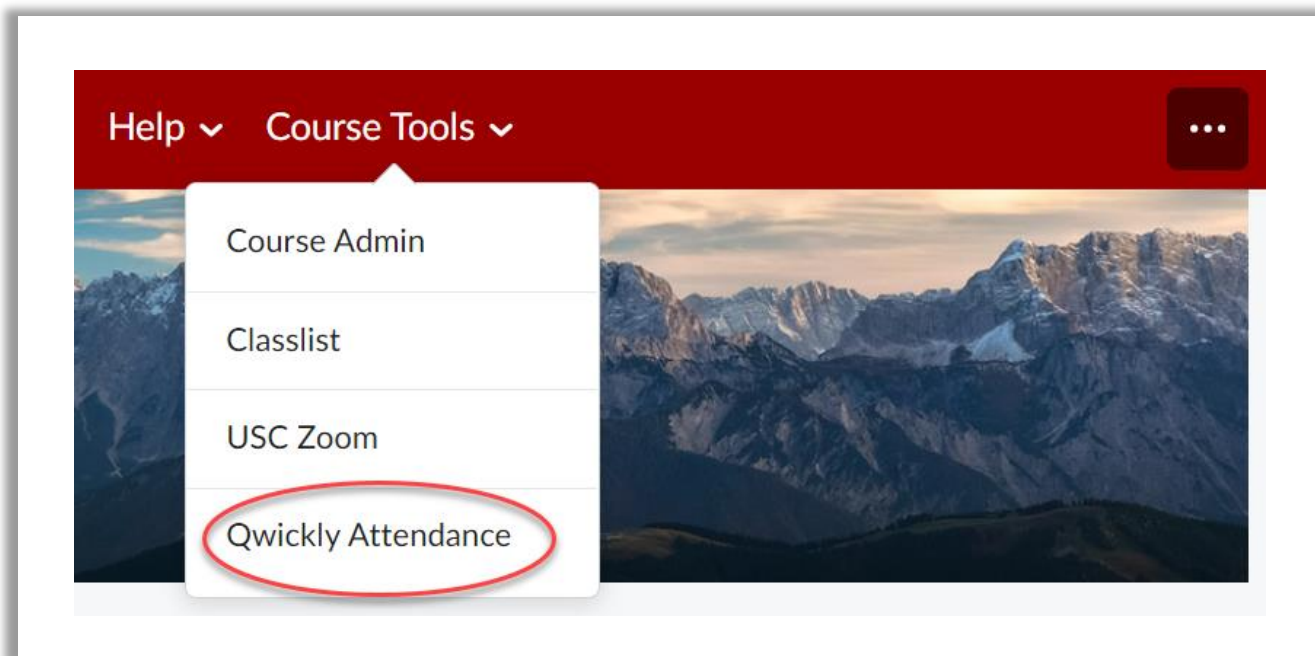


## LTI Instructor Help Guide: Qwickly Attendance

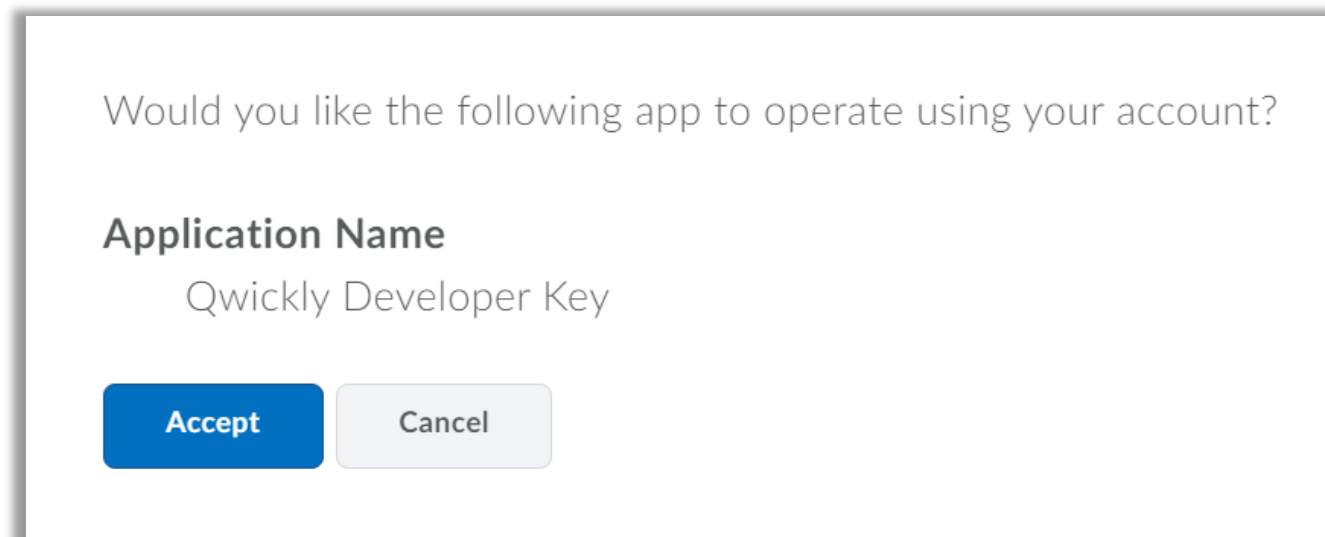
### Qwickly Attendance

How to set up attendance with Qwickly:

1. Navigate to your **Brightspace Homepage** (the landing page when you log into Brightspace) and click on **Course Tools** in the Nav Bar and select **Qwickly Attendance**.



- 1a. If this is your first time opening **Qwickly Attendance** you will receive the following notification, click **Accept**.




