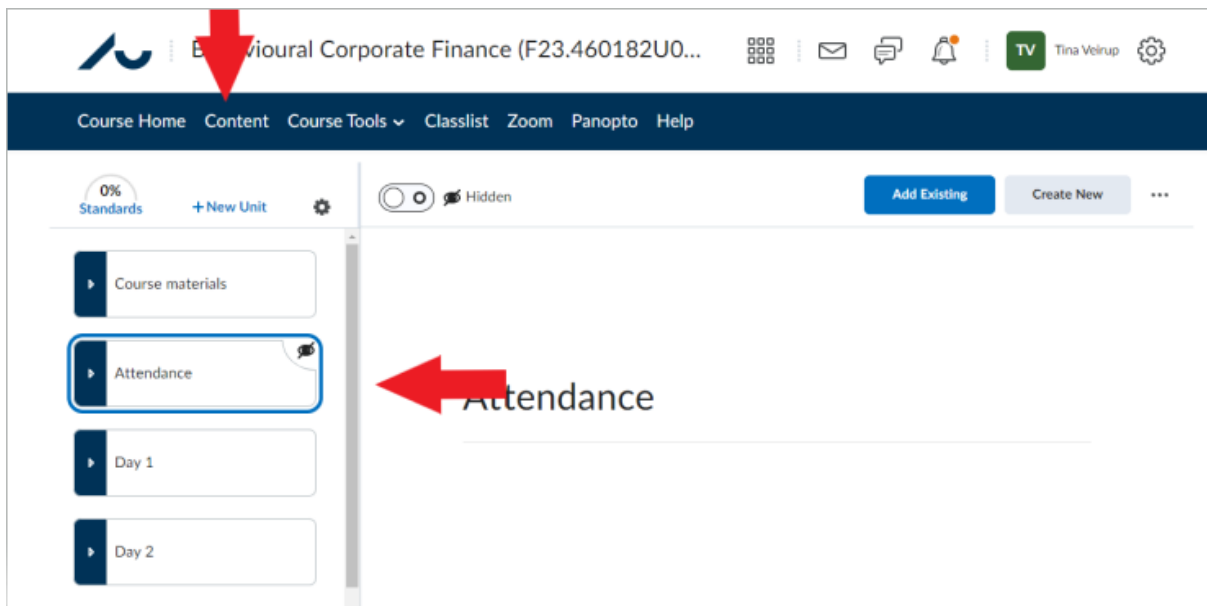


How to take attendance

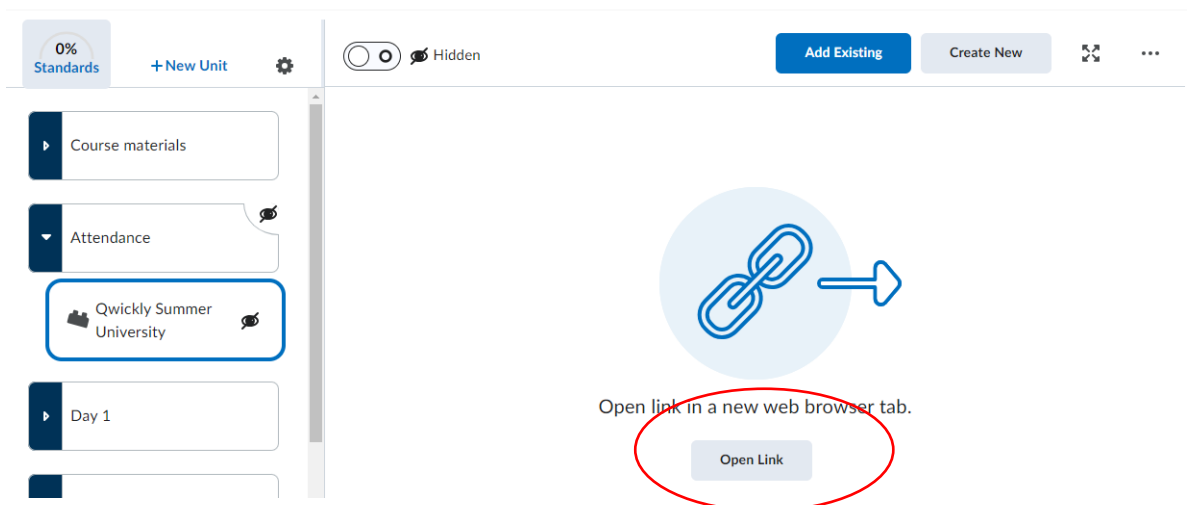
Students are required to meet the minimum attendance requirement specified for the course to be eligible for the exam. The exact requirement may vary by course - please refer to your course description for details. If a minimum attendance requirement is specified, it is important that you register your attendance each day.

