

Qwickly attendance (and more) in Blackboard

Attendance to courses can be registered digitally in Blackboard by using a 3rd-party tool, Qwickly. Qwickly consists of two parts, Qwickly Attendance used for registering attendance to courses, and Qwickly+ which can be used for a series of administrative functions such as distribution of teaching material and posting of announcements to more courses or organisations in one operation.

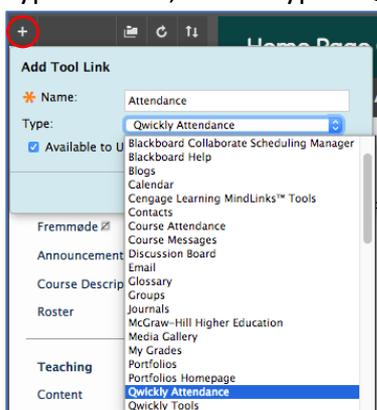
In this guide, we go through these functions in Qwickly:

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Setting up Qwickly attendance

You access Qwickly attendance from a course in Blackboard:

1. Click on the small + in the course menu to the left and select 'Tool Link':
Type a name, select Type: 'Qwickly Attendance' and make the link available to users:



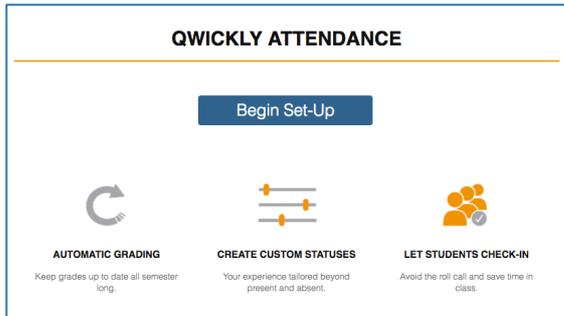
2. Go to the newly created page, which will start the Qwickly plugin and briefly show this:



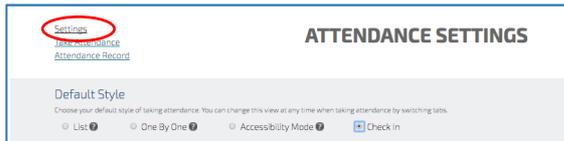
3. For some users it will be necessary first to confirm access to Qwickly – click 'Allow':



4. Click 'Begin Set-Up' to make your preferred settings:



Settings can be changed later, by clicking 'Settings':



5. Set up like below or as you prefer:

Default Style

Choose your default style of taking attendance. You can change this view at any time when taking attendance by switching tabs.

List One By One Accessibility Mode Check In

View Preferences

These options affect the way you view Attendance information in various ways.

Show Absences on Take Attendance Screen Record Order
 Round Grades to Nearest Whole Number Oldest First
 Show Unavailable and Disabled Students in Record Newest First

Grade Center Integration

Choose the method of grading you would like to use. You may also change the grade center column name and the points associated with your grading method.

No Grade Center Column Total Points Per Session

Column Name: Points:

Choose whether or not you would like a Grade Center column for absences, it's name and points.

No Grade Center Column for Absences Points Per Absence

Check In

If you opt to use student check-in, you can decide to require a 4-digit pin your students must enter when checking in. Choose a number of minutes to allow students to check in. You can always the end the check-in period early.

Check In is currently turned off.

require PIN Check In Timer
 No PIN minutes (0 is no timer)

Attendance Statuses

System Statuses

System Attendance Statuses are built in statuses you can use to take attendance. You can not modify system statuses.

	Name	Points	Absence	Color
<input checked="" type="checkbox"/>	Present	100.00%	0.00%	
<input checked="" type="checkbox"/>	Absent	0.00%	100.00%	
<input checked="" type="checkbox"/>	Excused	0.00%	0.00%	

Custom Course Statuses

If you would like to use custom attendance statuses, you may add them here or modify existing statuses.

Order	Name	Points	Absence	Color	Delete
_____	_____	_____ %	_____ %		X

- Default Style:** Select your preferred starting page e.g. 'Check In', so that you can quickly set up and start a new session.
- View Preferences:** On the attendance screen you may see which students have been absent when.
- Grade Center Integration:** It is possible to add columns showing participation and total points next to the normal columns for assignments, tests etc. in the Grade Center of your Bb-course.
- Check in:** Using Qwickly, you may let your students register themselves as present at a lecture, with or without a pin code. If you use a pin code you reduce the risk of students registering away from the classroom, and if you set the check-in to a relatively short period of time (1-2 minutes), you minimize the risk of cheating if someone would forward the code to absent students.
If students are late for the registration, the teacher may register their presence afterwards, see below.

