

STEP-BY-STEP GUIDE

OPTION 1 – A: SYNCH AUTO CHECK IN ZOOM/ MANUAL ENTERING OF ASYNCHRONOUS ATTENDANCE

STEP 1: GO TO THE COURSE NAVIGATION MENU AND CLICK THE QWICKLY ATTENDANCE LINK.

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STEP 2: CLICK ON BEGIN SET-UP AND CHOOSE YOUR SEMESTER IN SETTINGS. (YOU WILL HAVE TO AUTHORIZE IF ASKED TO DO SO).

QWICKLY ATTENDANCE

Begin Set-Up



AUTOMATIC GRADING

Keep grades up to date all semester long.



CREATE CUSTOM STATUSES

Your experience tailored beyond present and absent.



LET STUDENTS CHECK-IN

Avoid the roll call and save time in class.

Settings
[Take Attendance](#)
[Attendance Record](#)

ATTENDANCE SETTINGS

Semester

Choose the semester for your course: 2020SU - Summer 2020

STEP 3: SCROLL DOWN TO CHECK IN AND CHOOSE THE “REQUIRE PIN” OPTION AND ENTER 2 MINUTES (RECOMMENDED).

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)

STEP 4: SCROLL DOWN TO ATTENDANCE STATUSES AND TURN OFF “SYNCH PRESENT (MANUAL).” GO TO THE BOTTOM AND CLICK ON “SAVE SETTINGS.”

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%	X
<input checked="" type="checkbox"/>	Asynch Present (Manual)	100.00%	0.00%	A
<input type="checkbox"/>	Synch Present (Manual)	100.00%	0.00%	S

STEP 5: WHEN YOU WANT TO TAKE ATTENDANCE IN YOUR ZOOM SESSION, CLICK ON TAKE ATTENDANCE AND THEN SELECT THE CHECK-IN TAB. ENTER A DESCRIPTION IN THE SESSION TITLE AND CLICK START CHECK IN.

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TAKE ATTENDANCE
Course Design Practicum

FULL LIST 1/1 ONE BY ONE ACCESSIBILITY **CHECK-IN** USER ACTIVITY

Session Title

Start Check In >

Starting student check in will allow students to check in on their own devices through a web browser, but will prevent you from manually taking attendance.

- 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.

STEP 6: YOU MAY WANT TO SHARE YOUR SCREEN TO LET STUDENTS SEE THE CODE. STUDENTS WILL CLICK ON QUICKLY ATTENDANCE ON THEIR CANVAS COURSE PAGE TO ENTER THE CODE. CLICK END CHECK IN WHEN YOU ARE DONE.

Check In is currently running.
Students can check in until check in period closes or is ended.

3 9 1 2

Check In period will close in

01:35

End Check In






STEP 7: TO RECORD THE ASYNCHRONOUS ASSIGNMENT AS PRESENT, GO TO GRADES (GRADEBOOK) AND FIND THE ONLINE EQUIVALENT ASSIGNMENT. THOSE WHO ATTEND THE ZOOM SESSION AND THOSE WHO COMPLETE THE ASSIGNMENT WILL GET 10 POINTS EACH.

☰ DT 201 > Grades

Gradebook ▾ View ▾ Actions ▾

Student Name	Welcome to Class/W... Out of 0	How to Navigate This ... Out of 0	Week 1 - Designing L... Out of 10	Week 1 - Combining Y... Out of 10	Week 1 -
Jessica Brown	0	0	10	10	
Dana Chisholm	0	0	10	10	
Lia Hansen	0	0	10	10	
Sylvia Kane	0	0	10	10	
Naomi Kasa	0	0	10	10	
Amanda Lebrecht	0	0	0	0	
Hien Park	0	0	10	10	
Dr. John Sim	0	0	10	10	
Bonni Stachowiak	-	-	10	10	
Jack Test	-	-	-	-	
Jessica Woolworth	0	0	10	10	
Test Student	0	0	10	10	

STEP 8: GO BACK TO TAKE ATTENDANCE AND CHECK THE APPROPRIATE ATTENDANCE CHOICE FOR EACH STUDENT. THEN SELECT SUBMIT ATTENDANCE.

All Students	Present	Absent	Asynch Pre...	
Brown, Jessica - 4.00 (jessica.brown@vanguard.edu)	Present	Absent	Asynch Pre...	
Chisholm, Dana - 3.00 (dana.chisholm@vanguard.edu)	Present	Absent	Asynch Pre...	
Hansen, Lia - 3.00 (lia.hansen@vanguard.edu)	Present	Absent	Asynch Pre...	
Kane, Sylvia - 3.00 (sylvia.kane@vanguard.edu)	Present	Absent	Asynch Pre...	
Kasa, Naomi - 3.00 (nkasa@vanguard.edu)	Present	Absent	Asynch Pre...	
Lebrecht, Amanda - 3.00 (amanda.lebrecht@vanguard.edu)	Present	Absent	Asynch Pre...	