

## Enabling Absence Limit Notifications for Students

Instructors will be able to view Absence Limits options in their course settings screen under the Absence Limits tab. The use of this feature is highly encouraged.

If Absence Limit email notifications are turned on, instructors can select whether to automatically send students the specific emails for an attendance limit that has been passed. Click the checkbox noted by the arrow in red and then Save Settings to enable this feature.

Settings Quickly Demo  
QuickDemo

Preferences Attendance Statuses Automatic Emails **Absence Limits**

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### Absence Limits

Your institution's system administrator has defined an absence limit for this course.

Warning : 1

Automatically send email to students if this limit is passed

You have accrued {-absences-}, in {-course-}

Please refer to the attendance policy in the Student Handbook to review the maximum number of absences allowed per course at the School of Law.

Critical : 2

Automatically send email to students if this limit is passed

You have reached the maximum number of absences allowed in {-course-} which is {-limit-2-}.


Per the attendance policy in the Student Handbook, a student whose accrued absences exceed the limits above could be withdrawn from the course with a grade of FA. Please contact the Assistant Dean of Students for further information.

**Save Settings**

## Emails Dashboard

When Absence Limit email notifications are enabled, instructors will see a new "Emails" page in their Attendance navbar. This will bring them to an interface that will display if students have reached an absence limit, and if they have been notified via email.

- If there is a **green check mark**, this means students have been notified of reaching a limit. Hovering over the checkmark will show the date and time they were last sent an email.
- If there is a **yellow caution sign**, this means students have reached a limit but have *not* been notified via email. Clicking on the yellow caution sign will allow the instructor to send an email to the student.
- The last column allows the instructor to send a quick, customizable email to any student.



- Attendance >
- Course Report
- Emails
- Records
- Seating Chart
- Settings

### Qwickly Attendance Emails

Unavailable Students Shown

Last Name ▾	First Name ▾	Student ID ▾	Email ▾	Absence ▾	Caution 3 ▾	Warning 4 ▾	Critical 5 ▾	Send Email ▾
Allen	Barry	995612	ballen@goqwickly.com	5.00	✔	⚠	⚠	✉
Crane	Jonathan	873392	jcrane@goqwickly.com	2.00				✉
Isley	Pamela	706699	pisley@goqwickly.com	-				✉
Pandey	Avaya	00045	avaya@goqwickly.com	3.00	✔			✉
Stark	Anthony (Tony)	0872150	astark@goqwickly.com	5.00	⚠	⚠	⚠	✉
Student	App	apst007	appstudent@goqwickly.com	4.00	⚠	⚠		✉
Testguy	Johnny	jtg	jtg@goqwickly.com	5.00	⚠	⚠	⚠	✉

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