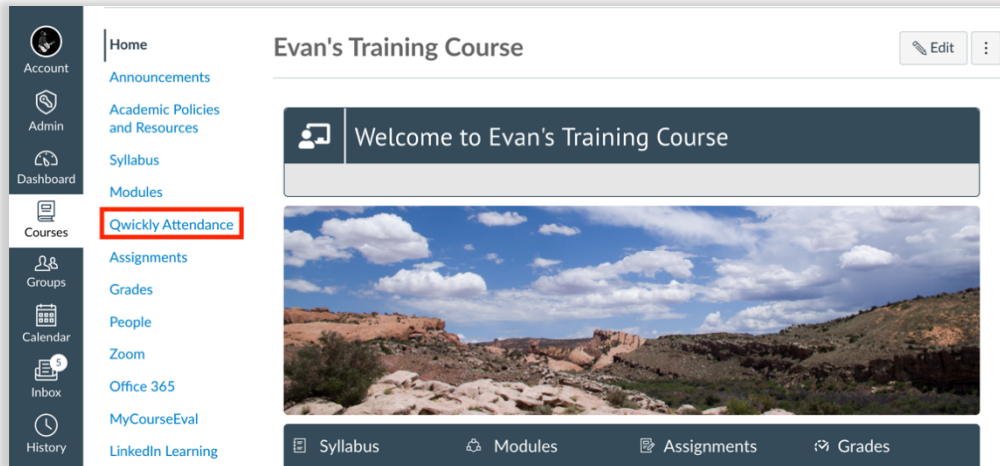




# Setting Up Qwickly Attendance



**1.** Sign into Canvas at [canvas.colum.edu](https://canvas.colum.edu) with your Office 365 credentials. Select the course that you are using Qwickly within.

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

**3.** Qwickly will launch in a new browser window.

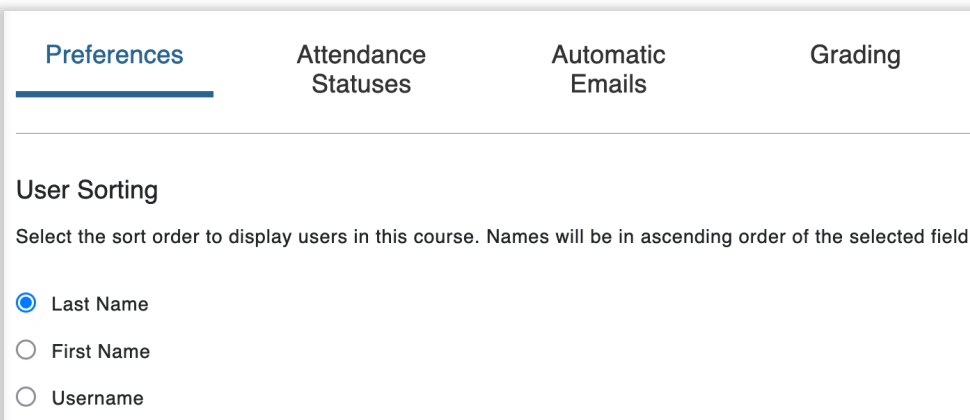
**4.** The first time that you open Qwickly Attendance for a course, you will need to complete the following setup steps. An option will appear when you launch Qwickly that says, “Begin Set-Up.” Select this.

**5.** Attendance settings will now appear.

## QWICKLY ATTENDANCE

[Begin Setup](#)

## Preferences



**6. User Sorting** – Choose how Qwickly sorts your students within the attendance roster.

- You can choose to sort in ascending order based on last name, first name, or username. Last name is recommended to mirror the order that Canvas displays in your course roster.

## View Preferences

View preferences for Attendance:

Show total absences on take attendance screen

View preferences for Records:

Round grades to nearest whole number

Show inactive students in record

### 7. View Preferences - Adjust view preferences for Qwickly.

- **Show Total Absences on Take Attendance Screen** – This chooses to display the count of absences that each student has next to their name on the take attendance screen that appears when you open Qwickly. This is recommended.
- **Round Grades to Nearest Whole Number** – If you are grading your attendance, you may choose to round the score to the nearest whole number.
- **Show Inactive Students in Record** – This option will allow you to see attendance records for students who have withdrawn from your class. This will help you easily find the “last date attended” for these students, if and when it is necessary.

## Check In

If you opt to use student check in, choose which authenticator you'd like to use, if any, and how long you want the check in period to be open. You can manually end check in at any time.

