

Quickly Attendance and Course Tools

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Learning Objectives

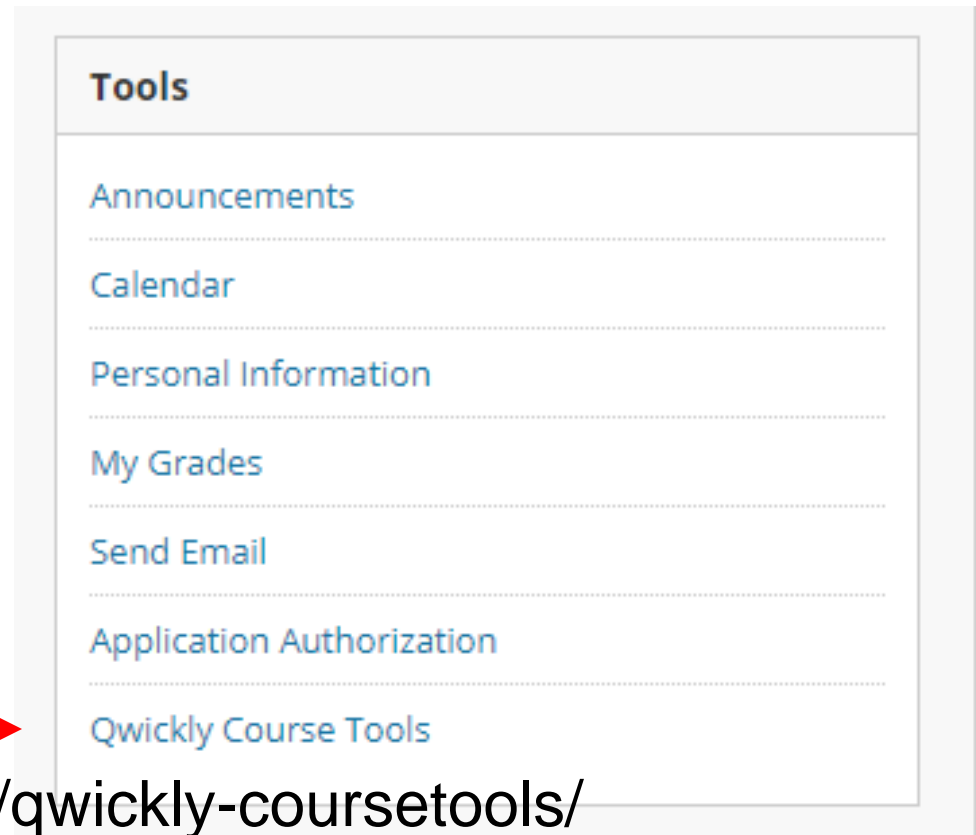
Participants will be able to...

- Communicate more effectively with their course participants
- Add content in multiple courses at the same time
- Check external links quickly
- Take attendance in a variety of ways
- View Attendance records



Qwickly Course Tools

- Located on
 - Main
 - My URMC



<https://tech.rochester.edu/qwickly-coursetools/>



Course Tool Options

Course Tools

- ✉ Send Email
- 📣 Post Announcement
- 📄 Create Content
- 🔗 Check Links
- 🕒 Change Dates



Send Email
Post Announcement
Create Content
Check Links
Change Dates

Start managing your course communication and content by selecting a task under Course Tools!



MULTI-COURSE COMMUNICATION



Send Email to Multiple Courses

Course Tools

- Send Email
- Create Content
- Post Announcement
- Check Links

Send Email

Select All Clear All

Search...

- QWICKLY - Qwickly Test Course 2 - Qwickly.Test.2
- QWICKLY - Qwickly Test Course 1 - Qwickly.Test.1
- FALL2021WSE - Using Quantitative Data Analysis
- Software (1 credit) - FALL2021WSE - ED528.2.FALL2021WSE FALL2021WSE - Online Teaching and Learning - FALL2021WSE - EDE484.1.FALL2021WSE FALL2021WSE - Practicum in Online Teaching - FALL2021WSE - EDF488.1.FALL2021WSE

Send To: Everyone Specific Roles

Send Myself a Copy of this Email for Every Course

Subject **Subject**

File Edit View Insert Format

Paragraph **B** *I* [Align Left] [Align Center] [Align Right] [Justify] [List Bulleted] [List Numbered]

Text Contents

Computer

Cancel Submit



Post Announcement to Multiple Courses

Course Tools

- Send Email
- Create Content
- Post Announcement**
- Check Links

Post Announcement

Select All Clear All

Search...