## LTI Instructor Help Guide: Quickly Attendance

2. If this is your first time setting up **Quickly Attendance**, you will be prompted to click **Begin Setup**.

### QWICKLY ATTENDANCE


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Begin Setup




**AUTOMATIC GRADING**

Keep grades up to date all semester long.



**CREATE CUSTOM STATUSES**

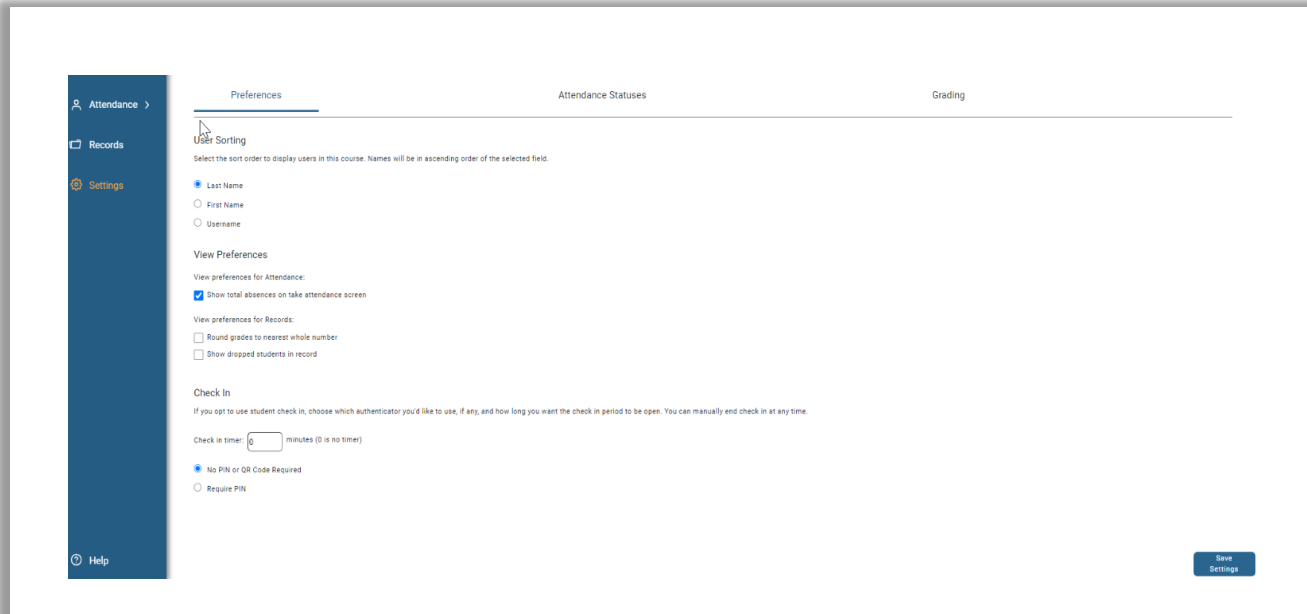
Your experience tailored beyond present and absent.



**LET STUDENTS CHECK-IN**

Avoid the roll call and save time in class.