Check in timer:  minutes (0 is no timer)

No PIN or QR Code Required

Require QR Code (If selected, students must check in with Qwickly Attendance App)

Require PIN

Save  
Settings

### 8. Check In - Adjust the Check In settings for when using this attendance taking method.

- **Check In Timer** - You can set the time limit that students have to check in for their attendance in the “Check In Timer” section. Time must be entered in increments of 1 minute.
- **Require Pin** - It is recommended to require a PIN for check in. This displays a randomized 4-digit code that students must enter in Qwickly when you use the check in method for attendance taking.

**9. Save Settings** – Click on “Save Settings” once finished and move on to the next section in your attendance settings, which is Attendance Statuses.

# Attendance Statuses

Preferences

**Attendance  
Statuses**









Automatic  
Emails

Grading

## 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
	Present	100%	0%	
	Absent	0%	100%	
	Excused	N/A	N/A	
	Remote	100%	0%	R
	Late	80%	0%	L

**10. Attendance Statuses** – By default, five attendance statuses are available in Qwickly. This is Present, Absent, Excused, Remote, and Late. Present, Absent, and Late will respectively impact a student’s attendance grade adversely. An attendance marking of Excused will not count against a student’s attendance grade or count as an absence. The Remote indication can be used to indicate that a student has attended a course virtually via a web conferencing tool, if the course has a modality that allows this format of attendance.

### 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

Add Status

Save Settings

**11. Custom Course Statuses** – Quickly will allow you to add your own custom statuses for attendance. This is useful if you would like to make distinctions in your attendance records.

- **Order** – Enter a number here to determine where this status will appear in the order of those available when you take attendance.
- **Name** – Enter the name of the attendance status that you are creating. Ex: Left Early, On Zoom, On Teams, etc.
- **Points** – This determine what percentage of attendance points students will receive with this attendance status. For example, a status of “Present” is 100%, while “Absent” is 0%.
- **Absence** – This determines how much of an absence this status is worth. For example, the “Absent” status is worth 100% of an absence.
- **Color** – You must assign a color to your custom status before proceeding.
- **Add Status** – Click on this to save your custom attendance status entry.

**12. Save Settings** – Click on “Save Settings” once finished and move on to the next section in your attendance settings, which is Automatic Emails.

## Automatic Emails

Preferences

Attendance Statuses

Automatic Emails

Grading

### Automatic Emails

Choose whether or not to send an email to students when they have been marked as absent.

Send email on absence

Do not send email on absence

Email student after  absent status(es)

A new email will be sent each time the criteria above is met.

You can customize the email using the following variables:

{-absences-}, {-date-}, {-course-}, {-first-}, {-last-}, {-instructor-first-}, {-instructor-last-}.

Your instructor has marked you absent for {-date-} in your course {-course-}.

Save Settings

**13. Automatic Emails** – Set your Absence Email preferences. You may choose to have Quickly send an automated email to each student in your class that is marked absent for a particular class session. You may also customize the absence email to your liking. Leave {-date-} and {-course-} in the body of your message and Quickly will automatically populate the date of the attendance session, as well as the name of your course in the absence email sent.

- You may also choose to start sending absence emails after a certain amount of missed classes.

**14. Save Settings** – Click on “Save Settings” once finished and move on to the next section in your attendance settings, which is Grading.

# Grading

Preferences      Attendance Statuses      Automatic Emails      **Grading**

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## Grading

Choose which grading method you'd like to use to create a column in your LMS gradebook. If you do not want to use grading, leave these empty.

Session Based Grading Column

Use this if you want to award points for attending a session.

Total Points

Use total points to define a total number of points that attendance will be worth.

For example, if Total Points is defined as 100, a student with 2 Presents and 2 Absents in the course will have earned 50 points out of a possible 100.

Points Per Session

Use points per session to define a total number of points earned for each recorded session.

For example, if Points Per Session is defined as 5, a student will earn 5 points each time they are marked present. If a student has 2 Presents and 2 Absents in the course, they will have earned 10 points out of a possible 20.

Column Name:

Points:

[Save Settings](#)

**15. Grading** – Set the Grading preferences. This determines whether or not attendance records from Qwickly will be graded and appear in the Canvas gradebook with your student's attendance scores.

**\*\*Use only the Session Based Grading Column option to ensure accurate calculation\*\***

- Total Points – Choose this option for Qwickly to calculate an average score for your student's attendance throughout the semester. This option is recommended.
  - Once selected, you can choose a name for the attendance assignment under "Column Name." The name will default to "Attendance" if nothing is entered.
  - Enter the total point value that you want your attendance assignment to be worth.
  - An average score out of this total value will be calculated in your Canvas gradebook based off of your student's attendance markings in Qwickly.

**16. Save Settings** – Click on "Save Settings" once finished. You are now ready to take attendance.