- QWICKLY - Qwickly Test Course 2 - Qwickly.Test.2
- QWICKLY - Qwickly Test Course 1 - Qwickly.Test.1
- FALL2021WSE - Using Quantitative Data Analysis
- Software (1 credit) - FALL2021WSE - ED528.2.FALL2021WSE FALL2021WSE - Online Teaching and Learning - FALL2021WSE - EDE484.1.FALL2021WSE
- FALL2021WSE - Practicum in Online Teaching - FALL2021WSE -

Subject/ Title

File Edit View Insert Format

Paragraph B I

Text Contents

Display After mm/dd/y 12:00 AM Display Until mm/dd/y 12:00 AM

Send Email

Cancel Submit



CONTENT MANAGEMENT



Post the Same Content to Multiple Courses

Course Tools

- Send Email
- Create Content**
- Post Announcement
- Check Links

Create Content

Select All Clear All

Search...

- QWICKLY - Qwickly Test Course 2 - Qwickly.Test.2
- QWICKLY - Qwickly Test Course 1 - Qwickly.Test.1
- FALL2021WSE - Using Quantitative Data Analysis
- Software (1 credit) - FALL2021WSE - ED528.2.FALL2021WSE FALL2021WSE - Online Teaching and Learning - FALL2021WSE - EDE484.1.FALL2021WSE FALL2021WSE - Practicum in Online Teaching - FALL2021WSE - EDF488.1.FALL2021WSE

Title

File Edit View Insert Format

Paragraph **B** *I* [List Icons]

Select Content Area

Cancel Submit



Where to Place Content Within Course

Computer

Select Content Area Information ▼ Select per Course

Cancel

Information
Content

QWICKLY - Qwickly Test
Course 2 - Qwickly.Test.2
Information ▼

QWICKLY - Qwickly Test
Course 1 - Qwickly.Test.1
Information ▼



Date Management

Change Dates

Search...


	Title	Due Date	Due Time
<input type="checkbox"/> SPRING2022WSE - Using Quantitative Data Analysis Software (1 credit) - SPRING2022WSE - ED528.3.SPRING2022WSE	Weekly Reflective Journal	mm/dd/yy	--:-- --
<input type="checkbox"/> SPRING2022WSE - Topics in Online Teaching - SPRING2022WSE - EDE470.1.SPRING2022WSE	Yellowdig Engage	mm/dd/yy	--:-- --
<input type="checkbox"/> SPRING2022WSE - Online Teaching and Learning - SPRING2022WSE - EDE484.1.SPRING2022	M2 - Discussion	mm/dd/yy	--:-- --
	VT3: About Community of Inquiry	mm/dd/yy	--:-- --
	M3 - Discussion	mm/dd/yy	--:-- --
	VT4 - Ten Core Principles	mm/dd/yy	--:-- --
	M4 - Presentation - Further Content Exploration	02/03/202:	04:00 PM
	M4 - Discussion	mm/dd/yy	--:-- --
	M5 - Discussion	mm/dd/yy	--:-- --
	VT5: Create your Content	mm/dd/yy	--:-- --





CHECK LINKS




Course Tools

 Send Email

 Create Content

 Post Announcement

 Check Links

Check Links

Select All



Clear All

Search...

- QWICKLY - Qwickly Test Course 2 - Qwickly.Test.2
- QWICKLY - Qwickly Test Course 1 - Qwickly.Test.1
- FALL2021WSE - Using Quantitative Data Analysis
- Software (1 credit) - FALL2021WSE - ED528.2.FALL2021WSE FALL2021WSE - Online Teaching and Learning - FALL2021WSE - EDE484.1.FALL2021WSE
- FALL2021WSE - Practicum in Online Teaching -
- FALL2021WSE - EDF488.1.FALL2021WSE

Refresh Links

Check Links

- Materials on Reserve in the Library <http://> 
- Academic Policies by School http://rochester.edu/blackboard/support/academic_policies.html 