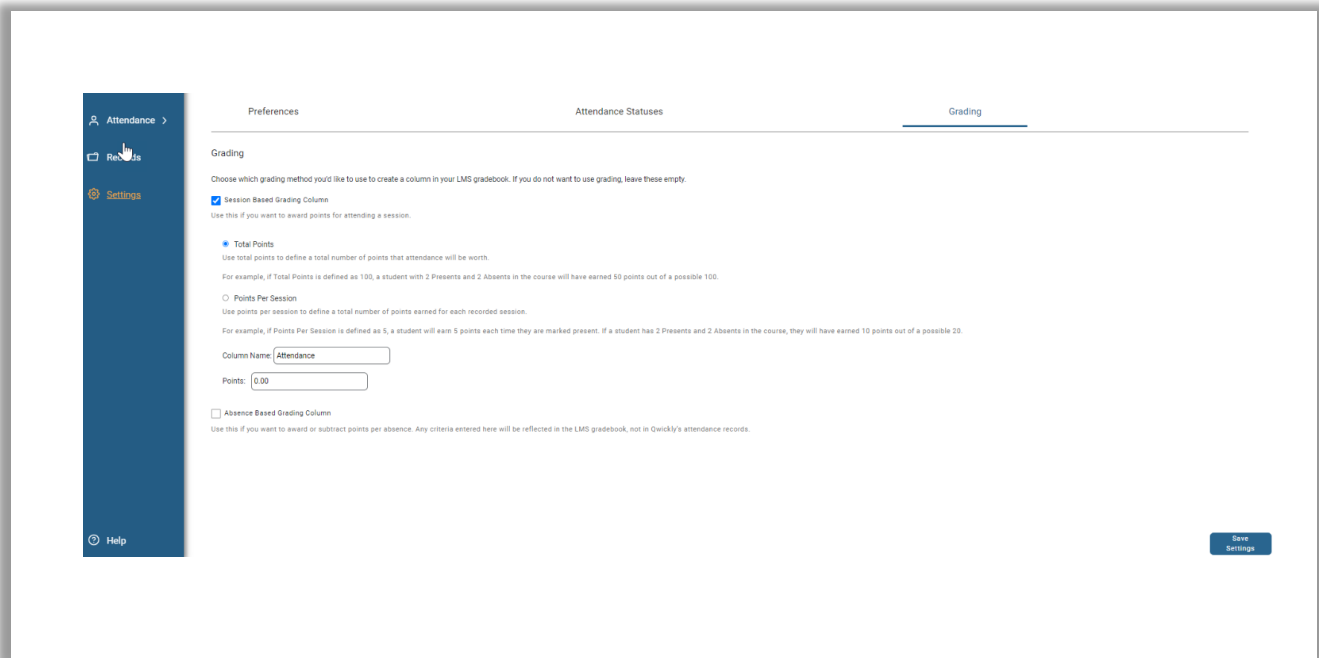
3. Review attendance settings and select desired preferences.



The screenshot displays the 'Preferences' tab for 'Quickly Attendance' in the Brightspace LTI Instructor interface. The left sidebar shows 'Attendance >', 'Records', 'Settings', and 'Help'. The main content area is divided into three sections: 'User Sorting', 'View Preferences', and 'Check In'. Under 'User Sorting', 'Last Name' is selected. Under 'View Preferences', 'Show total absences on take attendance screen' is checked. Under 'Check In', 'No PIN or QR Code Required' is selected. A 'Check in timer' is set to 0 minutes. A 'Save Settings' button is located in the bottom right corner.

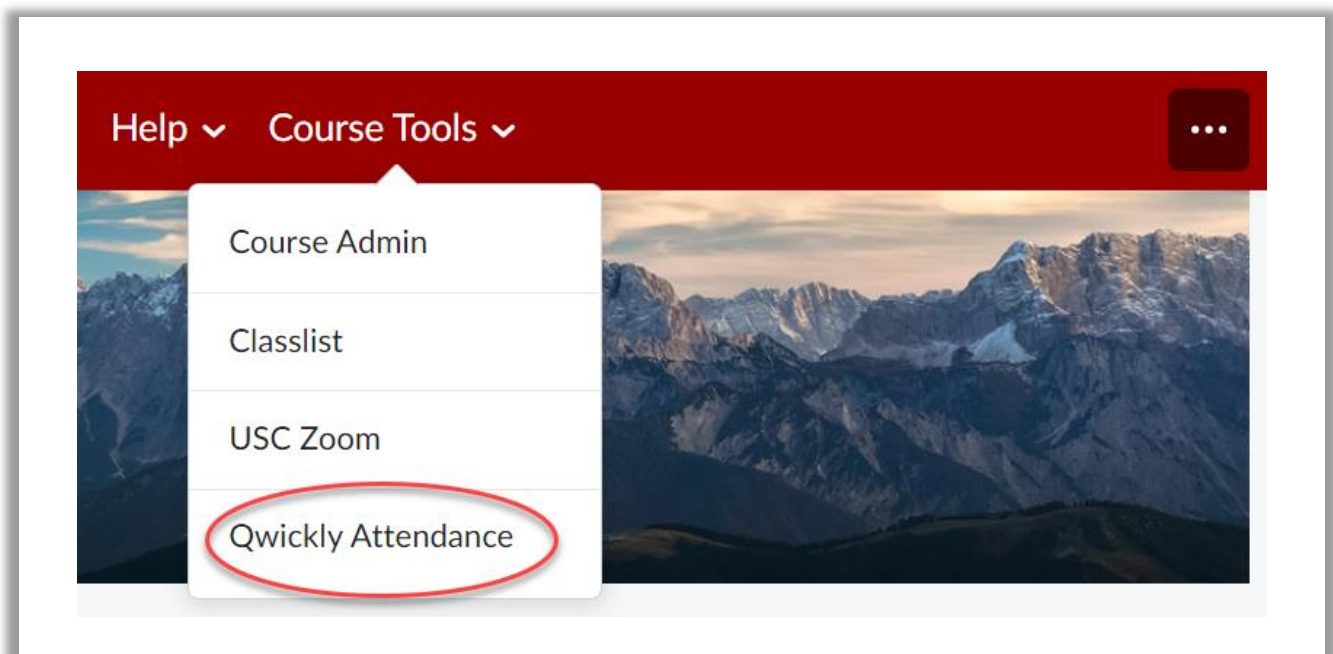
## LTI Instructor Help Guide: Quickly Attendance

