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"

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Course Home Content Course Tools - Classlist Z	oom Panopto Help			
0% Standards + New Unit & O Ø Hidden		Add Existing	Create New	
Course materials				
Attendance	endance			
> Day 1				

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

Home Discover Help
Would you like the following app to operate using your
Application Name Qwickly Attendance
Accept Cancel

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

은 Attendance ~	Session Information
Check In	Check In Starting student check in will allow students to check in on their own devices, but will prevent you from manually taking attendance. Click here to see an example.
One By One	A PIN will be generated on the next screen that students will need to enter. Students will have 3 minutes to check in before the check in period will automatically close.
🗂 Records	Title: Optional
铰 Settings	Start 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: <u>https://educate.au.dk/en/teaching-with-technology/technical-guides/brightspace/managing-a-course/qwickly</u>

You are always to contact the administrative summer university staff at <u>summeruniversity@au.dk</u> if you need any help