Checks Web Links

Content ▾

Build Content ▾

Assessments ▾

Tools ▾

Partne

Create

New Page

Item

Content Folder

File

Module Page

Blank Page

Image

Web Link

Mashups

Learning Module

Flickr Photo

Lesson Plan

YouTube Video

Content ▾

Build Content ▾

Assessments ▾

Tools ▾

Partner Content ▾



UR Web Site ▾



UR Web Site - bad link ▾



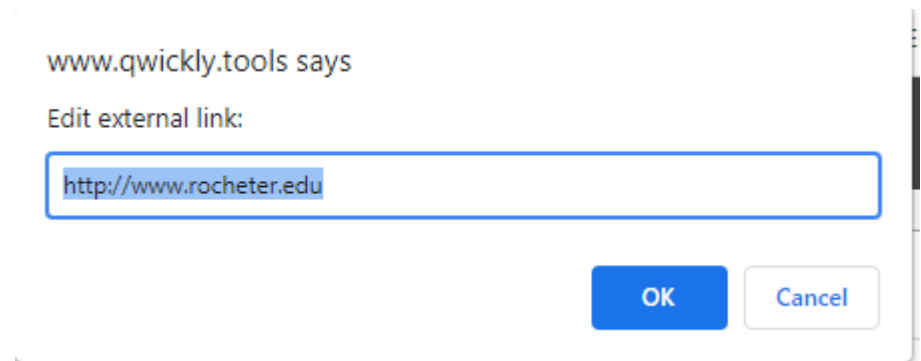
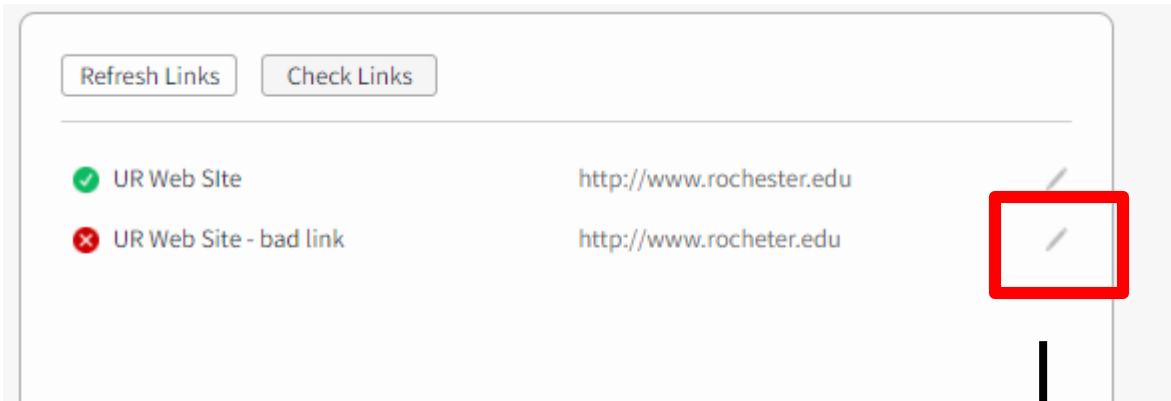
Click Check Links

The screenshot shows a user interface for checking links. On the left is a 'Course Tools' sidebar with options: Send Email, Create Content, Post Announcement, and Check Links (highlighted). The main area is titled 'Check Links' and contains a search bar, 'Select All', and 'Clear All' buttons. Below the search bar is a list of course items with checkboxes. On the right, there are 'Refresh Links' and 'Check Links' buttons. The 'Check Links' button is highlighted with a red box. Below the buttons is a table of links with radio buttons and edit icons.

Course Item	Link	Status
<input type="checkbox"/> QWICKLY - Qwickly Test Course 2 - Qwickly.Test.2	<input type="radio"/> UR Web Site	http://www.rochester.edu ✓
<input checked="" type="checkbox"/> QWICKLY - Qwickly Test Course 1 - Qwickly.Test.1	<input type="radio"/> UR Web Site - bad link	http://www.rocheter.edu ✓
FALL2021WSE - Using Quantitative Data Analysis		
<input type="checkbox"/> Software (1 credit) - FALL2021WSE - ED528.2.FALL2021WSE		
FALL2021WSE - Online Teaching and Learning - FALL2021WSE - EDE484.1.FALL2021WSE		
<input type="checkbox"/> FALL2021WSE - Practicum in Online Teaching - FALL2021WSE - EDF488.1.FALL2021WSE		



Edit the Link Here

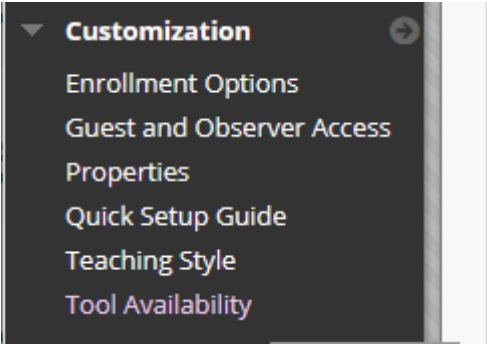


ATTENDANCE TAKING SETUP

<https://tech.rochester.edu/qquickly-attendance/>



Make Qwickly Available (if not already)



Purchase Course Materials	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Qwickly Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Qwickly Attendance Tool	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recording Creation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

