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.

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 enter here will be listed on the menu.
   b. Type: Click on the menu box and select Qwickly Take 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.
5. The Attendance tool will be added to the bottom of the menu – typically under the Help link. Click and drop the link to the desired location on the menu.
6. Click the attendance link to enter the tool.
7. Click the Qwickly Attendance tool's **Start Setup** button.

   a. Define **Attendance Style** (list or one-by-one); click Next.
   b. Define **Grading Scheme** (the tool has a build in detailed attendance report); click Next.
      i. **Total Points** – a column is added to the Grade Center that is worth the point value entered. Student’s grades are computed based on number of classes that have occurred.
      ii. **Points per Presence** – a column is added to the Grade Center. The column’s point value will increase by the value entered here each day attendance is taken.
      iii. **No Grade for Attendance** – no column is added to the Grade Center.
   c. Define **Allow Student Check In**; click Next.
      i. **Yes** – students can only check in while the session is open. They will need do so using either a mobile device or laptop.
      ii. **No** – students can be marked absent/present globally then exceptions handled individually.
   d. Define **Email on Student Absence** (Yes or No); click Next.
   e. Review your setup settings then Confirm.

8. Click the **Return to Qwickly Attendance** button.

9. The **Attendance Report** link is on the upper left side.

10. Grade Center column
    a. **Total Points** (100 points)
        ![ATTENDANCE REPORT](image)
        - Bunny, Bugs
        - Coyote, Wile E.
        - Fudd, Elmer
    b. **Points per Presence** (1 point)
        ![Qwickly Attend](image)
        - 0.00
        - 0.00