

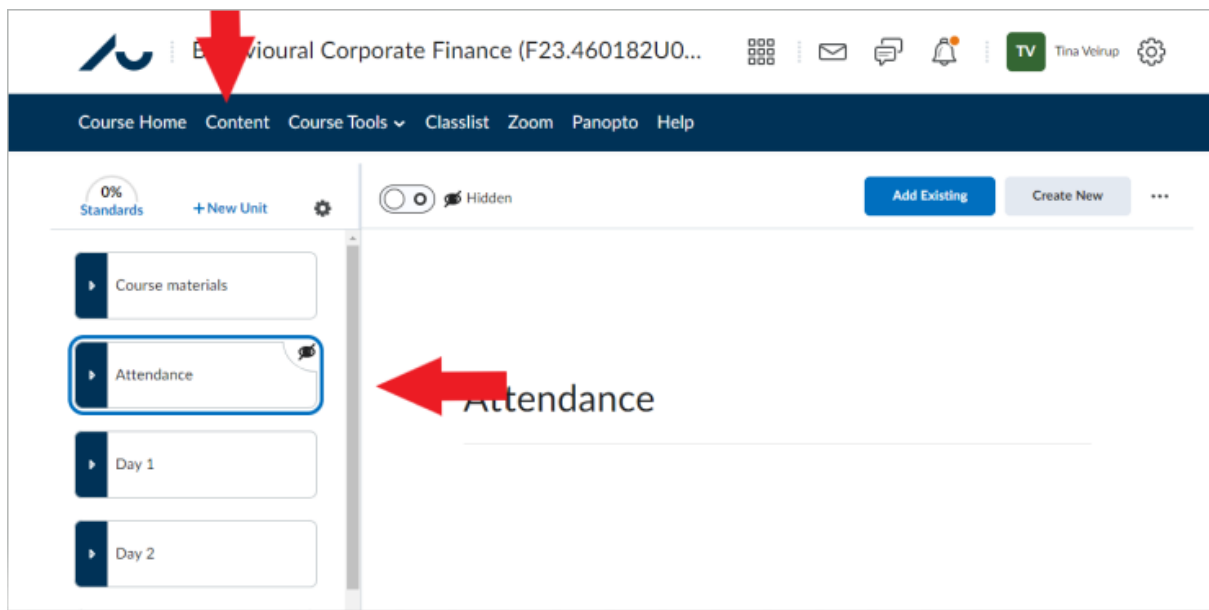
## How to register attendance

In order to participate in the exam, there is an 80 % attendance requirement.

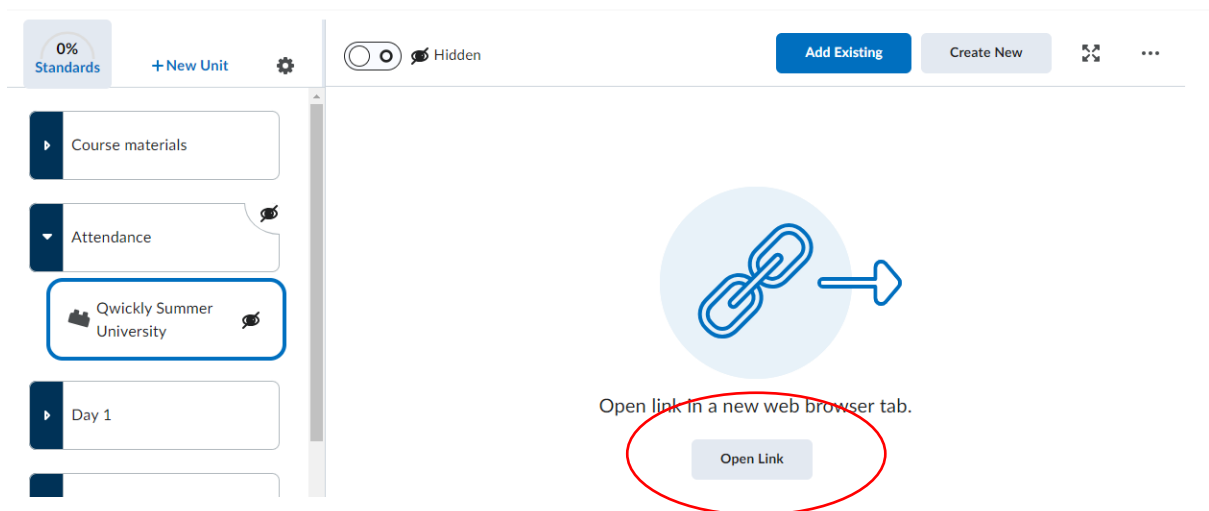
Therefore it is very important that you take attendance every day during the course.

We have set up Qwickly as a tool to register attendance in Brightspace, here is a little quick guide on how to do check in sessions to register the attendance.