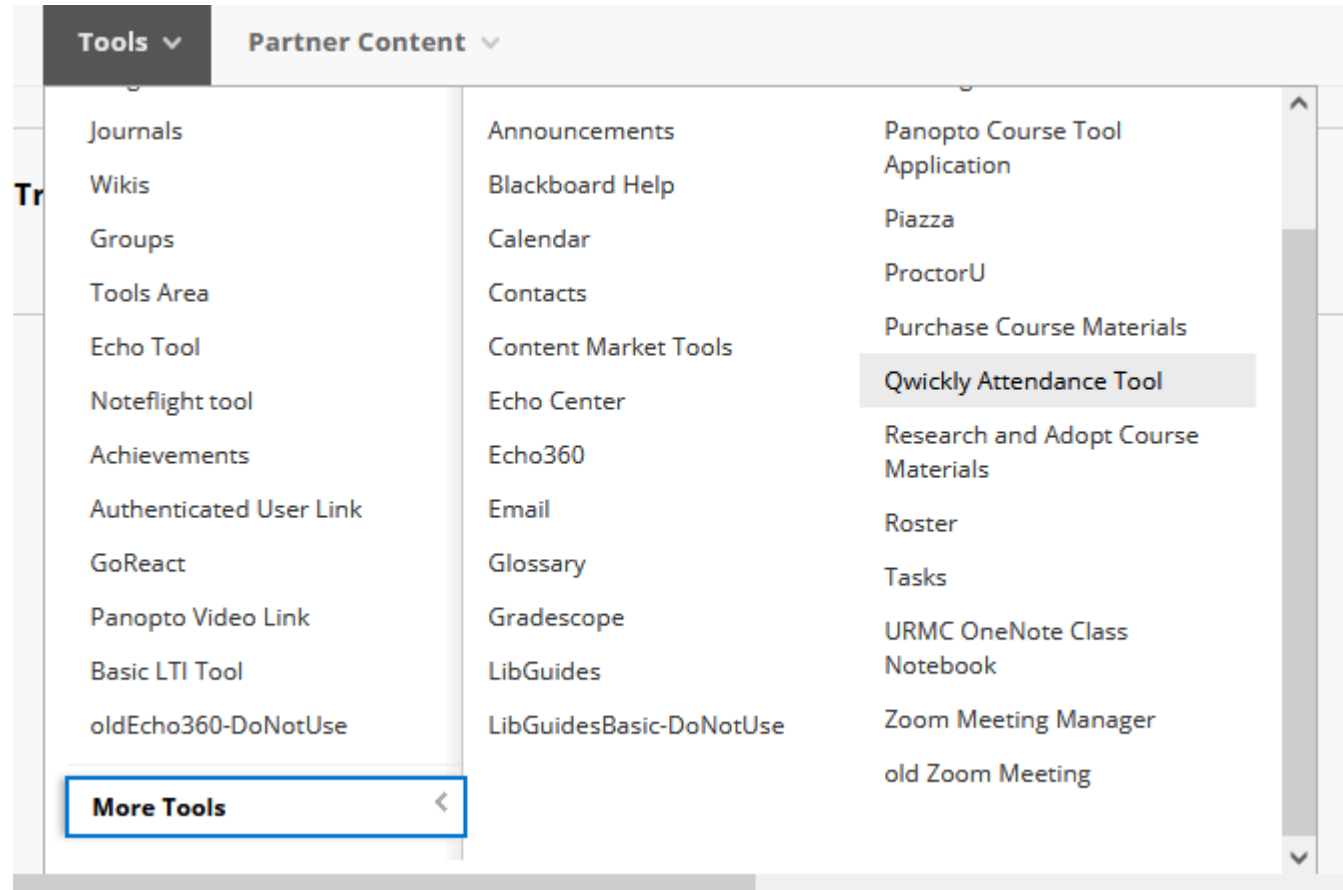
Click **Submit** to finish. Click **Cancel** to quit.

Cancel

Submit




Add the Qwickly Attendance Tool



LINK INFORMATION

* Link Name

Color of Name













































 Black

Link

Tool: Qwickly Attendance Tool

Text

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

B	<i>I</i>	<u>U</u>	S	Paragraph ▾	Arial ▾	10pt ▾	☰ ▾	☷ ▾	<u>A</u> ▾	 ▾	⋮											
<i>I_x</i>																						ABC ▾
✓																						
+																						



OPTIONS


Available

Yes No

Track Number of Views

Yes No

Date Restrictions

Display After  

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until  

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Click **Submit** to proceed.

