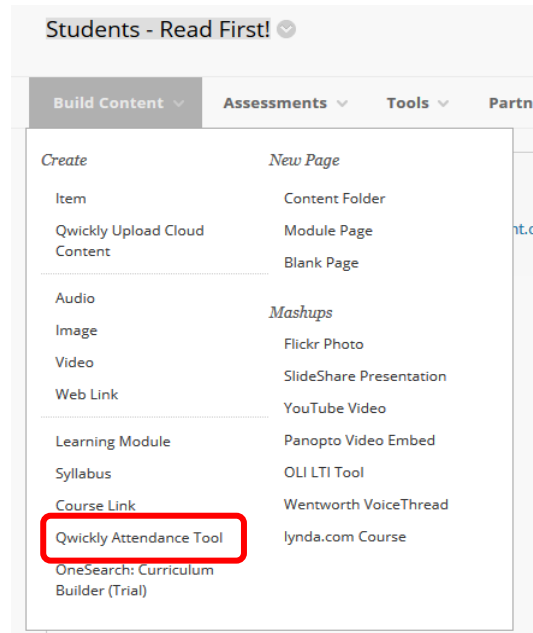


Using Quickly Attendance LTI

As of Fall 2019 we have updated the Quickly Attendance tool to function as an LTI tool. This changes where instructors need to look to access the tool and some initial steps in setting it up for their courses:

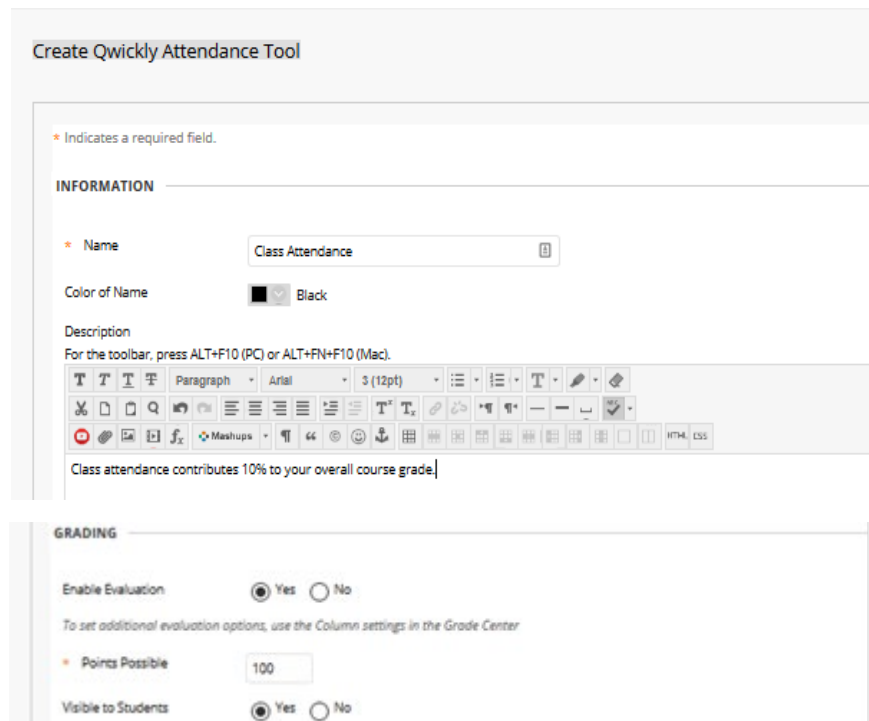
Locating the tool. The Quickly Attendance Tool is now located under the Build Content menu from any content area.

Select Quickly Attendance Tool from the Build Content menu in any content area (we'd suggest placing this in the Student Read First area along with the Syllabus).



Create a link to the Quickly Attendance tool by filling in the required information.

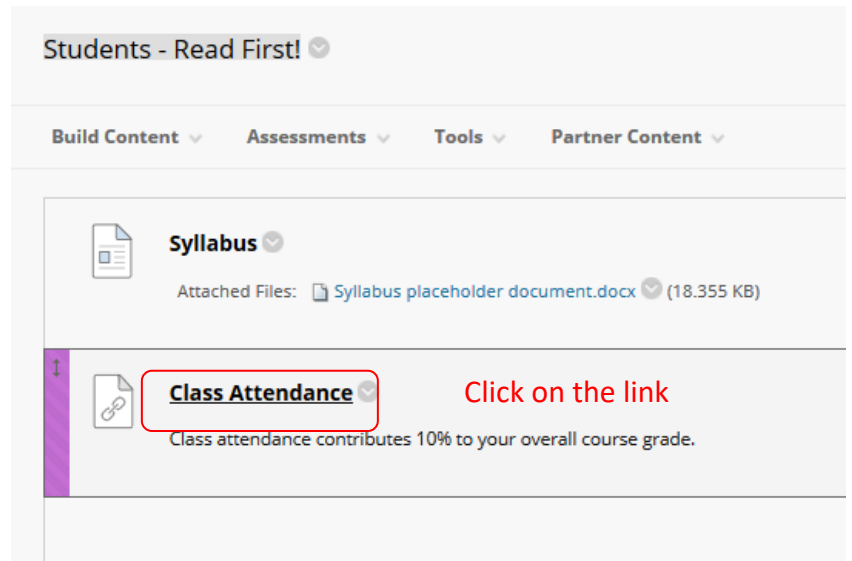
If you want to count attendance as part of the grade, click in the enable grading radio button and enter a point value if you are including attendance in your grade calculation.



