

Quickly Attendance and Course Tools

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Learning Objectives

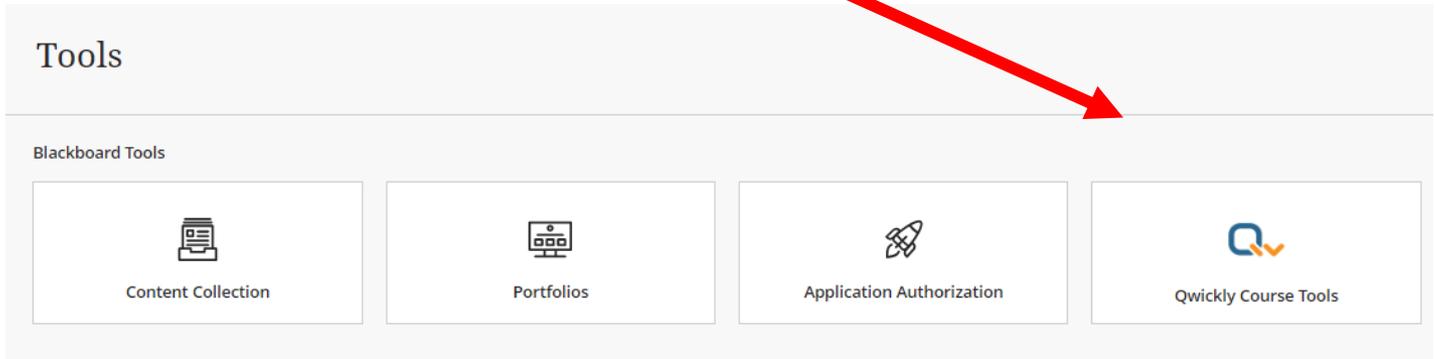
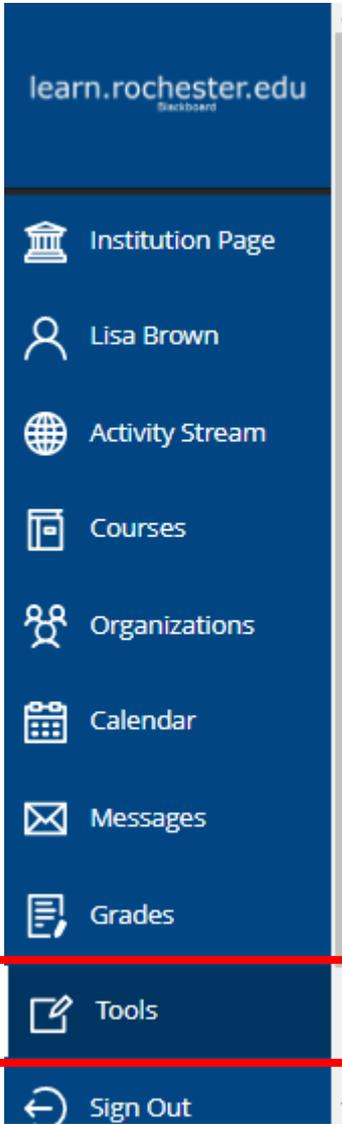
Participants will be able to...

- 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

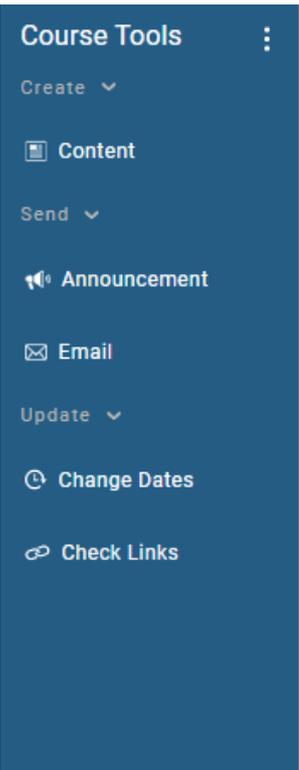
Located in Tools menu



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



Course Tool Options



Create Content

Send Email
Post Announcement

Check Links
Change Dates



Select a tool in the lefthand menu to manage your course communication and content.