4. Decide how you want to take attendance and fill in the information. To add Quickly Attendance to your grade book click on the Grading option on the right side of the screen. When done, click **Save Settings** in the bottom right corner of the screen.



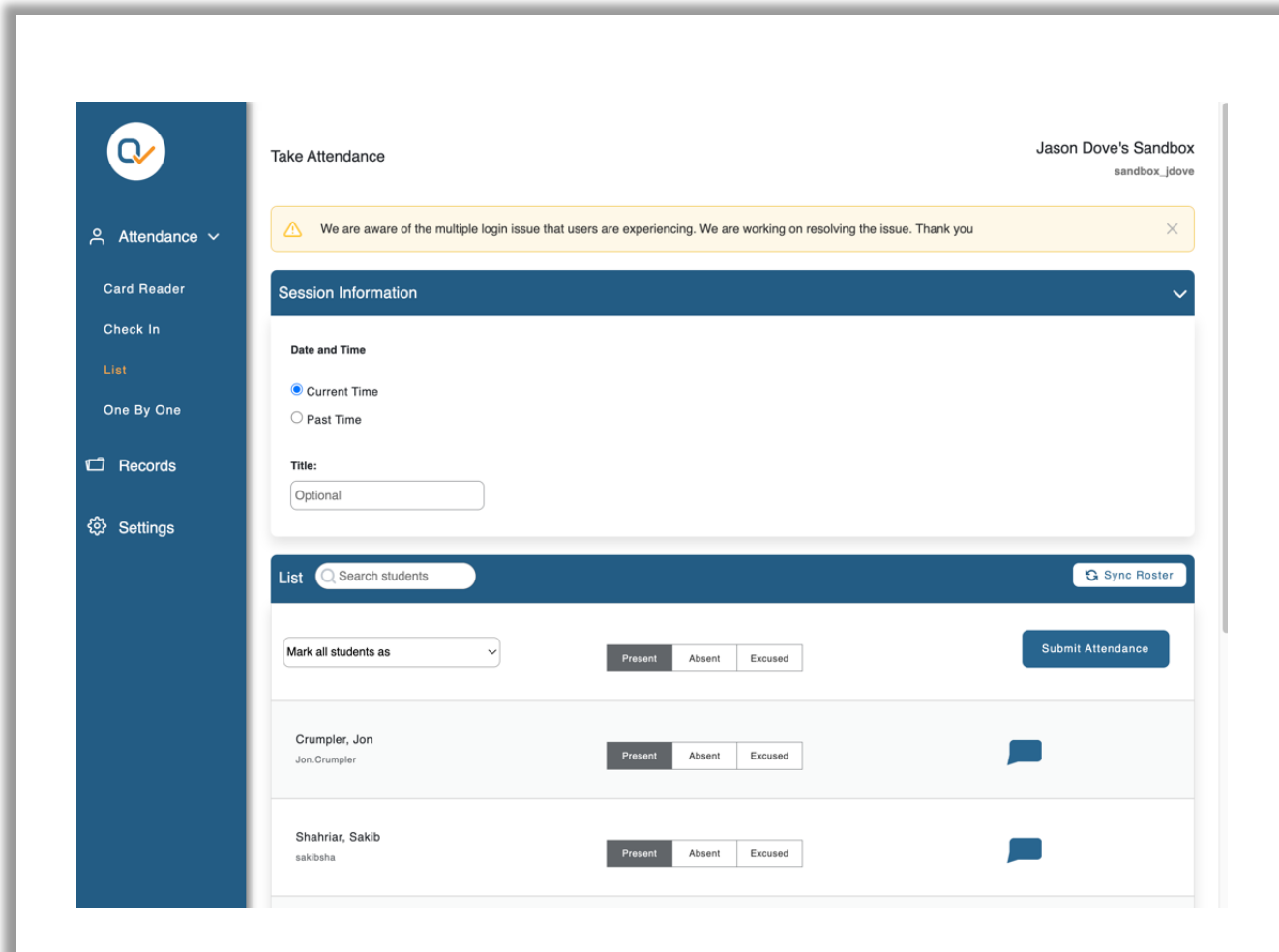
### How to Take Attendance

1. Navigate to your **Brightspace Homepage** (your landing page when you log onto Brightspace) and click on **Course Tools** on the Nav Bar and select **Quickly Attendance**.



## LTI Instructor Help Guide: Quickly Attendance

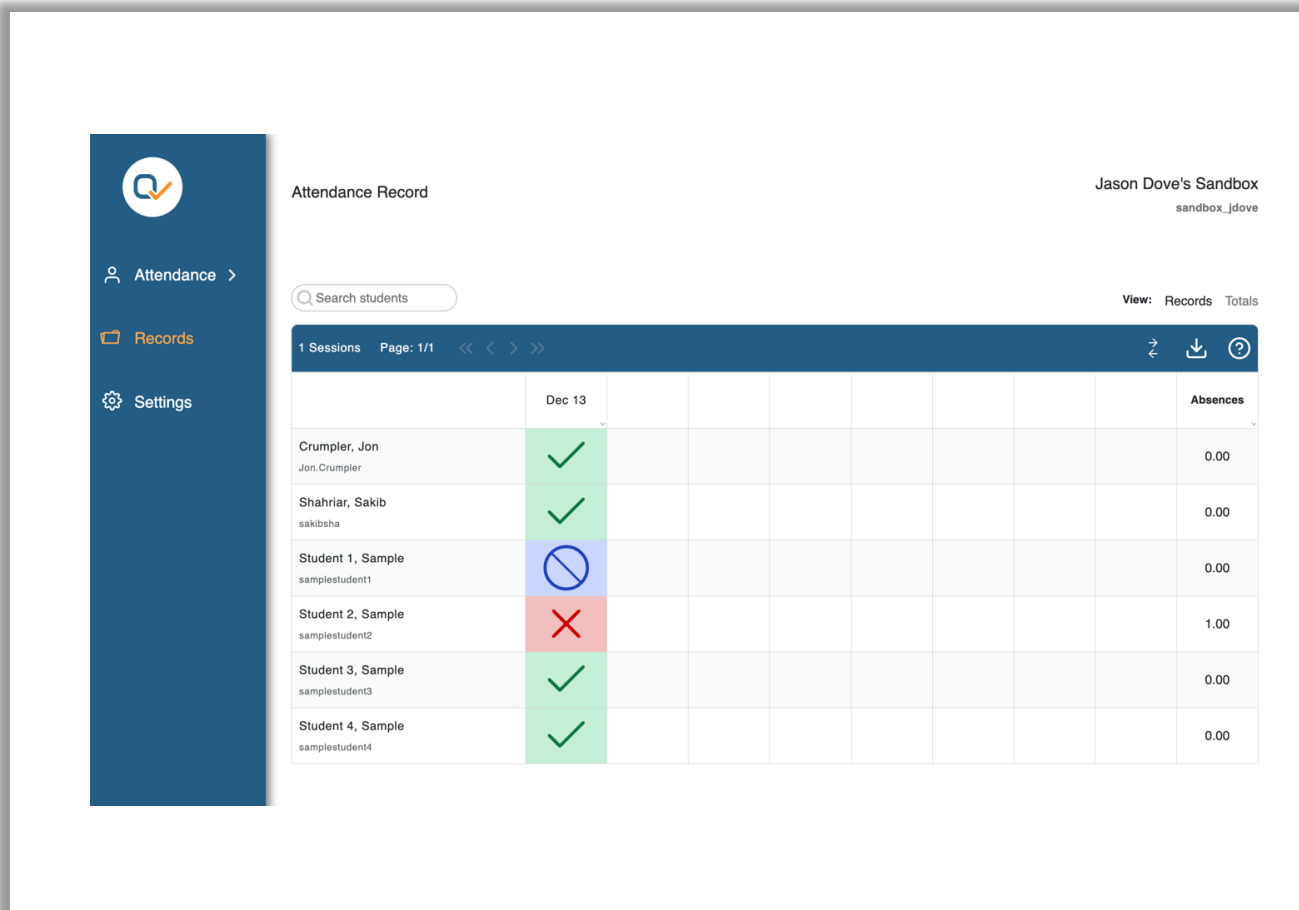
2. You will see your class list or you will have the ability to take attendance using a card reader, the check in method, the list method, or one by one. Attendance method options are on the left side menu. Once you are done taking attendance click on **Submit Attendance**.