Cancel

Submit



Course Home ▾

Build Content ▾

Assessments ▾

Tools ▾

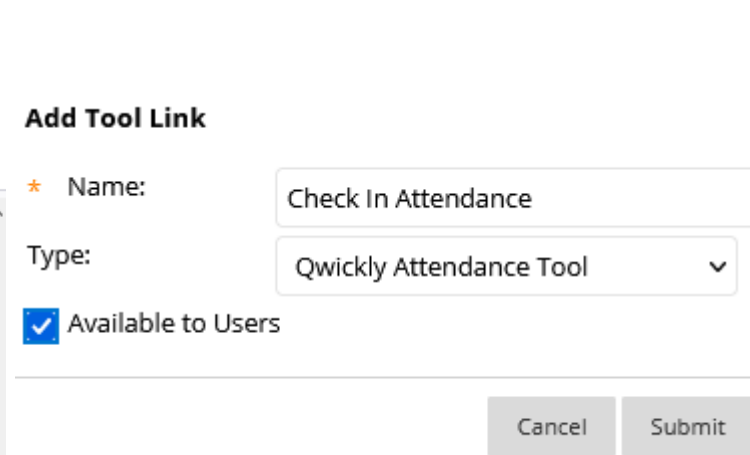
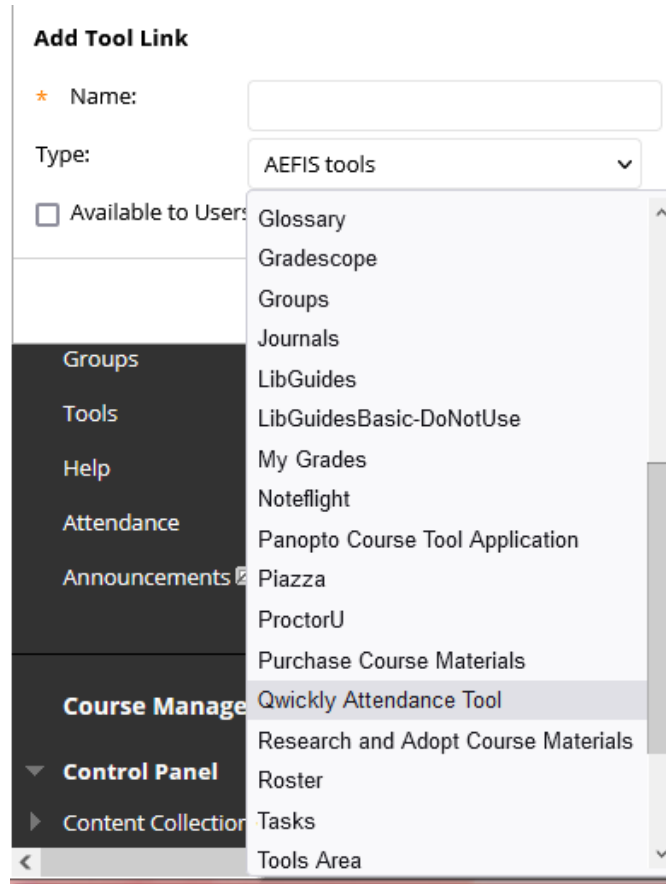
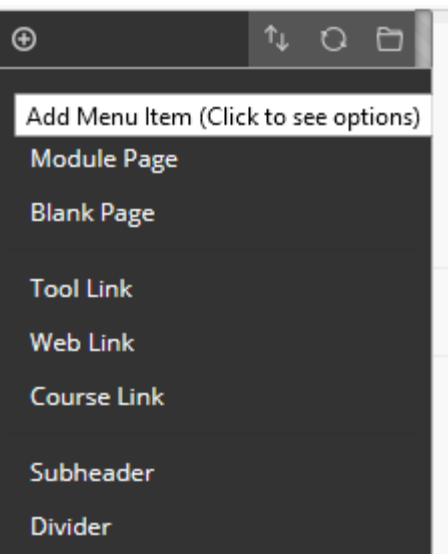
Partner Content ▾



Take Attendance ▾



Add on the Left Hand Menu



SETUP ATTENDANCE SETTINGS



Set up Attendance

QUICKLY ATTENDANCE

Begin Set-Up



AUTOMATIC GRADING

Keep grades up to date all semester long.



CREATE CUSTOM STATUSES

Your experience tailored beyond present and absent.



SEND ABSENCE EMAIL

Automatically notify students when they are marked absent.



Choose Semester

Semester

Choose the semester for your course.


FALL2021 - Fall 2021




Group Settings

Student Grouping

Select the method that students are organized for this course.

Single List 

By Course Groups 



Set Default Style

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

- List, One by One, Accessibility → Manual
- Check-in
- Card Reader
- User Activity



Set your Preferences

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



Grade Center Integration

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 Recorded Session ?

Choose whether or not you would like a Grade Center column for absences, its name and points. To subtract points per absence, enter a negative value in "Points Per Absence."

IMPORTANT: Edit the total points for the new column in your Full Grade Center > Absence Column Name > Edit Column Information.

- No Grade Center Column for Absences Points Per Absence ?



Grade Center Integration Options

points associated with your grading method.

No Grade Center Column Total Points ? Per Recorded Session ?

Column Name: Points:



Only change the name of the column here, not in Blackboard



No Grade Center Column for Absences Points Per Absence ?

