

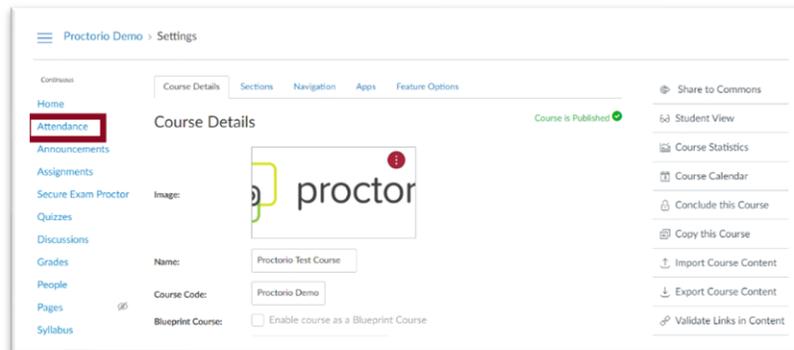
Getting Started with Qwickly Attendance

Qwickly Attendance Pro has been enabled in all Temple University Canvas courses for the Spring 2021 semester. Qwickly allows faculty to take attendance within Canvas or allows students to record their attendance via the Check-In feature.

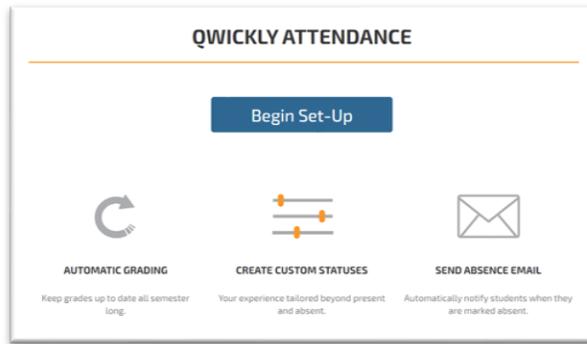
Faculty teaching on campus for the Spring 2021 semester **will be required** to take attendance for each class for contact tracing purposes.

Set Up Qwickly Attendance Pro

1. Locate and select the Attendance link in your Canvas course menu. Note: If you do not see the Attendance link in your Canvas course navigation, select Settings and complete the following steps.
 - a. Select Navigation from the Settings tabs.
 - b. Drag and drop Attendance above the line that reads “Drag items here to hide them from students.”
 - c. Scroll to the bottom of the page and select “Save.”



2. Select “Approve” in the prompt asking to authorize Qwickly will appear.
3. Select Begin Set-Up.



4. Accept the default settings on the Attendance Settings page.
 - a. Note: It is crucial to use the default settings to facilitate accurate contact tracing.

Settings
[Take Attendance](#)
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ATTENDANCE SETTINGS

Carly Papenberg's Sandbox

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

Semester
 Choose the semester for your course: 202036 - 2020 Fall

Default Style
 Choose your default style of taking attendance. You can change this view at any time when taking attendance by switching tabs.

List One By One Accessibility Mode Check In Card Reader
 User Activity

View Preferences
 These options affect the way you view Attendance information in various ways.

Show Absences on Take Attendance Screen Record Order
 Round Grades to Nearest Whole Number Oldest First
 Show Inactive Students in Record Newest First

Grade Center Integration
 Choose the method of grading you would like to use. You may also change the grade center column name and the points associated with your grading method.

No Grade Center Column Total Points Per Session

Choose whether or not you would like a Grade Center column for absences, it's name and points.

No Grade Center Column for Absences Points Per Absence

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 end the check-in period early.
 Check In is currently turned off.

require PIN No PIN Check In Timer

minutes (0 is no timer)

Absence Email
 Choose whether or not to send an email to students when they have been marked as absent.

Yes Email on Absence No Email on Absence

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
Present	100.00%	0.00%	✓
Absent	0.00%	100.00%	X
Excused	0.00%	0.00%	⊘
CRA	0.00%	0.00%	C
Tardy	50.00%	50.00%	T

Save Settings

Before Taking Attendance

Before students can verify their attendance through the “Check In” tool, they need to download and install the free Canvas Student App (<https://community.canvaslms.com/docs/DOC-4048>) for iOS or Android.

If you plan to use the “Check In” option for the semester, consider using **List View** for your first class of the semester, and ask students to download the Canvas app for future Check Ins. As the instructor, you can edit the attendance record if a student forgets their phone.

The attendance status “CRA” is for Covid-19 related absences.

Take Attendance in List View

1. Select the “Attendance” link in your Canvas course menu.
2. All students are marked “Present” by default. If a student is Absent, Late, or Excused, you can change their status.
3. Select “Submit Attendance” when you are finished taking attendance.
4. Note: If you have multiple CRNs enrolled in your Canvas course, select the tab for the “Section” in attendance to view only those students.

Take Attendance via Check-In

1. Select the “Attendance” link in your Canvas course menu.
2. Select the “Check-In tab.”
3. Select “Start Check In.”
4. If the PIN option is selected, the number will appear automatically. After it appears, you can give the PIN to your students so they can check in through the Canvas app.
 - a. Students should open their Canvas app, navigate to the correct course, and select “Attendance.” They will enter the PIN, if required, or select “Check In.”
5. You can **End Check In** at any time or set a timer to have the check-in automatically stop after the time limit has ended.

View Attendance Records

1. Select the “Attendance” link in your Canvas course menu.
2. Select “Attendance Record.” See the figure below.
3. Total absences appear in the far-right column for each student. A CSV file with a complete attendance record can be downloaded from the Export option at the top left section of the attendance record.
4. Students can see their attendance statistics by selecting “Attendance” from the Canvas course menu.
 - a. Students will see their overall absences at the top and a complete list of all attendance statuses by day.
5. The attendance record will appear as a grid, where each column represents a class session in which attendance was recorded and each row represents an individual student and their record for each class session.
6. To modify an individual record, for example to change from “A” (Absent) to “CRA” (COVID-related absence),” click on the cell for an individual student record in the grid and a window will appear in which you can make the modification

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 Attendance Record

ATTENDANCE RECORD

15 Sessions. Page: 1/2										
Filter Username	Aug 28	Aug 30	Dec 2	Dec 09	Dec 10	Dec 16	Dec 17	Dec 18	Points (140.00)	Absence
Account01, Seminar (semnr01)	✓	✓	✓	X	X	L	✓	✓	116.67	2.50
Account02, Seminar (semnr02)	✓	✓	✓	L	✓	✓	✓	✓	135.33	0.50
Account03, Seminar (semnr03)	E	E	✓	✓	✓	✓	✓	✓	140.00	0.00
Account04, Seminar (semnr04)	✓	✓	✓	✓	✓	✓	✓	✓	140.00	0.00
Account05, Seminar (semnr05)	✓	✓	✓	✓	✓	✓	✓	✓	140.00	0.00