QWICKLY ATTENDANCE – PROFESSOR GUIDE

Overview
Qwickly is a Canvas plug-in that facilitates easy attendance-taking and reporting. Professors can take attendance manually or have students check in using a pin number. Students receive automatic email notices of absences and can independently query their total absences. Administrators and administrative assistants can track absences for a student across all classes and easily manage excused absences and recording errors. Qwickly is robust, widely used, and integrates seamlessly with Canvas. Please find quick text instructions below. Reference screenshots start on the next page.

Professors Set-up
Setting up Qwickly is simple. Log into your Canvas course and click “Qwickly attendance” on the left navigation bar. This opens up Qwickly in a new window. If asked to authorize an API key; click “yes”/“authorize”. Then click “Begin Setup”. This takes you to SETTINGS menu (highlighted in orange on left side of screen) and you should be on the PREFERENCES tab (see top of screen).

• In PREFERENCES, in the “Check In” header, be sure to click “Require PIN” and fill out the number of minutes you want to allow students to check in (suggested=20). You can adjust other settings if you wish but do not need to. Press “Save Settings” on the bottom right corner of the screen.

• Navigate to the AUTOMATIC EMAILS tab. Click “Send email on absence”, fill in “Email student after X absent statuses” with “1”. If you wish to be BCC’d on emails to students, click the box. Press “Save Settings” on the bottom right corner of the screen.

• That’s it!

Taking Attendance
There are two basic methods of taking attendance – manually by instructor (“List” or “One By One”) or by students entering a pin (“Check In”). For small classes (10-15 or less), we recommend manual attendance. For larger classes, we recommend the student pin method. Both methods begin by the instructor logging into the Canvas course and clicking “Qwickly attendance” and then clicking the “Attendance” menu on the left side of the screen.

• To do manual attendance for the whole class at once, click “List” on the left side of the screen under the “Attendance” menu. This will bring up a list of all your students and defaults to their all being “Present” (see middle of screen). Click on “Absent” for any absent student. Click “Submit Attendance” (bottom of screen or right of screen).

• To do manual attendance individually, click “One By One” on the left side of the screen under the “Attendance” menu. This will cycle you through each student, defaulting to “Present”. If absent, click “Absent” in the middle of the screen. Press “Submit Attendance”. The next student will appear on the screen. Repeat until finished.

• For the student pin method, click “Check In” on the left side of the screen under the “Attendance” menu. Click “Start Check In”. A PIN number will appear on the screen as
well as a timer. You can show your students this screen, write the PIN on your whiteboard, or both.
  o Students actually check-in by logging into the Canvas course and clicking Qwickly attendance. They are then prompted to enter the daily PIN.
• That’s it!

Monitoring/Correcting Attendance
To see overall attendance in your class, click on the “Records” menu item on the left side of the Qwickly menu for your class. A grid appears with your students on the left and dates on the top. Present is indicated as a green tick and absent as a red X. To change a record, simply click on the tick or X. A window will open and you can change the status and leave a note. Please use this to correct errors in the process that you approve (i.e. a student was present but neglected to check in or you incorrectly manually marked someone present when they were absent). Please do not use this function to “excuse” absences. The “excuse” process must go through OAA.

Support and Resources
Qwickly has a library of how-to videos and user guides. To access them, from any Qwickly page click “? Help” on the bottom left corner. Alternatively, you can go directly to this link. Some guides that cover the material above in detail and with screen shots:
  • Instructor Set Up for Canvas
  • Attendance Settings Overview
  • Attendance Check In Mode

Reference Screenshots

1. Route to Qwickly in Canvas
2. First-time Logging In – Authorize API Key

3. Setting Up Check-in Preferences
4. Setting Up Email Preferences

**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** 1 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}`.

BCC Attendance Taker on Emails
5. Taking Manual Attendance – List

6. Launching Student Check-In Attendance