Absence Column Name: Points Per Absence:

Choose to forgive up to a number of absences without a grade penalty

Absence(s) Before Student Starts Getting Grade Deductions



Check in Options

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.

require PIN

No PIN

Check In Timer



minutes (0 is no timer)



Emails Upon Absence

Absence Email

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






Default Status

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 type="checkbox"/>	Present	100%	0%	
<input type="checkbox"/>	Absent	0%	100%	
<input type="checkbox"/>	Excused	0%	0%	



Ability to add Status

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
_____	_____	_____ %	_____ %		X

Add Status



Schedule Sessions in Advance

Schedule Sessions

Schedule sessions in advance to easily see the progression of attendance throughout the semester.

Add Sessions



Be Sure to...

Save Settings



ATTENDANCE TAKING



Open Attendance

[Settings](#)

Take Attendance

[Attendance Record](#)

TAKE ATTENDANCE
Quickly Attendance Training



FULL LIST

1/1

ONE BY ONE



ACCESSIBILITY



CHECK-IN



CARD READER



USER ACTIVITY

Session Date and Time

Current Time

Past Time

Session Title

Optional

Location Context

Location Context enables students to be marked as "in-person" or "Remote" in addition to your usual attendance statuses.

[Submit Attendance](#)



UNIVERSITY *of* ROCHESTER

Session Date and Time

Current Time

Past Time

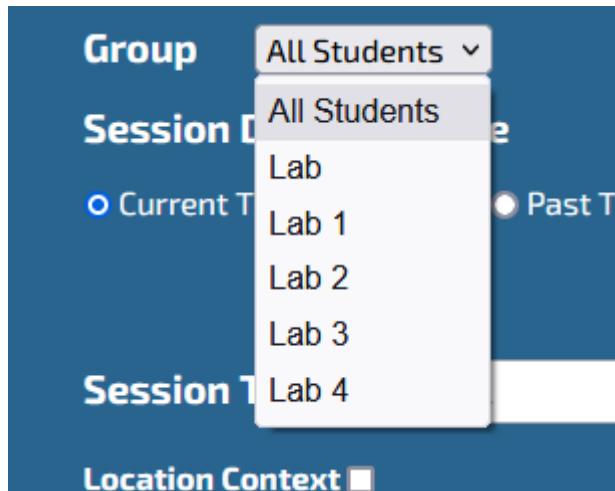
Date 2021/08/19

Time 06 : 43 : 56 PM




If you have Groups Enabled

- Option to report on
 - All Students
 - Any Blackboard group



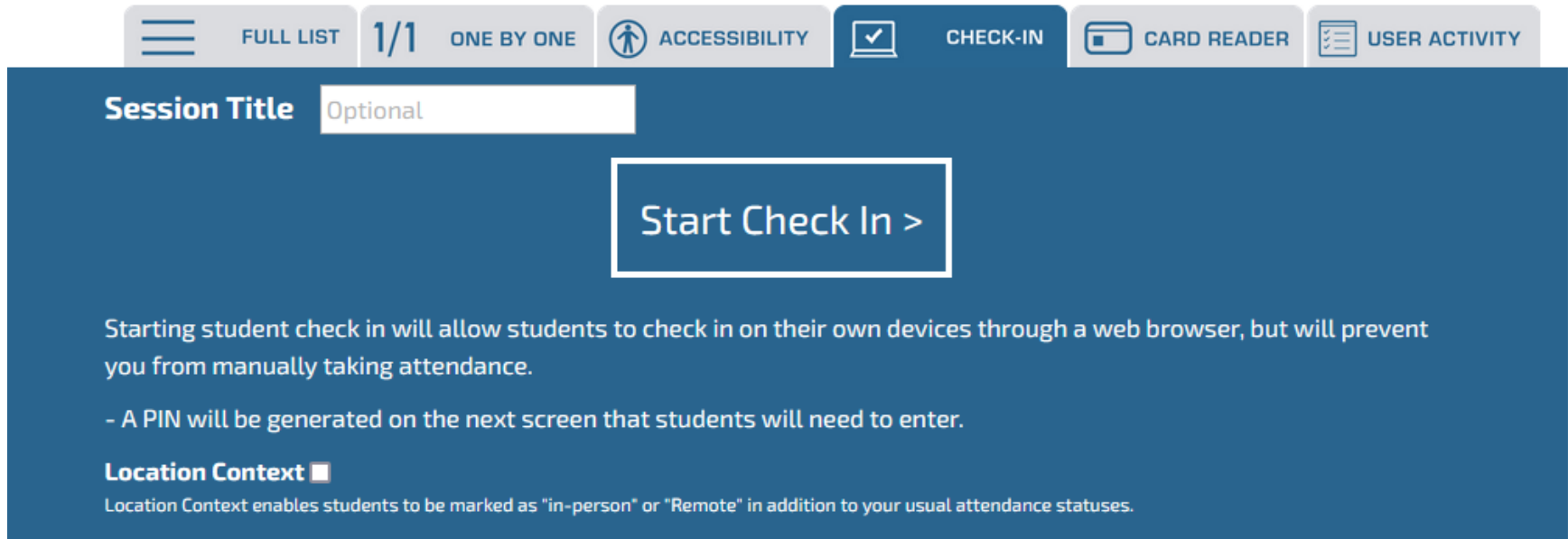
Manual Attendance

All Students	<input checked="" type="radio"/> Present	<input type="radio"/> Absent	<input type="radio"/> Excused
	<input checked="" type="radio"/> Present	<input type="radio"/> Absent	<input type="radio"/> Excused
	<input checked="" type="radio"/> Present	<input type="radio"/> Absent	<input type="radio"/> Excused