MULTI-COURSE COMMUNICATION



Send Email to Multiple Courses

Send Email

Send To: Everyone Specific Roles

Send myself a copy of this email for every course

Subject

Text Contents

Course Selection List:

- Quickly Test Course 1
Quickly.Test.1
QWICKLY
- Quickly Test Course 2
Quickly.Test.2
QWICKLY
- Using Quantitative Data Analysis Software (1 credit)
(ED528.1.SPRING2023WSE)
ED528.1.SPRING2023WSE



Post Announcement to Multiple Courses

Course Tools

- Create
- Content
- Send
- Announcement**
- Email
- Update
- Change Dates
- Check Links

Send Announcement

Search...

Select All Sort %

- Practicum in Online Teaching (EDF488.1.SPRING2023WSE)
EDF488.1.SPRING2023WSE
SPRING2023WSE
- Quickly Test Course 1
Quickly_Test.1
QWICKLY
- Quickly Test Course 2
Quickly_Test.2
QWICKLY
- Using Quantitative Data Analysis Software (1 credit) (ED528.1.SPRING2023WSE)
ED528.1.SPRING2023WSE
SPRING2023WSE
- Using Quantitative Data Analysis Software (1 credit) (ED528.2.SPRING2023WSE)

Subject/ Title

File Edit Insert Format

← → B I [List Icons] [Link Icon]

Text Contents

Display after: (Optional)
mm/dd/yyyy 11:59 PM

Display until: (Optional)
mm/dd/yyyy 11:59 PM

Also send as email



CONTENT MANAGEMENT



Post the Same Content to Multiple Courses

The screenshot displays the 'Create Content' interface in Canvas LMS. On the left, a 'Course Tools' sidebar is visible. The main area is titled 'Create Content' and features a search bar, a 'Select All' checkbox, and a list of courses. The 'Content Type' section is highlighted with a red box, showing options for 'Item', 'File', and 'External Link'. The 'Attachments (Optional)' section at the bottom shows a 'Choose File' button and the text 'No file selected'.

Course Tools

- Create
- Content
- Send
- Announcement
- Email
- Update
- Change Dates
- Check Links

Create Content

Search...

Select All

Sort

Content Type: Item File External Link

File Edit Insert Format

Attachments (Optional)

Choose File No file selected



Add File Online

The screenshot shows a multi-step process for adding a file online. At the top, a progress bar indicates four steps: Content, Timeline, Organization, and Review. The 'Content' step is currently active and highlighted with a red box. Below the progress bar, the 'Content Type' section offers three options: 'Item', 'File', and 'External Link'. The 'File' option is selected. Below this, there is a text input field for the 'Title'. Underneath the title field, the 'Attachments (Optional)' section contains a 'Choose File' button and the text 'No file selected'. At the bottom of the form, there are two buttons: 'Cancel' on the left and 'Next' on the right.

Content Timeline Organization Review

Content Type:

Title

Attachments (Optional)

No file selected



Add Web Link

Content Timeline Organization Review

Content Type: Item File External Link

Title

URL

Cancel Next



Timeline



Timeline (Optional)

Set content availability below. If you'd like to skip this step, click "Next."

All Courses Per Course

Display after:

Display until:

Back

Next



Where in Course



Organization

Select the content area you'd like to put this content in.

All Courses

Per Course

Content Area:

Information

Content

Back

Next



Submit



Is the following information correct?

Quickly Test Course 1

Content Area: Information

Display after:

Display until:

Quickly Test Course 2

Content Area: Information

Display after:

Display until:

Title: test

URL: <http://tech.rochester.edu>

Attachment(s): None

Content Type: ExternalUrl

Display after:

Display until:

Back

Submit



CHANGE DATES



Change Dates

The screenshot displays the 'Change Dates' interface. On the left is a dark blue sidebar titled 'Course Tools' with a three-dot menu icon. The sidebar contains the following items: 'Create' with a dropdown arrow, 'Content' with a document icon, 'Send' with a dropdown arrow, 'Announcement' with a megaphone icon, 'Email' with an envelope icon, 'Update' with a dropdown arrow, 'Change Dates' with a clock icon and highlighted in light blue, and 'Check Links' with a link icon. The main panel is titled 'Change Dates' and features a search bar with a magnifying glass icon and the text 'Search...'. To the right of the search bar is a 'Sort' button with a double-headed arrow icon. Below the search bar is a list of course sections, each with a radio button, a title, and two lines of course identifiers. The first section is selected with a blue radio button. The sections are: 1. 'Online Teaching and Learning - FALL2022WSE' with identifiers 'EDE484.1.FALL2022WSE' and 'FALL2022WSE'. 2. 'Online Teaching and Learning (EDE484.1.SPRING2023WSE)' with identifiers 'EDE484.1.SPRING2023WSE' and 'SPRING2023WSE'. 3. 'Practicum in Online Teaching - FALL2022WSE' with identifiers 'EDF488.1.FALL2022WSE' and 'FALL2022WSE'. 4. 'Practicum in Online Teaching (EDF488.1.SPRING2023WSE)' with identifiers 'EDF488.1.SPRING2023WSE' and 'SPRING2023WSE'. A fifth section is partially visible at the bottom: 'Quickly Test Course 1'.