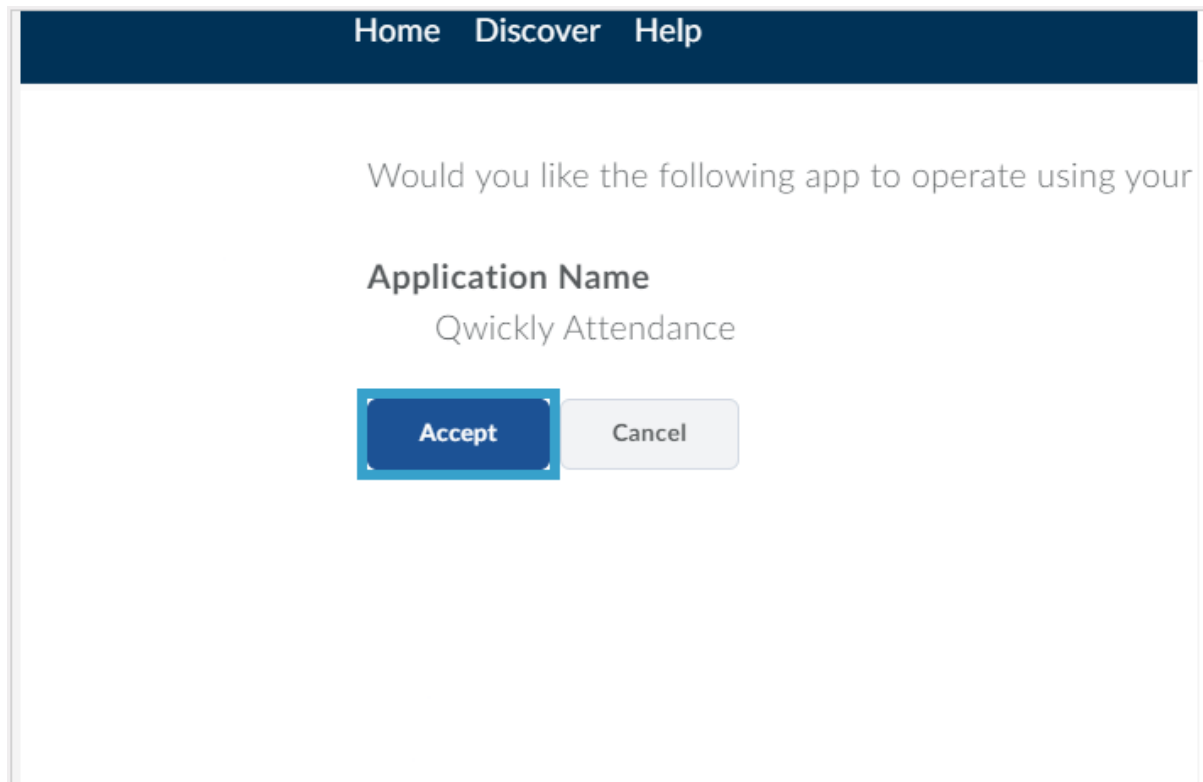
### 1. Go to menu “Content” – you will find a box called “Attendance”



When you click on “Attendance” the box “Qwickly” will open – press “Open link”



## 2. The first time you use Qwickly you will be asked to click accept

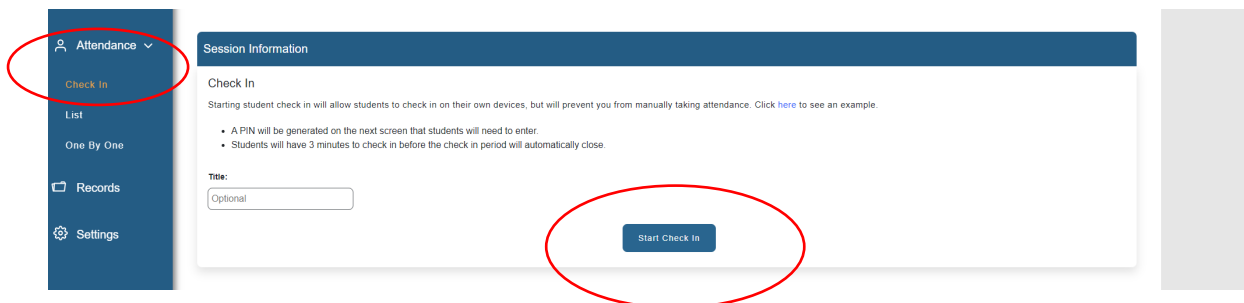


## 3. Ask your students to get ready to register

They have three minutes and have to enter a PIN that you will give them. They find the link the same place in the menubar as you.

## 4. Start the check in by pressing “Start Check in”

A four digit PIN will show on your screen – either share your screen or write the PIN on the board



# 8 0 7 1

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Check In period will close in

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Check In period will close in

**01:53**

End Check In

Because the consequences of not being present is very serious it is important that the attendance is correct

If you need help changing a registration it can be done.

Here is a link for guides: <https://educate.au.dk/en/teaching-with-technology/technical-guides/brightspace/managing-a-course/qwickly>

You are always to contact the administrative summer university staff at [summeruniversity@au.dk](mailto:summeruniversity@au.dk) if you need any help