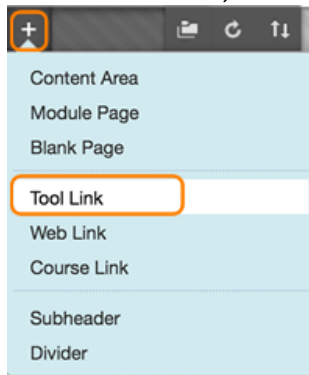


Qwickly Attendance Manager

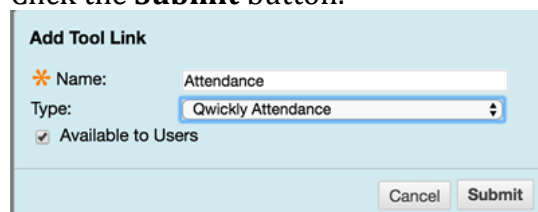
This tool allows the course instructor to track student attendance in Blackboard Learn. The tool can be setup to allow students to “check-in” during a specific time period and can be linked to the Grade Center.

Note: If you used Qwickly Attendance was copied into your current course from a course prior to Fall 2016 you will need to delete the Attendance link the recreate it using the steps outline below.

1. Log in to Blackboard Learn at oswego.open.suny.edu.
2. Select the desired course.
3. In the left menu, click on the + icon and select Tool Link.

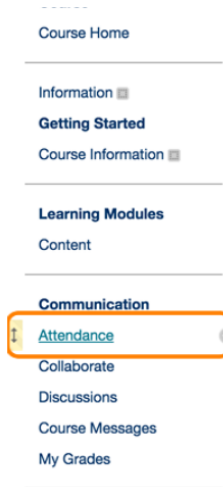


4. In the Add Tool Link box, complete the Name, Type and Available To Users fields:
 - a. **Name:** Type Attendance (or other suitable text). The text entered here will be listed on the menu.
 - b. **Type:** Click on the menu box and select **Qwickly Attendance** from the list.
 - c. **Available to Users:** Click the box next to this to make this tool available to your students.
 - d. Click the **Submit** button.

A screenshot of the 'Add Tool Link' form. The form has a light blue background and a white border. It contains the following fields: 'Name:' with a text input field containing 'Attendance'; 'Type:' with a dropdown menu showing 'Qwickly Attendance'; and 'Available to Users' with a checked checkbox. At the bottom right, there are two buttons: 'Cancel' and 'Submit'.


5. The Attendance tool will be added to the bottom of the menu – typically under the Help link. Click on the Attendance link then drag-n-drop to the desired location on

the menu.



6. Click the attendance link to enter the tool.
7. Click the Quickly “Set Up Attendance” link

[Set Up Attendance](#)

8. Set Attendance Settings – note: for more information on a setting, click the  next to the option.
 - a. **Default Style** – List, One By One, or Accessibility Mode (List is default setting)
 - b. **Grading** – No Gradebook Column, Total Points, or Per Session
 - i. If adding Grade Center column – enter Column Name and Points.
 - c. **Check in** – Require PIN or No PIN (both options utilize the check in timer, you control how long check in is available to students)
 - d. **Absence Email** – Yes Email on Absence or No Email on Absence
 - i. If sending email, you can customize the message. Best to leave the first line. Add text either above or below this line
 - e. **Attendance Statuses** – the default statuses are Present, Absent, and Excused.
 - i. You can add or remove statuses using the Custom Course Statuses **Add** button.
 - f. Click the **Save Settings** button
9. Click the **Return to Attendance** link in the settings saved confirmation message.

[< Return](#)

ATTENDANCE SETTINGS



Your settings have been saved. [Return to Attendance.](#)