Qwickly Attendance and Course Tools

Eric Fredericksen, EdD
Associate Vice President for Online Learning
Professor in Educational Leadership

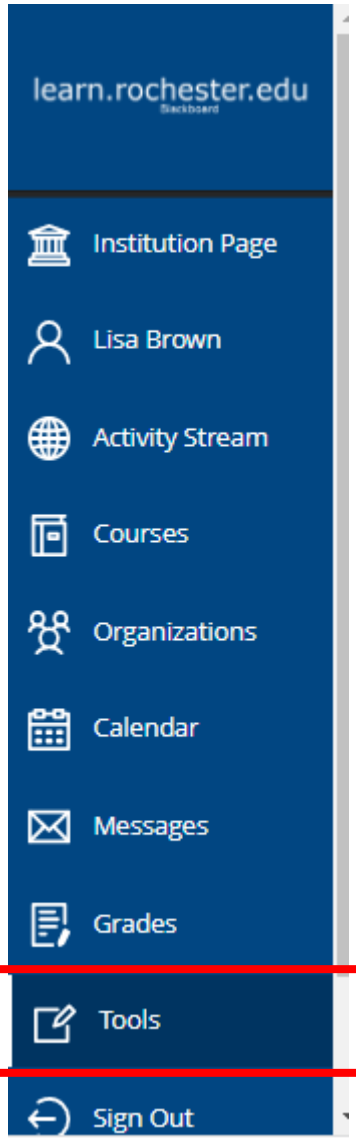
Lisa Brown, EdD
Assistant Director
University IT & URMC Institute for Innovative Education

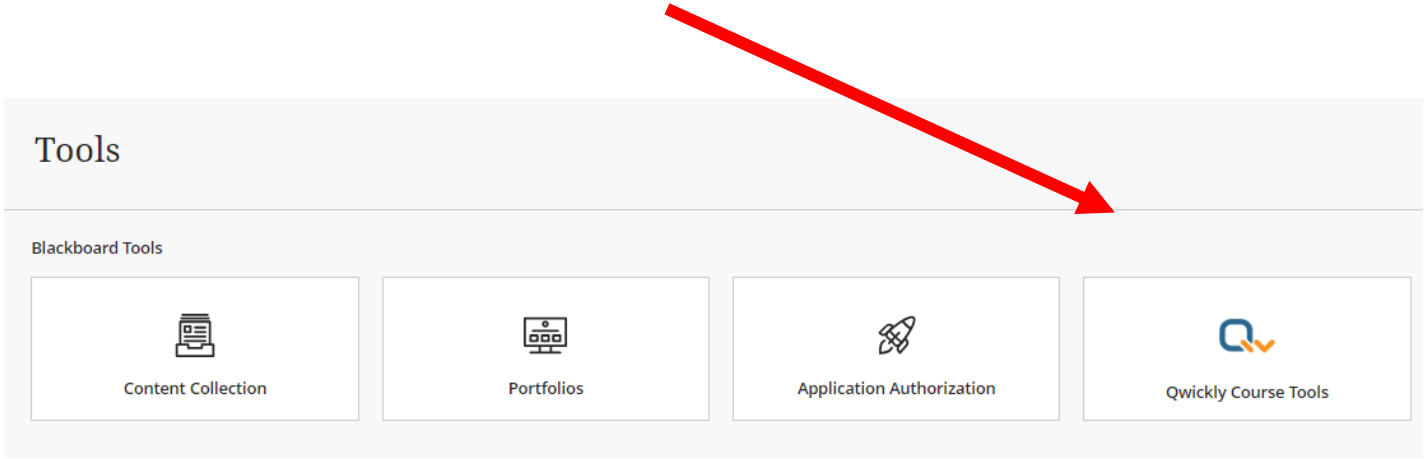
Learning Objectives
Participants will be able to…

