

STEP-BY-STEP GUIDE

OPTION 1 – B: ASYNCHRONOUS AUTOMATIC USER ACTIVITY/ MANUAL ENTERING OF SYNCHRONOUS ATTENDANCE

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

[Home](#)

[Modules](#)

[Assignments](#)

[Grades](#)

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[Qwickly Attendance](#)

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 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 4: CLICK ON TAKE ATTENDANCE AND THEN THE USER ACTIVITY TAB.

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

ATTENDANCE SETTINGS

Course Design Practicum

Your Settings have been saved. [Return to Attendance.](#)

Semester
 Choose the semester for your course:

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

TAKE ATTENDANCE

Course Design Practicum

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

Session Date and Time

Current Time
 Custom Time (Past or Future)

Session Title

STEP 5: ENTER THE START AND END DATES OF THE WEEK AND ENTER A DESCRIPTION IN THE SESSION TITLE. THEN CLICK NO COURSE LOGIN TO AUTOMATICALLY MARK STUDENTS ABSENT IF THEY DID NOT LOG INTO THE COURSE.

The screenshot shows a course management interface. At the top, there are navigation tabs: 'FULL LIST', '1/1 ONE BY ONE', 'ACCESSIBILITY', 'CHECK-IN', and 'USER ACTIVITY'. Below these is a 'Date Range' section with 'Start Date' (2020/07/06) and 'End Date' (2020/08/05) input fields, and a 'Session Title' field containing 'Week One Session One'. A 'Submit Attendance' button is located to the right. Below this is the 'Activity Categories' section, which includes four options: 'No Course Login' (marked as Absent), 'Assignment Attempts' (Present), 'Discussion Contribution' (Present), and 'Quiz Attempt' (Present). A red arrow points to the 'No Course Login' option.

STEP 6: CLICK THE APPROPRIATE ASSIGNMENT. IN THIS EXAMPLE, CHOOSE THE DISCUSSION CONTRIBUTION AND CHOOSE THE DISCUSSION THAT YOU WANT TO COUNT AS FULFILLING THE ATTENDANCE REQUIREMENT FOR THAT WEEK. SCROLL TO THE BOTTOM AND "SUBMIT ATTENDANCE."

The screenshot shows the 'Activity Categories' section on the left and the 'Course Discussion' section on the right. The 'Activity Categories' section has four options: 'No Course Login' (Absent), 'Assignment Attempts' (Present), 'Discussion Contribution' (Present), and 'Quiz Attempt' (Present). A red arrow points to the 'Discussion Contribution' option. The 'Course Discussion' section on the right lists two discussion topics: 'Week 1 - Combining Universal Design for Learning and Hyflex Learning (Live Session/Online Option Assignment 2)' and 'Week 1 - Combining Your Learning Objectives with The Flipped Bloom's Approach (Live Session/Online Option Assignment 1)'. A red arrow points to the second discussion topic, which is marked with a green checkmark.

STEP 7: MARK STUDENTS THAT WERE IN YOUR ZOOM SYNCHRONOUS SESSION AS SYNCH PRESENT. MAKE SURE THAT EVERY STUDENT HAS A STATUS. SCROLL TO THE BOTTOM AND "SUBMIT ATTENDANCE."

The screenshot shows a list of six students with their names, IDs, and email addresses. Each student has a set of three buttons: 'Present', 'Absent', and 'Synch Pres...'. The 'Present' button is highlighted for Brown, Jessica; Chisholm, Dana; and Kasa, Naomi. The 'Synch Pres...' button is highlighted for Hansen, Lia; Kane, Sylvia; and Lebrecht, Amanda. To the right of each student's name is a dropdown menu labeled 'Attempt detected for' with 'Week 1 - Combining' selected. There are also blue speech bubble icons next to Hansen, Lia; Kane, Sylvia; and Lebrecht, Amanda.

STEP 8: 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 9: SELECT ATTENDANCE RECORD TO VIEW THOSE STUDENTS WHO ARE PRESENT OR ABSENT.

[Settings](#)

[Take Attendance](#)

Attendance Record



ATTENDANCE RECORD

Course Design Practicum

0 Sessions. Page: 1/1 << < > >>										
?	📁	📊	↔							Absence
Help	Export	Totals	Reverse							▼
🔍	Filter Username	✕								