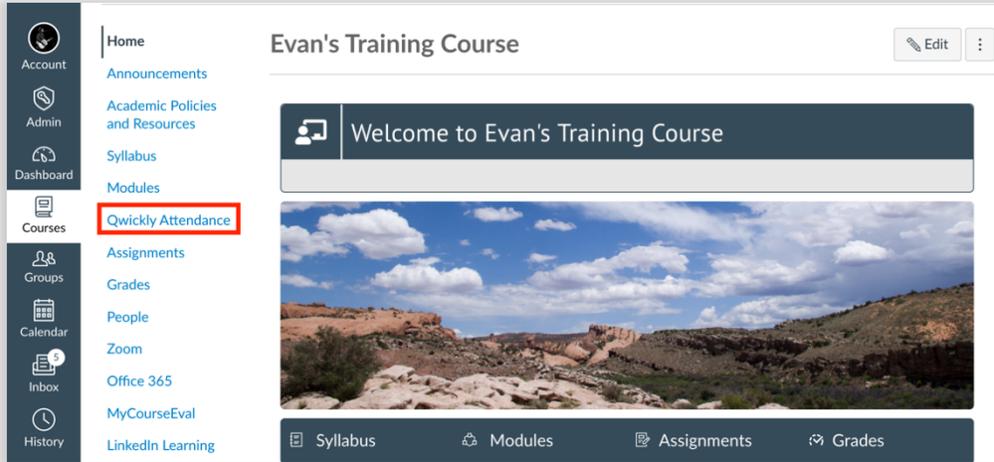


Taking Attendance Using Check In

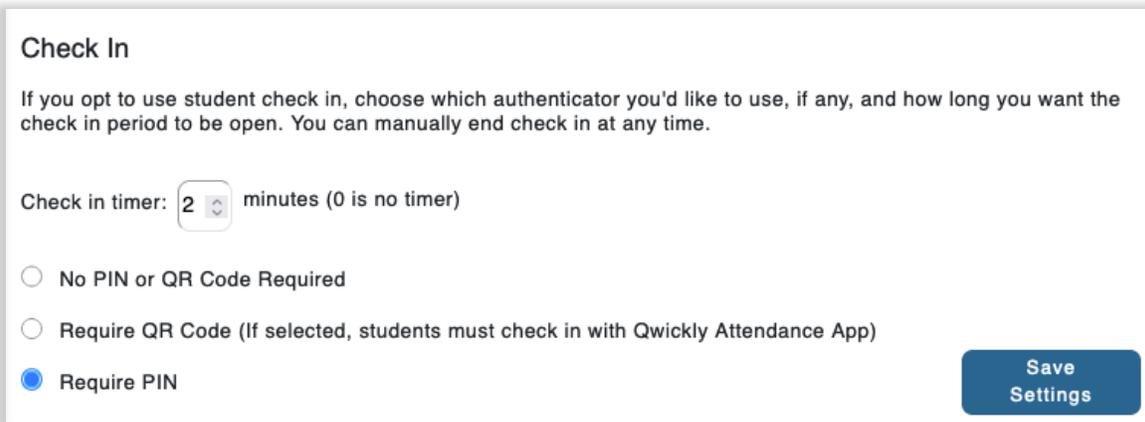


1. Sign into Canvas at canvas.colum.edu with your Office 365 credentials. Select the course that you are using Quickly within.

2. Click on “Quickly Attendance” in your course navigation menu.

3. Quickly will launch in a new browser window.

4. Before getting started with taking attendance using the Check In method, make sure that your attendance settings are to your liking for Check In. Otherwise, skip to **step 8**. Click “Settings” in the menu to the left once Quickly is open.



5. Set the time limit that students have to check in for their attendance. A value of “0” provides no time limit. 1-2 minutes is recommended.

6. In the Check In section of your course’s Quickly settings, you may choose whether or not a PIN will be required for attendance check in. If required, students will need to enter a random 4-digit code created by Quickly to confirm their attendance. It is recommended to require a PIN with Check In.

7. Save your changes.



8. Select “Check In” from the attendance options in the menu to the left.

9. Click “Start Check-In.”

Take Attendance

Evan's Qwickly Attendance Training Course

Evan's Qwickly Attendance Training Course

Attendance ▾

Check In

List

One By One

Student Activity

Course Report

Records

Settings

Session Information

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.

- A PIN will be generated on the next screen that students will need to enter.
- Students will have 2 minutes to check in before the check in period will automatically close.

Group:

All Students ▾

Title:

Optional

Start Check In

10. The check in session will now begin. Instruct your students to open Qwickly from your Canvas course menu to check in for their attendance. If you have chosen to require a PIN, it will display for you in Qwickly. Provide this to your students.

11. The Check-In timer will display. Once the timer runs out, the check in period will end automatically. Click “End Check In” to stop the check in early, or to end it if you have chosen to have no time limit for your check in.

Check in is currently running

Students can check in until check in period closes or is ended.

3 9 1 9

Check in period will close in

01:55

End Check In