Due Date Management

Change Dates

Search...

Sort To

- Online Teaching and Learning - FALL2022WSE
EDE484.1.FALL2022WSE
- Online Teaching and Learning (EDE484.1.SPRING2023WSE)
EDE484.1.SPRING2023WSE
- Practicum in Online Teaching - FALL2022WSE
EDF488.1.FALL2022WSE
- Practicum in Online Teaching

Title ▼	Due Date ▼	Due Time ▼
Weekly Reflective Journal Assignment Type	mm/dd/yyyy	--:--
Yellowdig Engage Assignment Type	mm/dd/yyyy	--:--
M2 - Discussion Assignment Type	mm/dd/yyyy	--:--
VT3: About Community of Inquiry Assignment Type	mm/dd/yyyy	--:--
M3 - Discussion Assignment Type	mm/dd/yyyy	--:--
VT4 - Ten Core Principles Assignment Type	mm/dd/yyyy	--:--
M4: Submit your Presentation Assignment Type	09/21/2022	04:30 PM
M4 - Discussion	mm/dd/yyyy	--:--



CHECK LINKS



Check Links

The screenshot shows a user interface for checking links in a course management system. On the left is a dark blue sidebar titled "Course Tools" with a vertical ellipsis menu icon. The sidebar contains the following items: "Create" with a dropdown arrow, "Content" with a document icon, "Send" with a dropdown arrow, "Announcement" with a megaphone icon, "Email" with an envelope icon, "Update" with a dropdown arrow, "Change Dates" with a circular arrow icon, and "Check Links" with a link icon and a blue highlight. The main content area is titled "Check Links" and features a search bar with a magnifying glass icon and the text "Search...". To the right of the search bar is a "Sort" button with a downward arrow. Below the search bar is a list of three course items, each with a checkbox on the left and a link icon on the right. The items are: 1. "Online Teaching and Learning - FALL2022WSE" with sub-headers "EDE484.1.FALL2022WSE" and "FALL2022WSE". 2. "Online Teaching and Learning (EDE484.1.SPRING2023WSE)" with sub-headers "EDE484.1.SPRING2023WSE" and "SPRING2023WSE". 3. "Practicum in Online Teaching - FALL2022WSE" with sub-header "EDF488.1.FALL2022WSE".



Review and Update Links

Check Links ?

Sort %

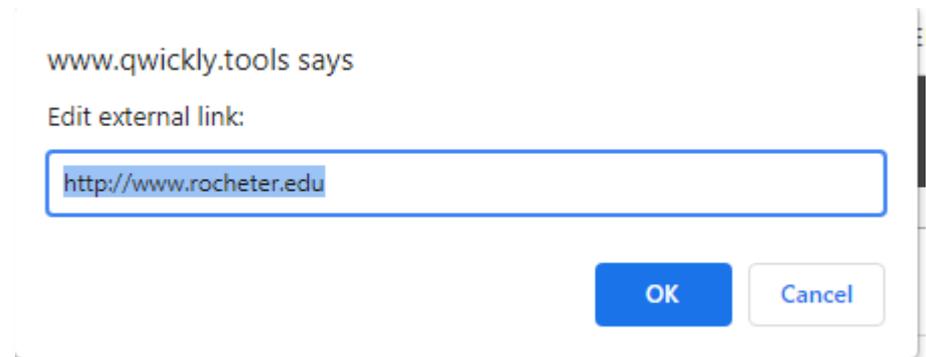
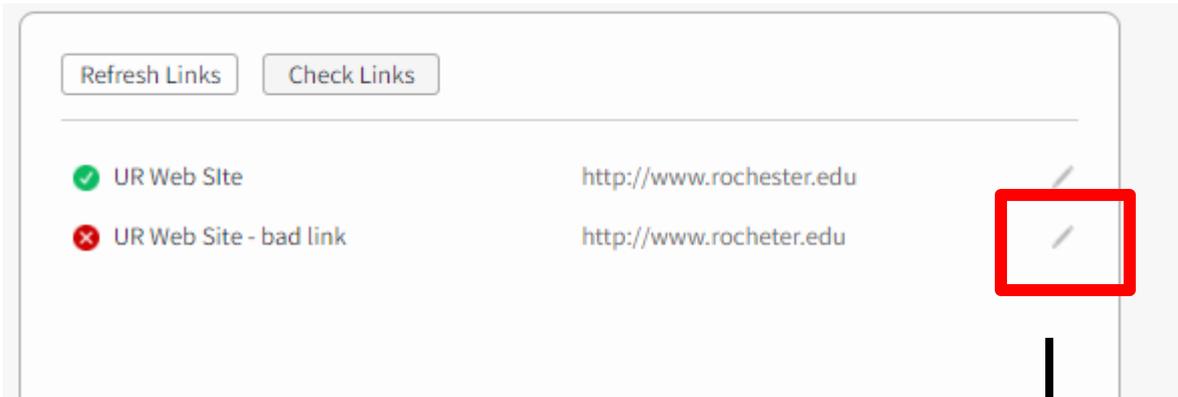
Online Teaching and Learning - FALL2022WSE
EDE484.1.FALL2022WSE
FALL2022WSE