The screenshot displays the 'Take Attendance' interface in Brightspace. On the left is a dark blue sidebar with a 'Q' logo and navigation items: Attendance, Card Reader, Check In, List, One By One, Records, and Settings. The main content area is titled 'Take Attendance' and shows the user 'Jason Dove's Sandbox' (sandbox\_jdove). A yellow notification banner at the top states: 'We are aware of the multiple login issue that users are experiencing. We are working on resolving the issue. Thank you'. Below this is the 'Session Information' section, which includes 'Date and Time' options (Current Time selected, Past Time) and a 'Title' field with the value 'Optional'. The 'List' section features a search bar, a 'Mark all students as' dropdown, and buttons for 'Present', 'Absent', and 'Excused'. A 'Submit Attendance' button is located to the right. The student list includes 'Crumpler, Jon' and 'Shahriar, Sakib', each with their respective attendance buttons and a chat icon.

## LTI Instructor Help Guide: Quickly Attendance

3. Once you have taken attendance for the first time, an attendance record will be created. This is where you can see all your students' attendance records.



Attendance Record

Jason Dove's Sandbox  
sandbox\_jdove

Search students

View: Records Totals

1 Sessions Page: 1/1

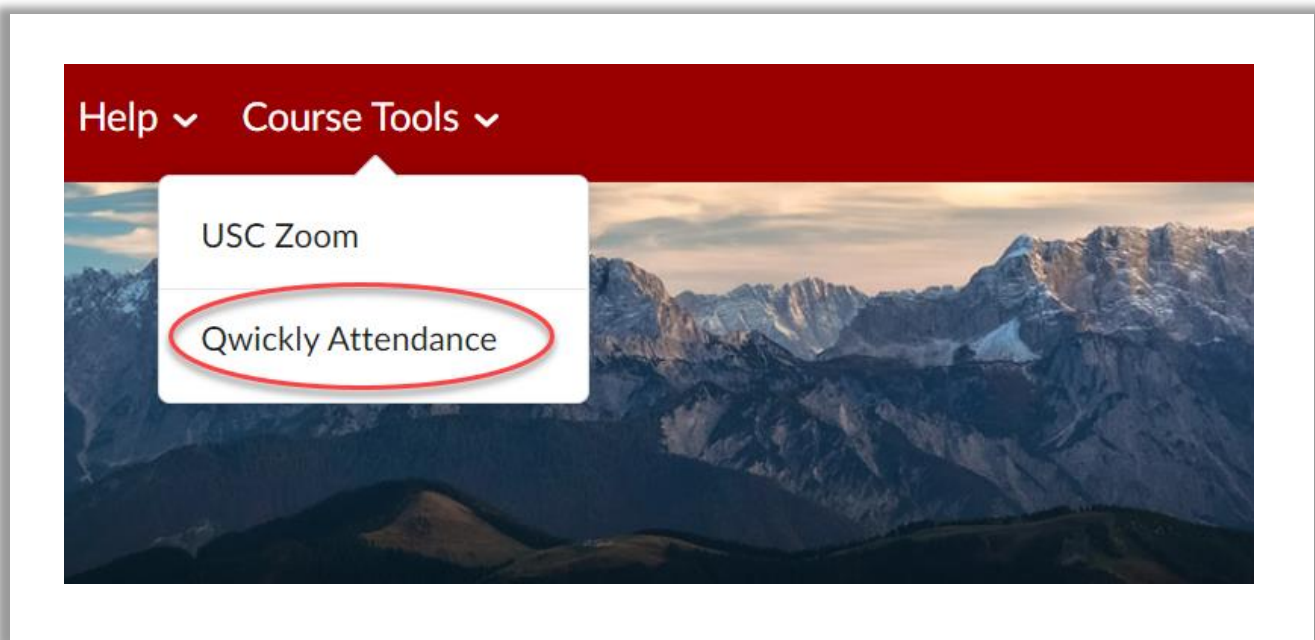
	Dec 13	Absences
Crumpler, Jon Jon.Crumpler	✓	0.00
Shahriar, Sakib sakibeha	✓	0.00
Student 1, Sample samplestudent1	⊘	0.00
Student 2, Sample samplestudent2	✗	1.00
Student 3, Sample samplestudent3	✓	0.00
Student 4, Sample samplestudent4	✓	0.00