- 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

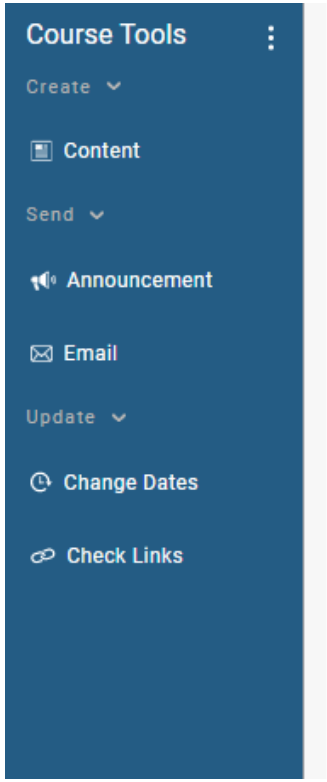
Located in Tools menu





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

Course Tool Options



Create
- Content

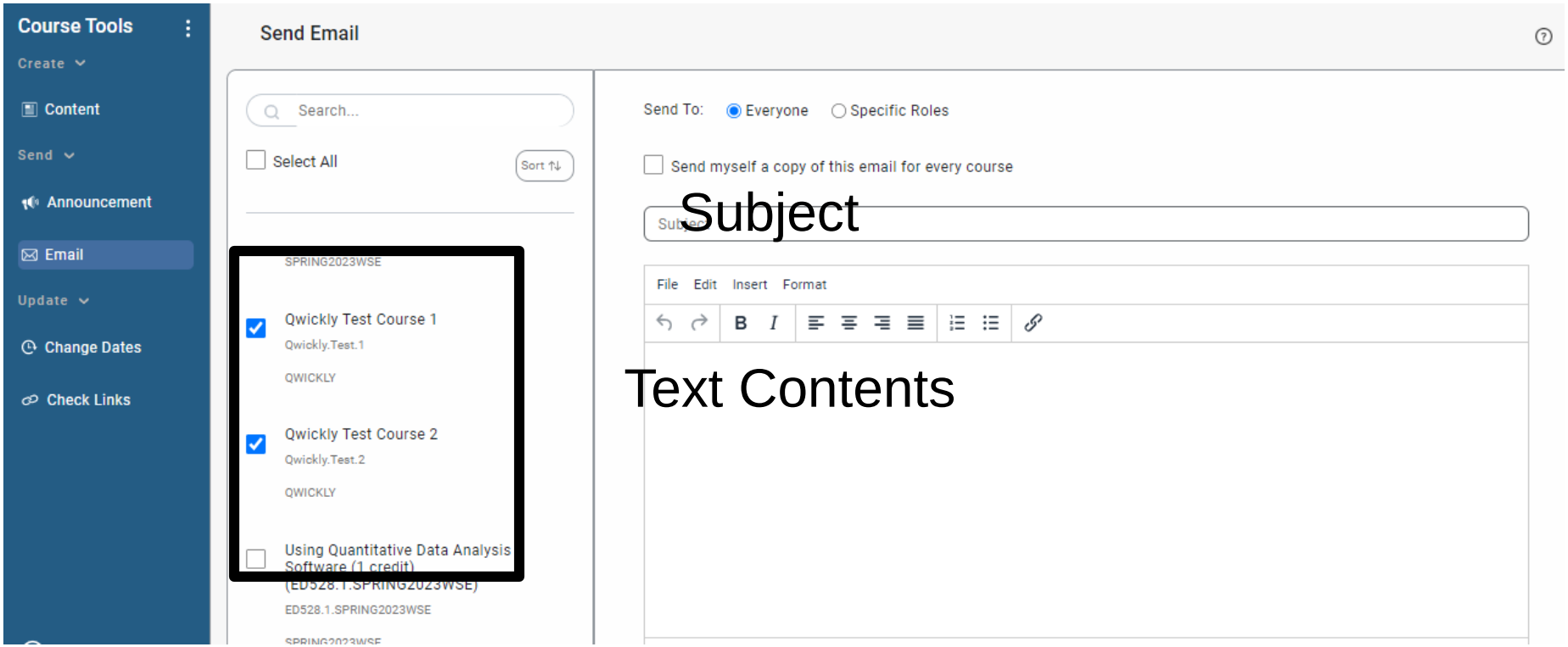
Send
- Email
- Announcement

Update
- Check Links
- Change Dates

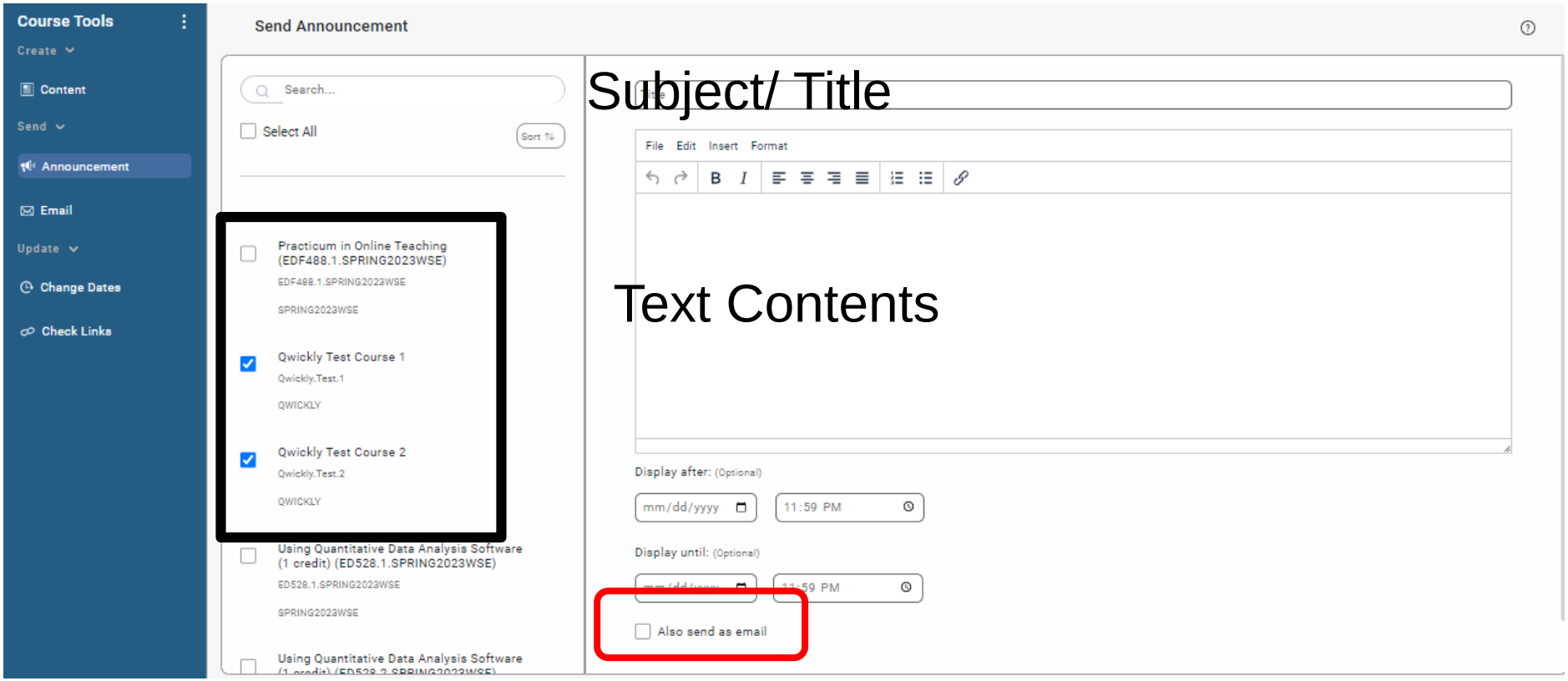
Select a tool in the lefthand menu to manage your course communication and content.