Online Teaching and Learning (EDE484.1.SPRING2023WSE)
EDE484.1.SPRING2023WSE
SPRING2023WSE

Status ▼	Title ▼	External URL ▼
✓	Course Evaluations	https://rochester.aefis.net/ ✎
✓	Academic Policies by School	http://rochester.edu/blackboard/support/academic_policies.html ✎
✗	Textbook Online	https://ebookcentral.proquest.com/lib/rochester/detail.action?docID=3544996 ✎
✗	Textbook	https://ebookcentral.proquest.com/lib/rochester/detail.action?pq-origsite=primo&docID=6607554 ✎



Edit the Link Here



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 ▾

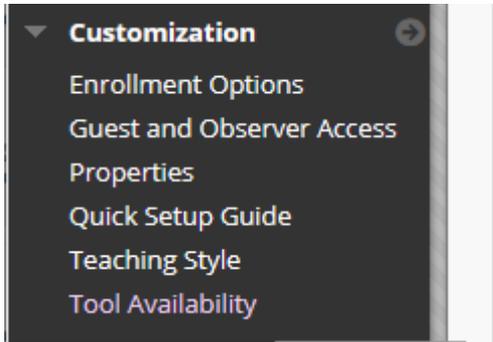


ATTENDANCE TAKING SETUP

<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"/>

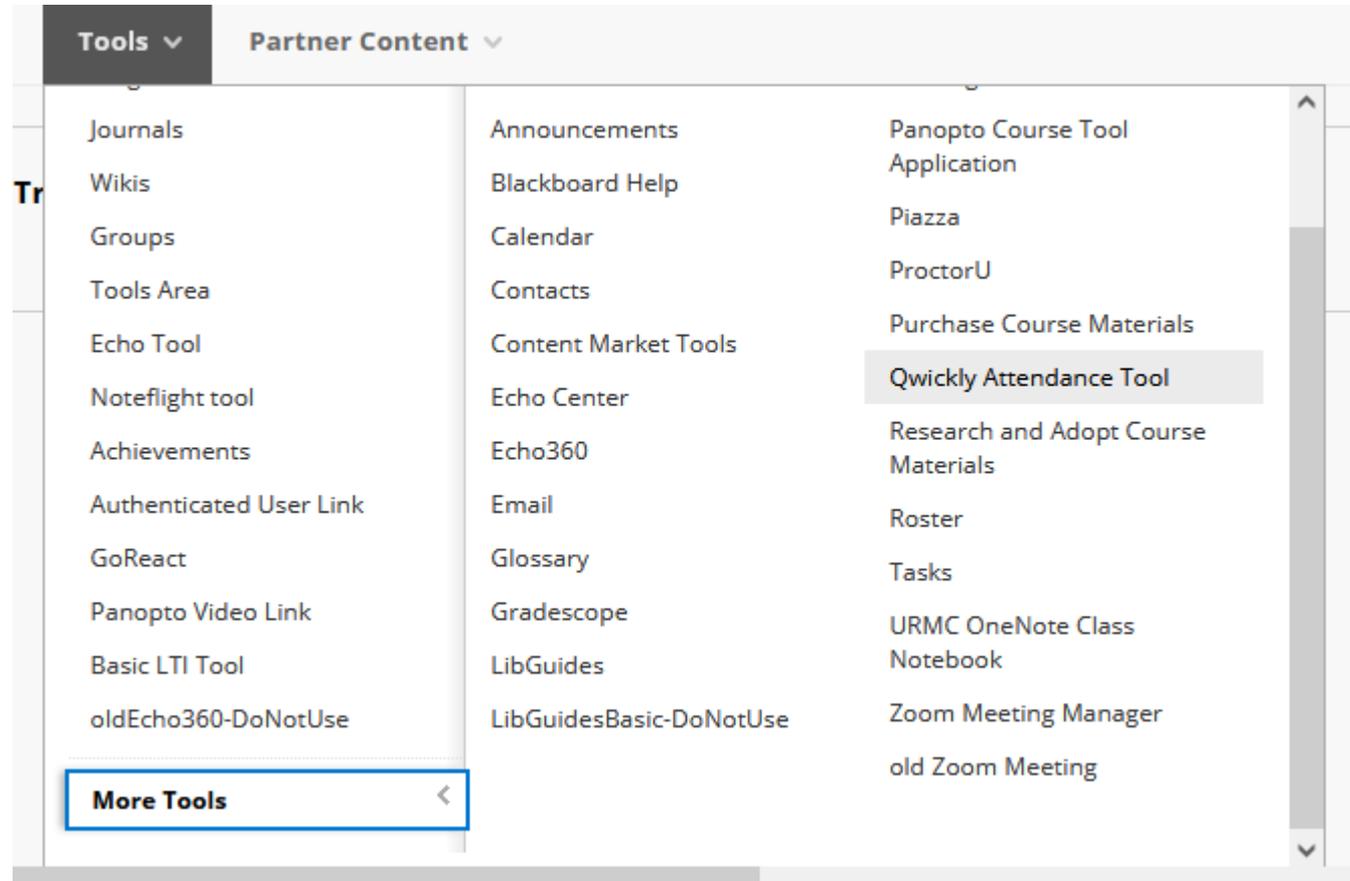
Click **Submit** to finish. Click **Cancel** to quit.

Cancel

Submit



Add the Qwickly Attendance Tool



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 ▾

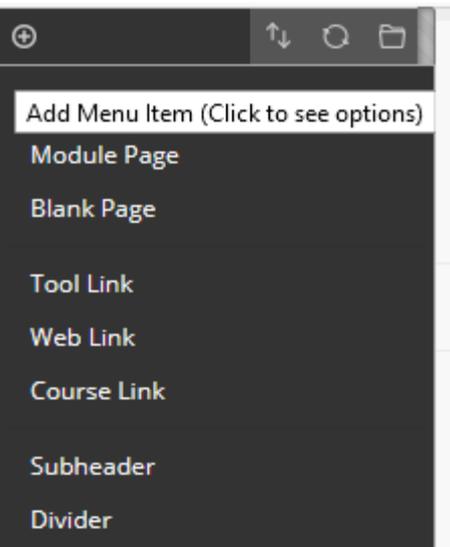
Partner Content ▾



Take Attendance ▾



Add on the Left Hand Menu



Add Tool Link

* Name:

Type:

Available to Users

Add Tool Link

* Name:

Type:

Available to Users

Cancel Submit

Add Tool Link

* Name:

Type:

Available to Users

Glossary

Gradescope

Groups

Journals

LibGuides

LibGuidesBasic-DoNotUse

My Grades

Noteflight

Panopto Course Tool Application

Piazza

ProctorU

Purchase Course Materials

Qwickly Attendance Tool

Research and Adopt Course Materials

Roster

Tasks

Tools Area



SETUP ATTENDANCE SETTINGS



Set up Attendance

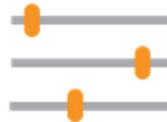
QUICKLY ATTENDANCE

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.



Settings



 Attendance >

 Course Report

 Records

 Settings

 Help

Settings

Preferences

Attendance Statuses

Automatic Emails

Grading

User Sorting

Select the sort order to display users in this course. Names will be in ascending order of the selected field.