Status Count	Present: 6	Absent: 0	Excused: 0
<input type="button" value="Submit Attendance"/>			

Notes



Check-In



The screenshot displays a navigation bar with the following tabs: FULL LIST, 1/1 ONE BY ONE, ACCESSIBILITY, CHECK-IN (highlighted), CARD READER, and USER ACTIVITY. Below the navigation bar, the 'Session Title' field contains the text 'Optional'. A large white button with a blue border is labeled 'Start Check In >'. Below the button, there is explanatory text: 'Starting student check in will allow students to check in on their own devices through a web browser, but will prevent you from manually taking attendance.' and '- A PIN will be generated on the next screen that students will need to enter.' A section titled 'Location Context' with a small square icon follows, with the text 'Location Context enables students to be marked as "in-person" or "Remote" in addition to your usual attendance statuses.'



Check-in Running

Check in is currently running .
Students can check in until check in period closes or is ended.

7 6 2 5

[End Check In](#)



Student View

QUICKLY Attendance Training

Lisa Brown

Absences: 0

Please Enter the 4 digit code provided by your instructor to check in.

Check In

Date

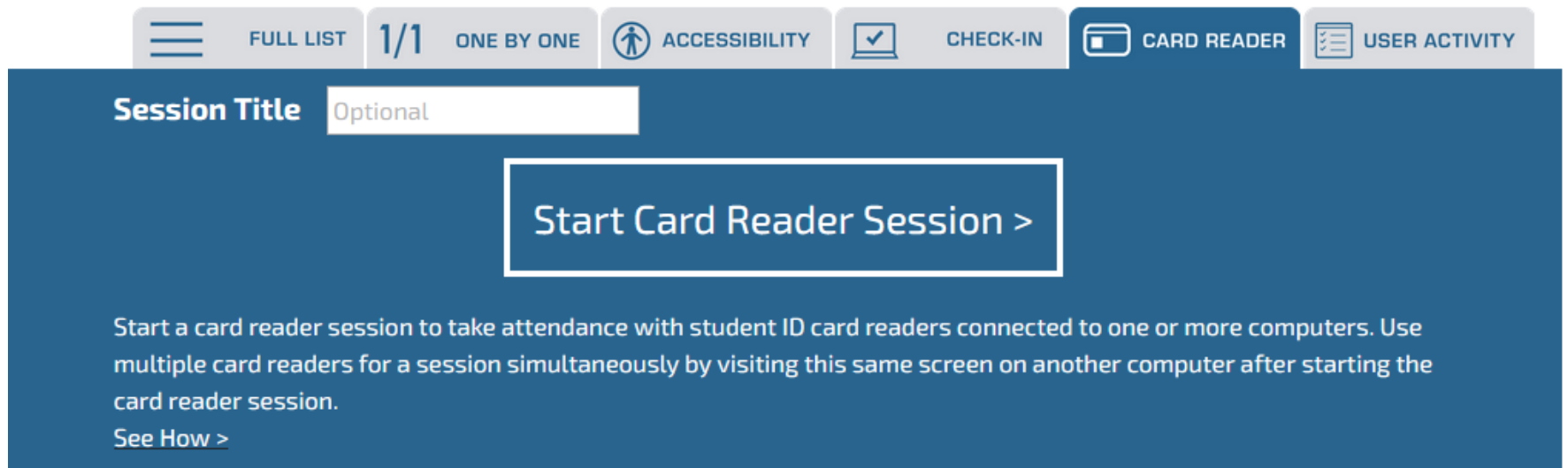
Title

Status

Comments



Card Reader



The screenshot displays a web interface for the Card Reader feature. At the top, there is a navigation bar with several tabs: 'FULL LIST', '1/1 ONE BY ONE', 'ACCESSIBILITY', 'CHECK-IN', 'CARD READER' (which is highlighted in blue), and 'USER ACTIVITY'. Below the navigation bar, the main content area has a dark blue background. On the left, there is a label 'Session Title' followed by a white input field containing the text 'Optional'. In the center, a white-bordered button with a blue background and white text reads 'Start Card Reader Session >'. Below the button, there is a paragraph of text explaining the card reader session functionality, followed by a link 'See How >'.