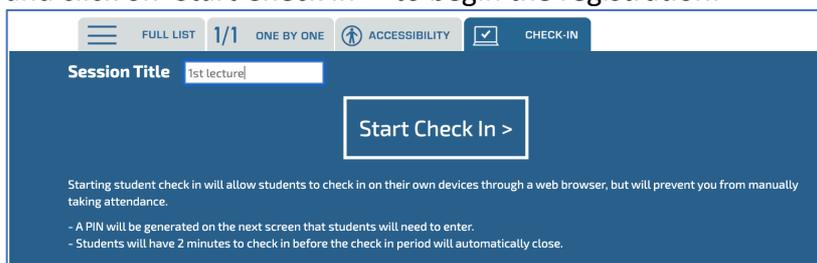
Save the settings by clicking 'Save Settings' and return to the 'Take Attendance' screen.



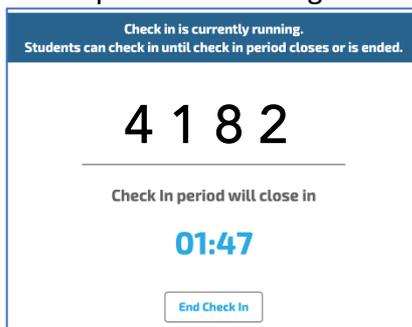
Start check in

To give students access to self-registration, the teacher will have to start the check in. Before doing so, be sure that the students are ready, have logged in to Blackboard and entered the course, either on their computer or their cell phone using the Bb Student App ([see below](#)).

1. On the 'Check-in' tab you may type a session title (if you don't, the title will be the actual date) and click on 'Start Check In >' to begin the registration:



2. Now a pin code will be generated, and you may announce the code to the students:



Check-in will be possible for the defined period of time, but may be stopped at any time, if you consider that all students are done.

- When you have started check in, your students must enter the announced pin code on their computer, then click 'Check In' on the attendance page in the Bb course:

The screenshot shows the 'ATTENDANCE RECORD' page for a test course. It includes a header with the course name 'Grønberg, Margit-Studerende' and 'Absences: 0.00'. A blue bar prompts the user to 'Please Enter the 4 digit code provided by your instructor to check in.' Below this, a digital clock shows '01:20'. A text input field contains the pin code '4182', and a 'Check in' button is positioned below it. At the bottom, a table displays the attendance record.

Date	Title	Status	Comments
Jan 28	2. check-in	Present	
Jan 28	1. check-in	Present	

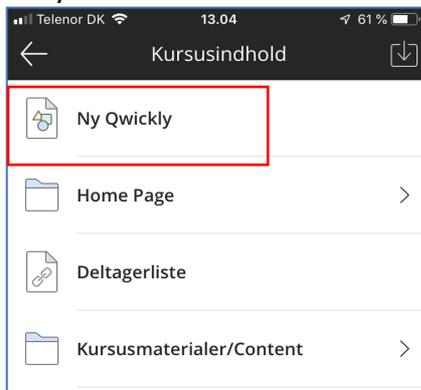
After check in, students get a “receipt” on the screen and can see their own attendance status:

The screenshot shows the 'ATTENDANCE RECORD' page after a successful check-in. A green checkmark icon and the text 'Check In Successful!' are displayed at the top. The course name 'Grønberg, Margit-Studerende' and 'Absences: 0.00' are still visible. The table below shows the updated attendance record.

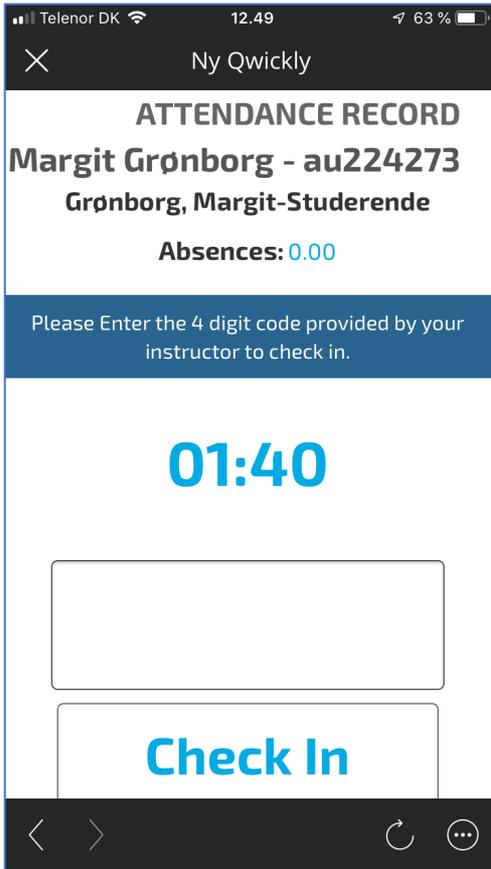
Date	Title	Status	Comments
Jan 28	2. check-in	Present	
Jan 28	1. check-in	Present	

