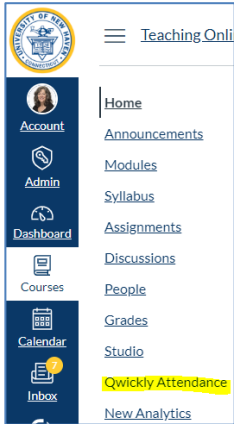
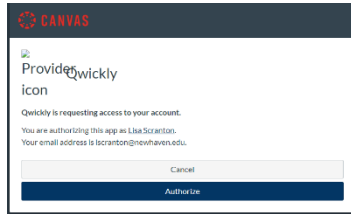


Setup and Take Attendance with Qwickly Attendance in Canvas courses

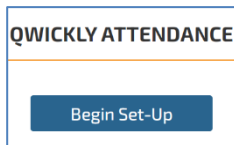
Setup



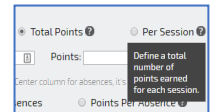
From the course menu, click on the Qwickly Attendance link.
You may need to click Authorize to allow Qwickly to access your account.



Click Begin Set-up.



On the Attendance Settings page, hover your mouse over a question mark to find out more about that setting.



Make your setting selections and then click Save Settings.

ATTENDANCE SETTINGS

Settings

[Take Attendance](#)

[Attendance Record](#)

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

View Preferences

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

Show Absences on Take Attendance Screen
 Show Unavailable and Disabled Students in Record
 Round Grades to Nearest Whole Number

Record Order

Oldest First
 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 ?

Column Name: Points:

Choose whether or not you would like a Grade Center column for absences, its 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 time and the check-in period early.

Require PIN
 Check in Timer

No PIN
 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
<input checked="" type="checkbox"/>	Present	100%	0%	✔
<input checked="" type="checkbox"/>	Absent	0%	100%	✘
<input checked="" type="checkbox"/>	Excluded	0%	0%	⊘

Custom Course Statuses

If you would like to use custom attendance statuses, you may add them here or modify existing statuses.

Order	Name	Points	Absence	Color	Delete
<input type="button" value="Add Status"/>					

You will see an alert message that settings were saved.

Settings

[Take Attendance](#)

[Attendance Record](#)

ATTENDANCE SETTINGS

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

Take Attendance

Settings
Take Attendance
Attendance Record

FULL LIST 1/1 ONE BY ONE ACCESSIBILITY CHECK-IN

Session Date and Time
Current Time Custom (Past or Future)

Session Title optional Submit Attendance

Name	Status	Comments
All Students	Present Absent Excused	

Submit Attendance

The Take Attendance page changes based on your Settings choices. **Full List, Current Time, and All Students Present are the default choices.** Using the default choices, just click Submit Attendance and all your students are marked present for the date!

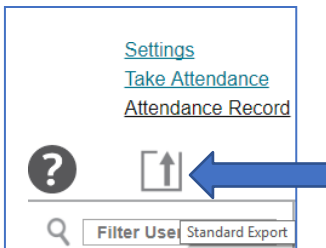
Options:

Use Custom to choose a different date and time. Use One by One to scroll through a list of your students and mark attendance.

Use Check-In so students check themselves in by entering a PIN.

Export Attendance Records

Click on Attendance Record link, then click on the Standard Export icon and the file will download to your computer.



Change Attendance

Click on Attendance Record link, then click the attendance record for the student and date you want to change. Click Save Record.

Mar 29

✓ ✓ ✓ ✓ ✓ ✗

RECORD DETAILS

2018/03/29 17:58:01 - B [redacted]

Present Absent Excused +

Save Record

Contact Lisa Scranton lscranton@newhaven.edu for help with University of New Haven system.

Updated September 3, 2020