



# Checking In for Attendance

1. Sign into Canvas at [canvas.colum.edu](https://canvas.colum.edu) with your Office 365 credentials. Select the course you are using Quickly within.
2. Click on “Quickly Attendance” in the course navigation menu after your instructor has started the check in.
3. Quickly will launch in a new browser window.

4. Enter the four-digit code provided by your instructor in the text box once Quickly opens, if applicable.
5. Click “Check In” to confirm. If you do not do so, your attendance will not be recorded.

## Check In Successful.

You have successfully checked in for this session.

6. Quickly will display a message confirming that your check in has been successful once you have done so. You may now exit Quickly.