- Student may also check in from their cell phone using the Bb Student App.

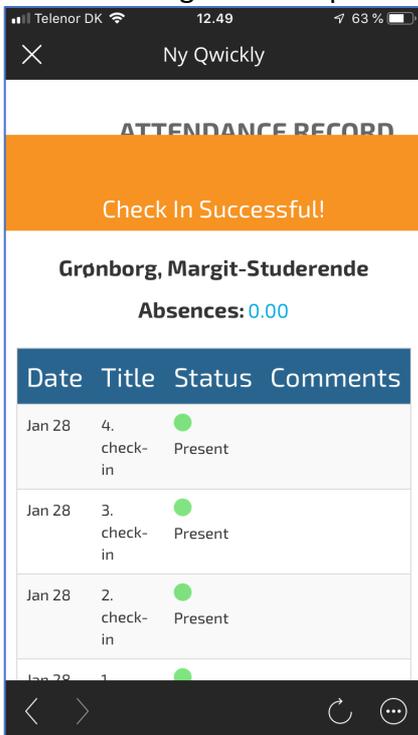
They select the course and the registration page:



then type the published pin code and click 'Check In':



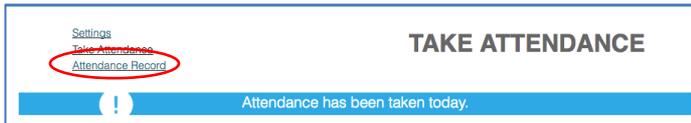
The students get a "receipt" for checking in and can see their own absences (%) immediately:



- When check-in has been completed, the teacher may post-register late students by going to 'Attendance Record' ([see below](#)), as well as typing comments or – in case of lawful absence – 'Excuse' a student so that neither presence nor absence will be counted for the particular session.

Attendance Record

All registrations of attendance can be seen on the 'Attendance Record' from the attendance page of the particular the Bb course:



On this screen, you see a total list of attendances, total points of attendance for each student and total absences:

Settings Take Attendance Attendance Record		TAKE ATTENDANCE									
ATTENDANCE RECORD											
Test Course for Margit Grønberg - au224273											
5 Sessions. Page: 1/1 << >>											
Filter Username	5. check-in	4. check-in	3. check-in	2. check-in	1. check-in	Points (100.00)	Absence				
Grønberg, Margit-Studerende (margit-studerende)	X	✓	✓	✓	✓	80.00	1.00				
Grønberg, PreviewUser, Margit (au224273_previewuser)	✓	X	X	X	X	20.00	4.00				
Mikkelsen, Tine Vogelius (au224010)	⊗	X	X	X	X	0.00	4.00				

You can change a student's status and e.g. add a comment by clicking the cell next to the student name and session. Select one of the three possibilities and conclude by clicking 'Update':

You can search for a particular student from the search field 'Filter Username' – you will have to use (part of) the student's AU ID.

You may change the session name, or you may entirely delete a session by clicking the column heading with the session name in question and then type a new name, or click 'Delete Session':

If the attendance record shall be used in another context at a later date (for instance by the Study Administration) you may download all registered data in a csv file (comma-separated file that can be opened in MS Excel) by clicking the Export button.



Qwickly+ administrative functions

You access Qwickly's administrative functions from the Bb front page, the 'Home' tab. The shortcuts of the module give you quick access to a series of Bb functions. With your mouse, you may drag-and-drop the module wherever you wish on the page, and from the "gear wheel" to the right of the module heading, you may select or deselect specific tools:

'Post Announcement' gives you the possibility of sending announcements to more courses or organisations **at one time**, with the same setting range as you know it from Blackboard – email announcement, date restrictions and display options:

Similarly, in 'Post Content' you may upload the same material to more courses at one time. You may select different content items to upload your content to in different courses ('Post to specific locations'):

Post Content

Courses **Organizations**

Select All | Clear All

- Test Admin - 222922
Test_Admin_222922
- Six Sigma Design & Innovation - Six Sigma S15 - Campus Aarhus
480142U001-F15-43204-
- Project Management: A Practitioners Approach - including PRINCE2
460142U002-F15--
- Ph.d.-kursus: Introduktion til planlægning, præsentationsteknik og undervisning E2015
BSS_CUL_PhD-kursus_Introduktion_til_planlaegning_praesentationsteknik_og_u

Name
Case material

Description

Here is the test material for tomorrow's test....