# LTI Student Help Guide: Qwickly Attendance

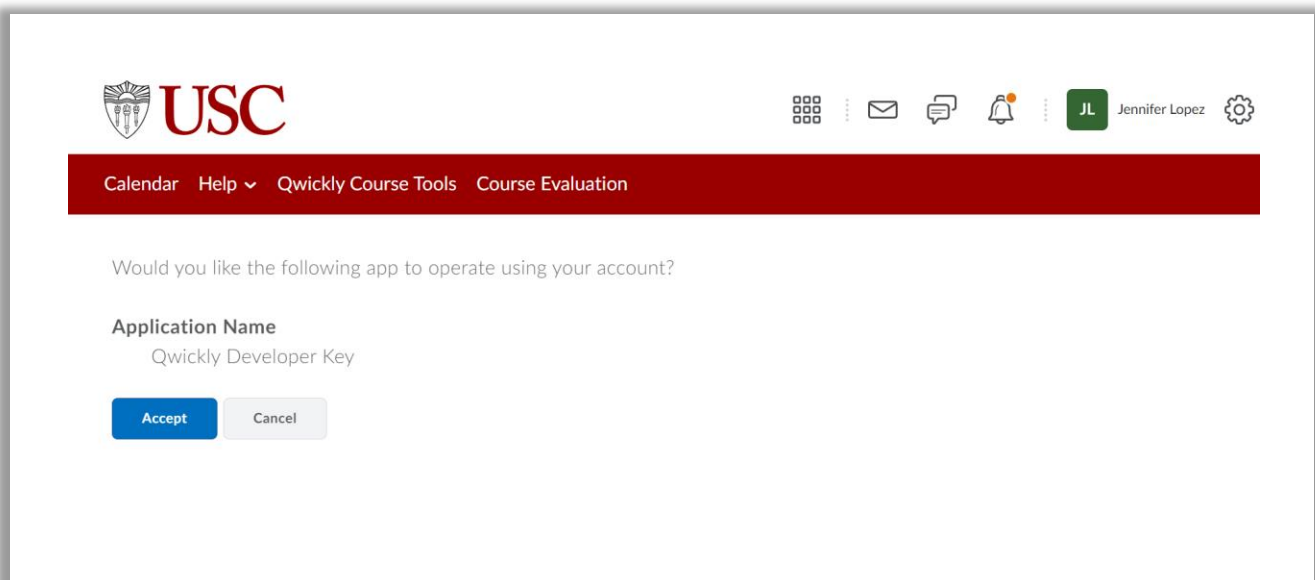
## How to Submit Your Attendance

If your instructor uses the check in method of taking attendance students will need to manually check in when the check in window is open.

1. Open Brightspace and navigate to the course that is taking attendance, click on **Course Tools** on the Nav Bar and select **Qwickly Attendance**