- Last Name
- First Name
- Username

View Preferences

View preferences for Attendance:

- Show total absences on take attendance screen

View preferences for Records:

- Round grades to nearest whole number
- Show Unavailable and Disabled students in record

Save
Settings



Settings - Preferences

Settings

Preferences

Attendance Statuses

Automatic Email

User Sorting

Select the sort order to display users in this course. Names will be in ascending order of the selected field.

- Last Name
- First Name
- Username

View Preferences

View preferences for Attendance:

- Show total absences on take attendance screen

View preferences for Records:

- Round grades to nearest whole number
- Show Unavailable and Disabled students in record



Student Grouping

Select the method that students are organized for this course.

Single List

All students are grouped together in one list.

By Course Groups

Students are grouped by the groups they belong to.

Check In

If you opt to use student check in, choose which authenticator you'd like to use, if any, and how long you want the check in period to be open. You can manually end check in at any time.

Check in timer: minutes (0 is no timer)

No PIN or QR Code Required

Require QR Code (If selected, students must check in with Qwickly Attendance App)

Require PIN

By Course Section For Merged courses

New QR Code for Mobile App



Schedule Sessions

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

Add Sessions

Add Scheduled Session

X

Start Date

YYYY/MM/DD

End Date

YYYY/MM/DD

Repeats on

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Cancel

Create



Settings - Status

Settings

Preferences

Attendance Statuses

Automatic Emails

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"/>	Excused	N/A	N/A	⊘

Custom Course Statuses

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



Settings - Email

Settings

Preferences

Attendance Statuses

Automatic Emails

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



Settings – Grading Options

Settings

Preferences

Attendance Statuses

Automatic Emails

Grading

Grading

Choose which grading method you'd like to use to create a column in your LMS gradebook. If you do not want to use grading, leave these empty.

Session Based Grading Column

Use this if you want to award points for attending a session.

Absence Based Grading Column

Use this if you want to award or subtract points per absence. Any criteria entered here will be reflected in the LMS gradebook, not in Qwickly's attendance records.



Session Based Grading Column

Use this if you want to award points for attending a session.

Total Points

Use total points to define a total number of points that attendance will be worth.

For example, if Total Points is defined as 100, a student with 2 Presents and 2 Absents in the course will have earned 50 points out of a possible 100.

Points Per Session

Use points per session to define a total number of points earned for each recorded session.

For example, if Points Per Session is defined as 5, a student will earn 5 points each time they are marked present. If a student has 2 Presents and 2 Absents in the course, they will have earned 10 points out of a possible 20.

Column Name:

Points:

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



Absence Based Grading Column

Use this if you want to award or subtract points per absence. Any criteria entered here will be reflected in the LMS gradebook, not in Qwickly's attendance records.

Column Name:

Total Column Points:

Points Per Absence:

Define a number of points for each absence. If you want to subtract points per absence, enter a negative number.

Forgive Absences

If enabled, instructors will be able to define a number of absences a student is allowed to receive before gradebook deductions begin.

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



Be Sure to...



Save
Settings



ATTENDANCE TAKING





Attendance ▾

Card Reader

Check In

List

One By One

Student Activity

Take Attendance

Test Course 2023

Test.Lisa.2023

Session Information ▾

Date and Time

Current Time

Past Time

Title:

Optional



List Attendance

The screenshot displays a web interface for managing student attendance. At the top, there is a header bar with the word "List" on the left, a search input field labeled "Search students", and a "Sync Roster" button on the right. Below the header, there is a "Mark all students as" dropdown menu and a "Submit Attendance" button. The main content area consists of a list of student records. Each record has three status buttons: "Present", "Absent", and "Excused". To the right of each record is a "Notes" button. A blue rectangular box highlights the left side of the student list. A tooltip labeled "Notes" is shown over one of the "Notes" buttons.



Check-In

Take Attendance

Test Course 2023

Test.Lisa.2023

Session Information

Check In

Starting student check in will allow students to check in on their own devices, but will prevent you from manually taking attendance. Click [here](#) to see an example.

- A PIN will be generated on the next screen that students will need to enter.

Title:

Location Context

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

Start Check In



Check-in Running

Check in is currently running

Students can check in until check in period closes or is ended.

6 3 2 9

End Check In



Student View

Check in is currently running.

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

Check In



Card Reader

Session Information

Card Reader

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. Learn more [here](#).

