	Excused	Tardy					Last Attended	Total Absences
Learner, Qwickly Qwickly.S2	1	10	0	0					Nov 12, 2021	10.00
Learner, Qwickly Qwickly.S3	0	11	0	0					-	11.00
Learner, Qwickly Qwickly.S4	2	9	0	0					Nov 23, 2021	9.00
Learner, Qwickly Qwickly.S5	1	10	0	0					Nov 23, 2021	10.00
Qwickly, Learner Qwickly.S1	0	11	0	0					-	11.00

If you have any questions or need any additional assistance, visit our [support page](#) to see more "how to" articles and videos.

Thank you for using Qwickly Attendance!