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.

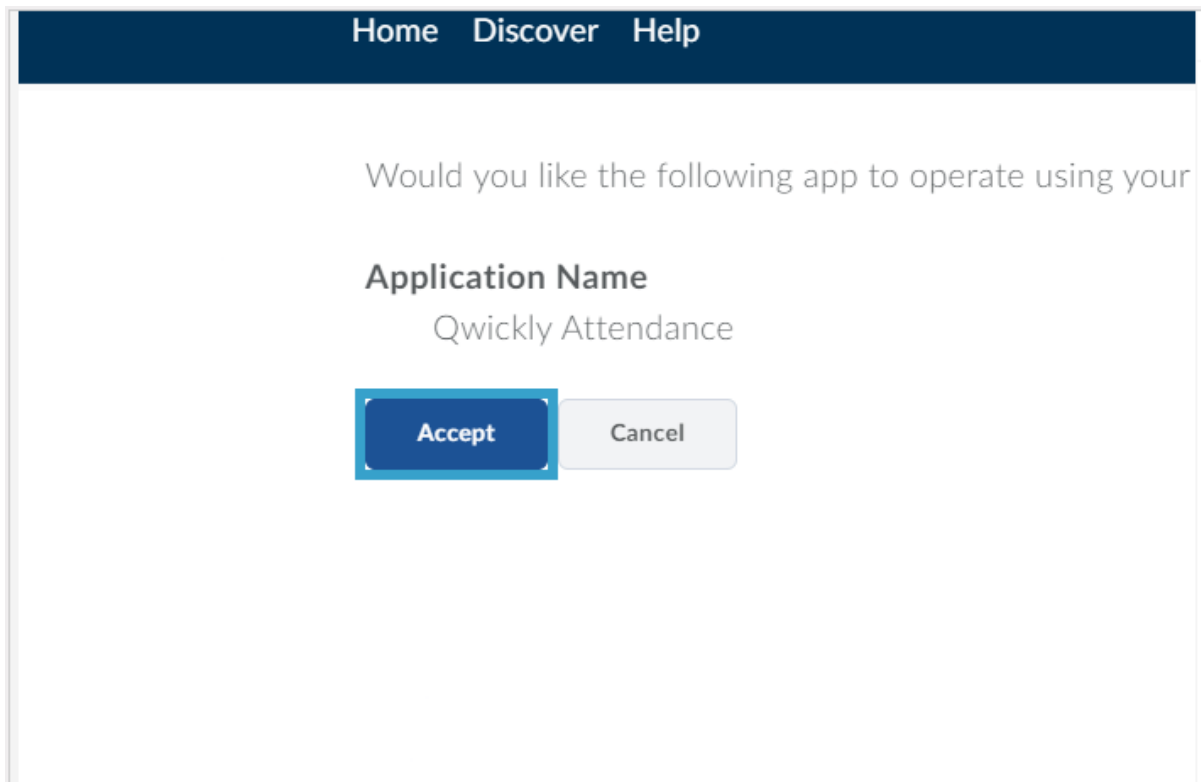
1. Go to menu “Content” – you will find a box called “Attendance”



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

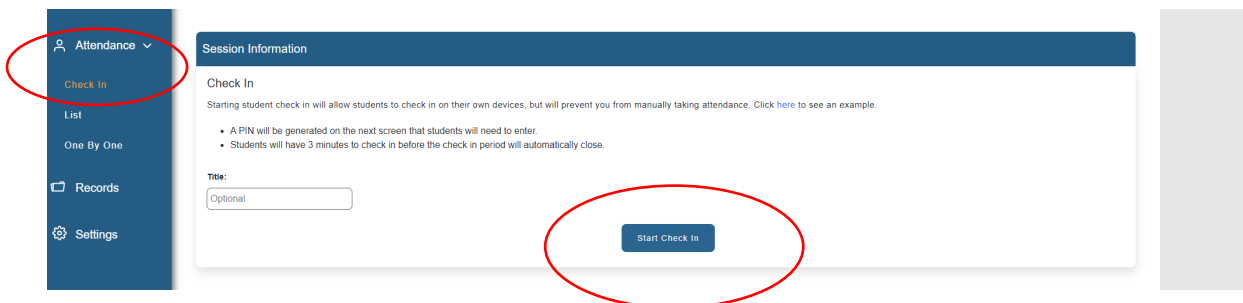


3. Ask your students to get ready to register

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

Check In period will close in

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 if you need any help