Title:

Start Card Reader Session



Running Card Reader

Session Information

Card Reader Session for Jan 23 is running.

Be sure the cursor is in the box below and have students use the card reader connected to the computer.

Students will currently be marked "Present"

Click the "Close Session" button when finished.

If multiple card readers are in use, closing the session on one computer will close the session on all computers.

Close Session



Student Activity

Activity Look Up

Student Activity mode searches the LMS for student activity between a specific date range. Click [here](#) to see how it works.

Choose a start and end date to begin.

Start Date:

End Date:

2023/01/01

2023/01/21

Activity Categories

Choose a category below to search the LMS for corresponding activity. The lookup will attempt to identify activities that have a start date, end date, posted date or due date that is within the selected date range.



No Course Login

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



Discussion Contribution

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

Activity Lookup



Choose Activities

Activity Categories

Choose a category below to search the LMS for corresponding activity. The lookup will attempt to identify activities that have a start date, end date, posted date or due date that is within the selected date range.



No Course Login

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



Discussion Contribution

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



Assignment Attempt

Mark students with an assignment attempt as **Present**.



Test Attempt

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



Journal Contribution

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



Blog Contribution

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



Any Activity

Mark students contributing to any activity as **Present**.

Activity Lookup



Student Activity

Search students

Sync Roster

Mark all students as

Present

Absent

Excused

Submit Attendance

Brown, Lisa

mtangerb

Present

Absent

Excused



Student, (None)

demo3

Present

Absent

Excused

Haven't Logged into Course

Student, Demo11

demo11_test

Present

Absent

Excused

Haven't Logged into Course



VIEWING ATTENDANCE RECORDS



Attendance Records

Attendance Record

Test Course 2023
Test.Lisa.2023

Sync Grades

Search students

View: Records Totals

2 Sessions Page: 1/1

	Jan 23	Jan 23							Points (0.00)	Absences
	X	X							0.00	2.00
	X	X							0.00	2.00
	X	X							0.00	2.00
	X	X							0.00	2.00
	X	X							0.00	2.00



Update a Record

- Change Status
- Make a note (visible to student or not)

The screenshot shows a 'Record Details' form with a blue header bar containing the title and a close button. Below the header, there is a light blue rectangular box. To the right, it says 'Record Created Jan 23, 2023 at 07:31:44 PM'. There are two buttons: 'Not visible to student' and 'Visible to student'. Below these is a text input field with a blue speech bubble icon and the placeholder text 'Enter Comment Here'. At the bottom, there are three buttons: 'Present', 'Absent', and 'Excused'. The 'Present' button is highlighted with a dark background. At the bottom right, there are two buttons: 'Cancel' and 'Update'.



Grade Center

Grade Information Bar					
<input type="checkbox"/>	LAST NAME	FIRST NAME	TOTAL	ATTENDANCE	HC PLI
			100.00	100.00	--
			0.00	0.00	--
			0.00	0.00	--
			50.00	50.00	--
			0.00	0.00	--
			0.00	0.00	--



Student View

Attendance Record

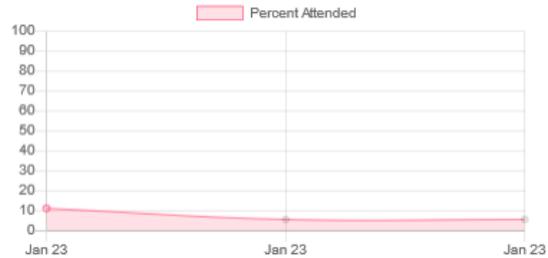
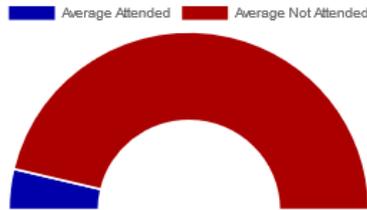
Session Title ▼	Status ▼
Jan 23	● Present
Jan 23	● Present



Course Report

- 
- Attendance >
- Course Report
- Records
- Settings
- Help

Unavailable Students Shown



Last Name	First Name	Student ID	Absence	% Attended	First Attended	Last Attended
		21312274	-	100.00 %	January 23, 2023	January 23, 2023
			3.00	-	-	-
	demo11_test		3.00	-	-	-
			2.00	33.33 %	January 23, 2023	January 23, 2023
			3.00	-	-	-
			3.00	-	-	-



**THANK YOU
QUESTIONS?**