The screenshot shows the "Create Quickly Attendance Tool" form. The "INFORMATION" section includes a required "Name" field with the value "Class Attendance", a "Color of Name" dropdown set to "Black", and a "Description" field with the text "Class attendance contributes 10% to your overall course grade." Below the description is a rich text editor toolbar. The "GRADING" section includes an "Enable Evaluation" radio button set to "Yes", a "Points Possible" field with the value "100", and a "Visible to Students" radio button set to "Yes".

Click on the newly created link to access the tool.

You may be presented by a scary screen asking for permission to act as you – that's necessary for the tool to take attendance.



Now the tool will look and act like the old version of the tool.

QWICKLY ATTENDANCE

Begin Set-Up



TAKE ATTENDANCE MULTIPLE TIMES A DAY
Lecture and lab on the same day? No problem.



ADD PRIVATE COMMENTS
Record specific information about student absences.

Click the "Begin Set-up" button to select the settings you want to use for taking attendance in your course:

Settings
[Take Attendance](#)
[Attendance Record](#)

ATTENDANCE SETTINGS

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

View Preferences

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

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

Record Order
 Oldest First
 Newest First

Attendance Statuses

System Statuses

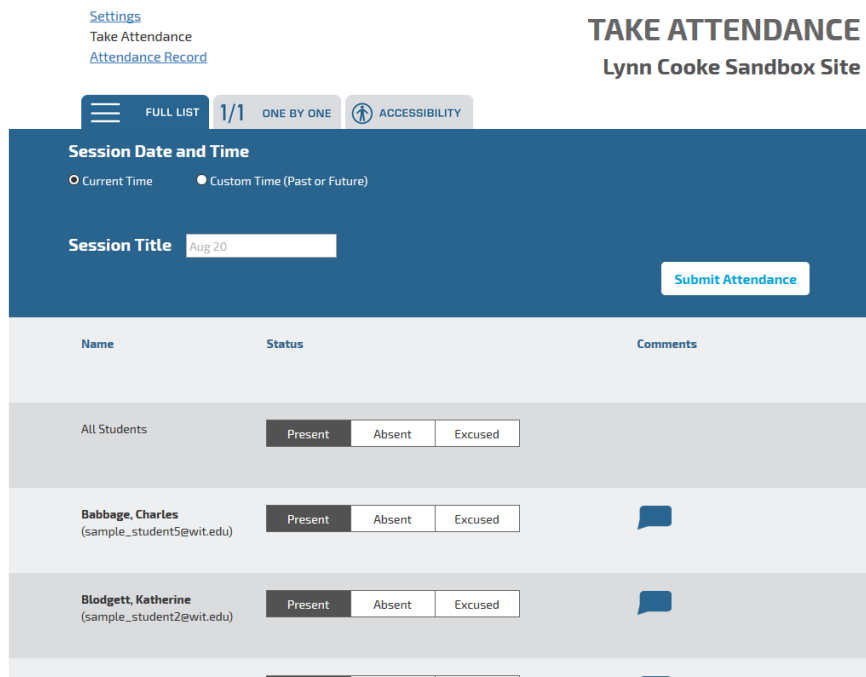
System Attendance Statuses are built in statuses you can use to take attendance. You can not modify system statuses.

Name	Points	Absence	Color
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Save the settings and you can begin taking attendance.