Select File From:

Computer

Post To Location

Create New Content Area | Quickly Content

Post to specific locations

Cancel Submit

Likewise, it is possible to set up an assignment and make it available in more courses and in different content items at one time:

Create Assignment

Courses **Organizations**

Select All | Clear All

- Test Admin - 222922
Test_Admin_222922
- Six Sigma Design & Innovation - Six Sigma S15 - Campus Aarhus
480142U001-F15-43204-
- Project Management: A Practitioners Approach - including PRINCE2
460142U002-F15--
- Ph.d.-kursus: Introduktion til planlægning, præsentationsteknik og undervisning E2015
BSS_CUL_PhD-kursus_Introduktion_til_planlaegning_praesentationsteknik_og_u

Name **Attempts** **Points Possible**

Assignment No. 1 | 2 | 1

Due Date (Blank is No Due Date)
02/01/2020

Grade Displays | Score | None

Instructions

Do this and do that|

Select File From:

Computer

Post To Location

Create New Content Area | Quickly Content

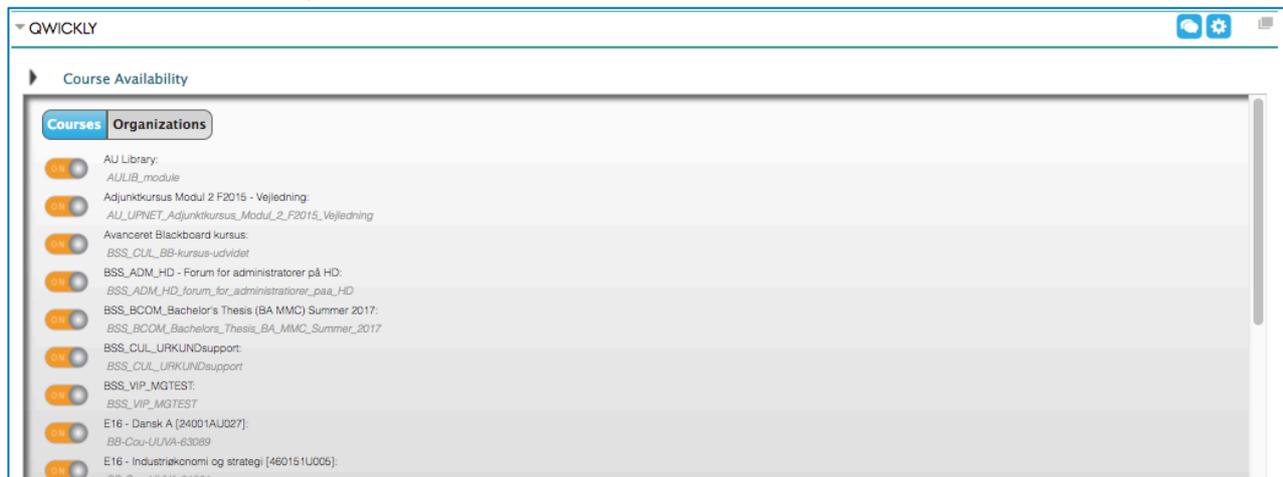
Post to specific locations

Cancel Submit

In the Qwickly+ module you find a total list of assignments that need grading in all your Bb-courses:



Especially for **Administrators** (Course Supporters) Qwickly+ gives easy access to making courses manually unavailable (or available). Please be aware, that the availability influences **accessibility to the course for all users**, and this function should be used with caution.



For **students**, Qwickly+ offers the possibility of emailing (study) group members in all groups they are a member of and where the e-mail function has been opted for by the instructor, as well as submitting a Bb assignment in a particular course.



Students access Qwickly+ from their Blackboard front page, the 'Home' tab.

For further information, see Qwickly's information resources and videos in these sites:

<http://www.goqwickly.com/plus/>

https://www.youtube.com/watch?v=NPD5FFcnfVE&ab_channel=QwicklyL