Session Title

[Start Card Reader Session >](#)

Start a card reader session to take attendance with student ID card readers connected to one or more computers. Use multiple card readers for a session simultaneously by visiting this same screen on another computer after starting the card reader session.

[See How >](#)



Running Card Reader

Card Reader Session for Aug 19 is running.

Be sure the cursor is in the box below and have students use the card reader connected to the computer. Click the "Close Session" button when finished. Once this session is closed on a computer, it will be closed for all computers.

Students will currently be marked "Present"

[Close Session](#)



Online Activity

 FULL LIST 1/1 ONE BY ONE  ACCESSIBILITY  CHECK-IN  CARD READER  USER ACTIVITY

Date Range

Start Date

2021/08/18

End Date

2021/08/21

Session Title

Optional

Location Context

Location Context enables students to be marked as "in-person" or "Remote" in addition to your usual attendance statuses.

[Submit Attendance](#)



Activities Available

- Choose the Activities you want to look for as being “Present”

Activity Categories

Choose a category to show related specific activities for this course. The lookup will attempt to identify graded activities that have a column in the grade center and have the selected category type



No Course Login

Mark students who haven't logged into this course as **Absent**



Assignment Attempts

Mark students with Assignment Attempts as **Present**



Discussion Contribution

Mark students contributing to a graded discussion as **Present**



Have any Activities

Mark students having any activity contribution as **Present**



Test Attempt

Mark students with test submissions as **Present**.



Journal Submission

Mark students contributing to a journal as **Present**



Blog Submission

Mark students contributing to a blog as **Present**



Activity Review

The screenshot displays a course activity review interface. On the left, a large blue rectangular area is redacted. The interface features a red header bar with three buttons: 'Present', 'Absent', and 'Excused'. A blue speech bubble icon is located in the top right corner of the header. Below the header, there are three rows of student data. Each row contains the same three buttons ('Present', 'Absent', 'Excused') and a notification box. In the first row, the 'Absent' button is highlighted in black, and the notification box says 'Haven't Logged into Course since A [redacted]'. The second and third rows show the 'Present' button highlighted in black, and their notification boxes say 'Haven't Logged into Course since J [redacted]'. Each notification box has a small icon in the bottom right corner.



VIEWING ATTENDANCE RECORDS



Attendance Record View

3 Sessions. Page: 1/1 << < > >>									
?	Export	Totals	Reverse						
Filter Username	Aug 19	Aug 19	Aug 19					Points (100.00)	Absence
	✓	X	✓					66.67	1.00
n	X	X	X					0.00	3.00
	X	X	⊘					0.00	2.00
	X	X	✓					33.33	2.00
	X	X	X					0.00	3.00
	X	X	⊘					0.00	2.00



Update a Record


- Change Status
- Make a note
- Note can either be private OR visible to student

The screenshot displays a web interface for updating a record. At the top, a blue header bar contains the text "Record Details". Below this, a light blue box highlights the date "Aug 19, 2021" and the time "min". To the right, the text "Record Created Aug 19, 2021 at 06:48:40 PM" is visible. A comment box is present with a blue speech bubble icon on the left, a tab labeled "Private Note" (which is selected), and another tab labeled "Visible to Students". The comment box contains the placeholder text "Enter A Comment". Below the comment box, there are three buttons: "Present", "Absent" (which is currently selected and highlighted in dark grey), and "Excused". At the bottom right of the interface, there are two buttons: "Cancel" (a blue link) and "Update" (a solid blue button).



Grade Center

Grade Information Bar

<input type="checkbox"/>	LAST NAME	FIRST NAME	USERNAME	ATTENDANCE	ABSENCES	W TC
<input type="checkbox"/>				66.66666	0.00	--
<input type="checkbox"/>				0.00	-6.00	--
<input type="checkbox"/>				0.00	0.00	--
<input type="checkbox"/>				33.33333	0.00	--
<input type="checkbox"/>				0.00	-6.00	--
<input type="checkbox"/>				0.00	0.00	--
<input type="checkbox"/>						--



Student View

ATTENDANCE RECORD

Qwickly Attendance Testing

Lisa Brown

Absences: 3.00

Date	Title	Status	Comments
Feb 02		● Present	
Feb 02		● Absent	
Feb 02		● Absent	
Jan 28		● Absent	



**THANK YOU
QUESTIONS?**



More Workshops

<http://rochester.edu/online-learning/index.html>