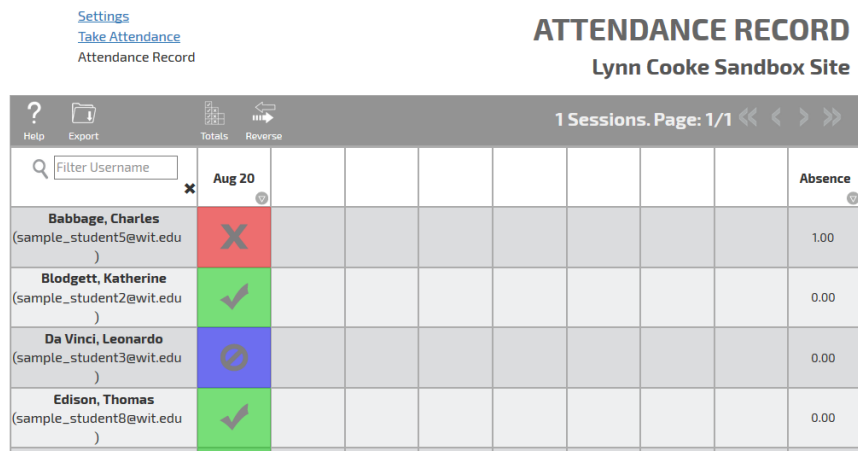
Take Attendance:

Mark students present, absent, or excused (or some custom status that you specify in the settings).

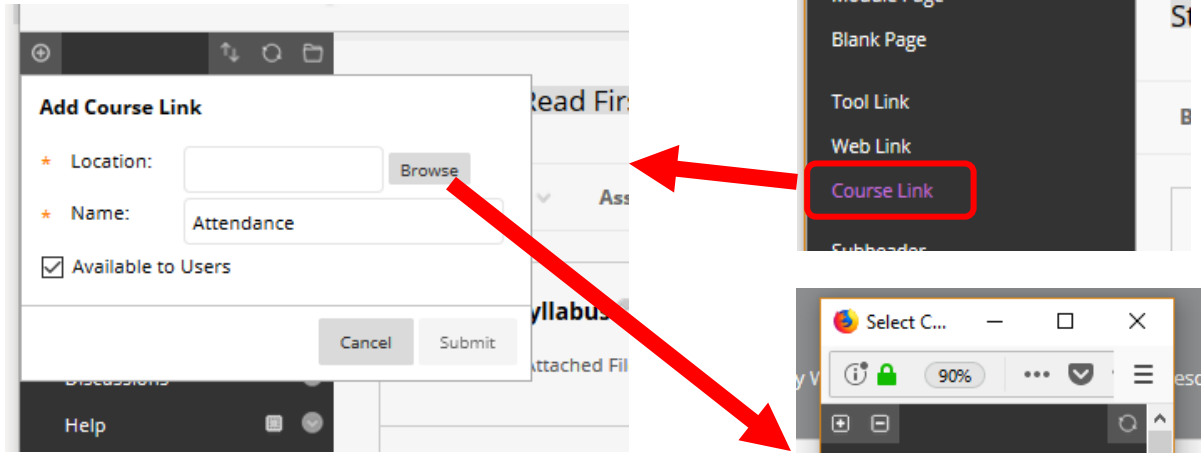


Attendance Record:

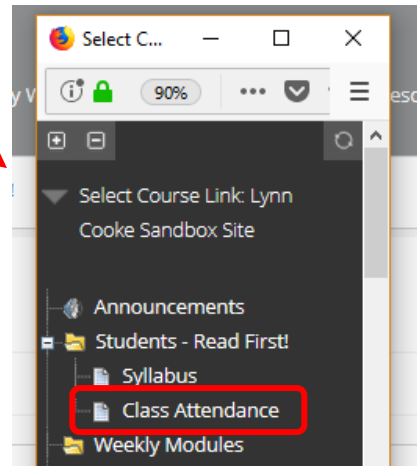
Shows attendance of all students in class for each class where attendance was recorded.



To add the tool to the course menu, create a course link menu item and link to the "content" item created above.



Select the Class Attendance item created in the first steps, to add an attendance link to the course menu.



Additional Resources from Qwickly

[Getting Started with Qwickly Attendance in your course](https://qwickly.zendesk.com/hc/en-us/articles/213527423-Getting-Started-with-Qwickly-Attendance-in-your-course)

(<https://qwickly.zendesk.com/hc/en-us/articles/213527423-Getting-Started-with-Qwickly-Attendance-in-your-course>)

[How to customize your settings in Qwickly Attendance](https://qwickly.zendesk.com/hc/en-us/articles/212378026)

(<https://qwickly.zendesk.com/hc/en-us/articles/212378026>)

[How to take Attendance with Qwickly](https://qwickly.zendesk.com/hc/en-us/articles/214223343)

(<https://qwickly.zendesk.com/hc/en-us/articles/214223343>)

[Qwickly Instructor Check-in](https://qwickly.zendesk.com/hc/en-us/articles/214235123-Instructor-Check-In)

(<https://qwickly.zendesk.com/hc/en-us/articles/214235123-Instructor-Check-In>)

[Qwickly Student Check-in](https://qwickly.zendesk.com/hc/en-us/articles/214235203-Student-Check-In)

(<https://qwickly.zendesk.com/hc/en-us/articles/214235203-Student-Check-In>)