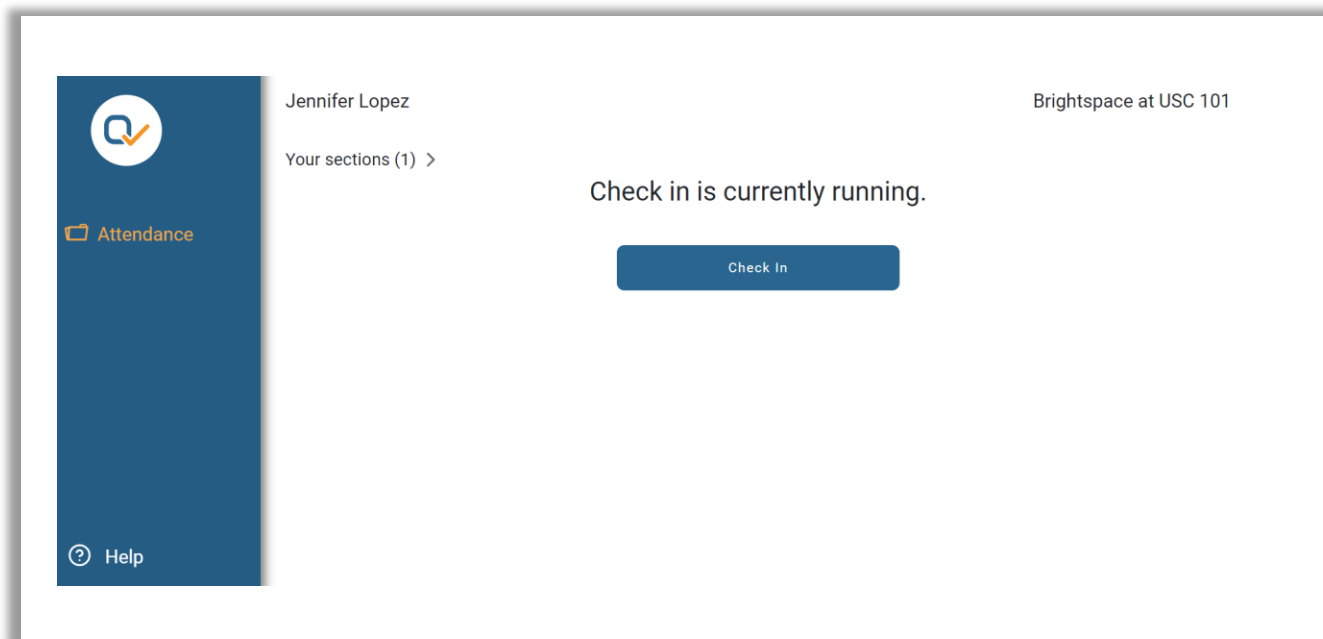


- 1a. If this is your first time opening **Qwickly Attendance** you will receive the following notification, click **Accept**.



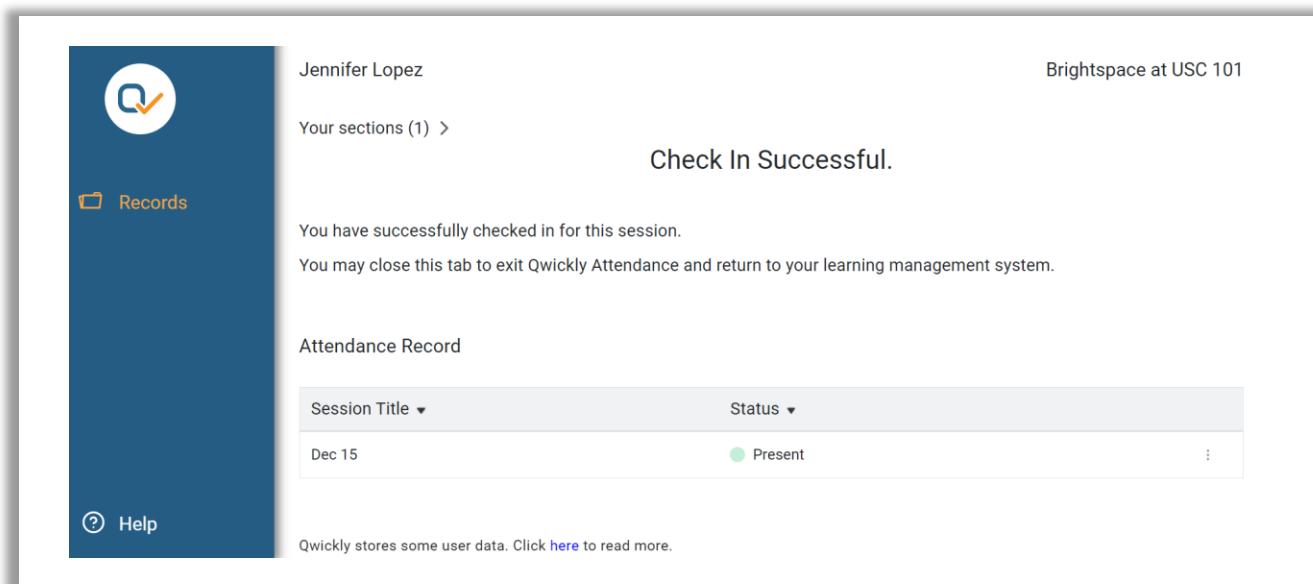
## LTI Student Help Guide: Quickly Attendance

2. Click on the blue **Check In** button to check in for your course's attendance.



The screenshot shows the user interface for the Quickly Attendance tool. On the left is a dark blue sidebar with a 'Q' logo, an 'Attendance' folder icon, and a 'Help' button. The main content area displays the user's name 'Jennifer Lopez' and the course 'Brightspace at USC 101'. Below the user information, it says 'Your sections (1) >'. The central message reads 'Check in is currently running.' with a prominent blue 'Check In' button below it.

You are now checked in to your course.



The screenshot shows the user interface after a successful check-in. The sidebar now displays a 'Records' folder icon. The main content area displays the user's name 'Jennifer Lopez' and the course 'Brightspace at USC 101'. Below the user information, it says 'Your sections (1) >'. The central message reads 'Check In Successful.' followed by the text: 'You have successfully checked in for this session. You may close this tab to exit Quickly Attendance and return to your learning management system.'

Attendance Record

Session Title ▼	Status ▼	
Dec 15	● Present	⋮

Quickly stores some user data. Click [here](#) to read more.