MULTI-COURSE COMMUNICATION

Send Email to Multiple Courses

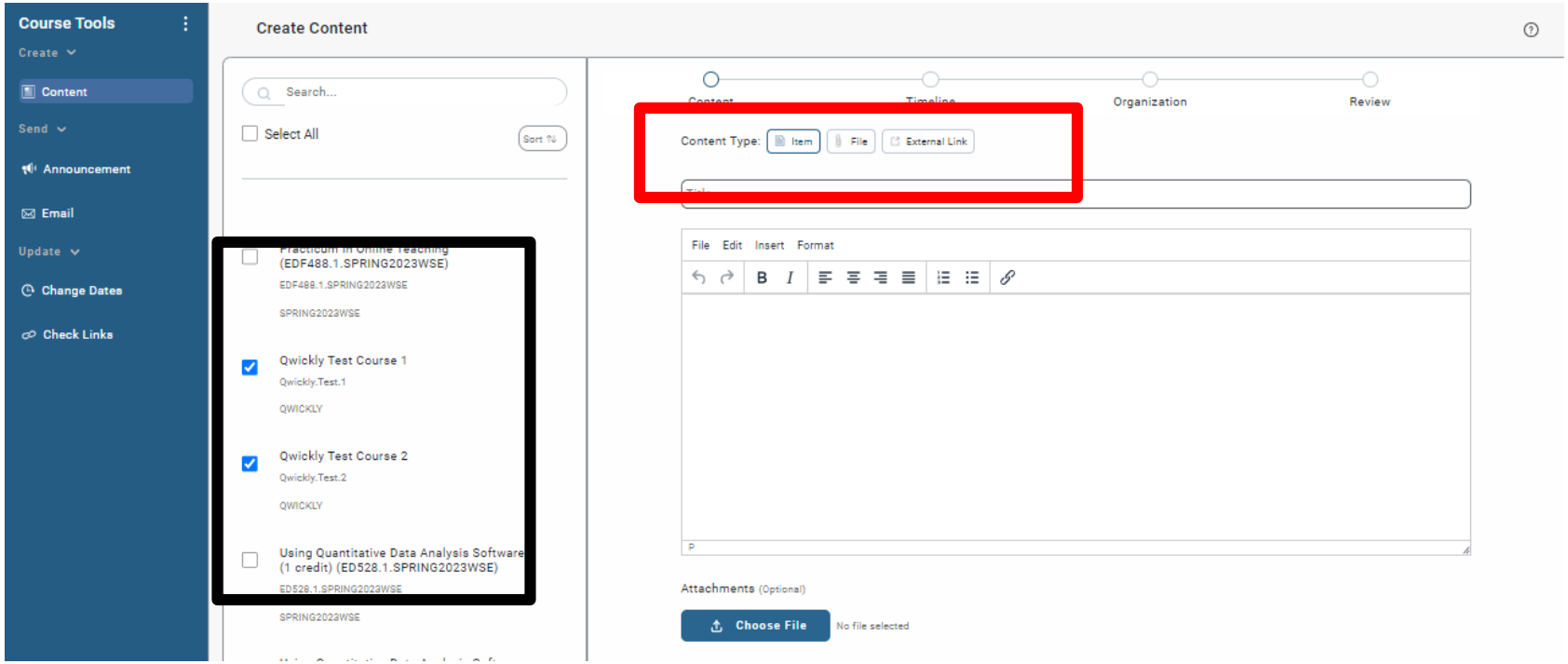


Post Announcement to Multiple Courses

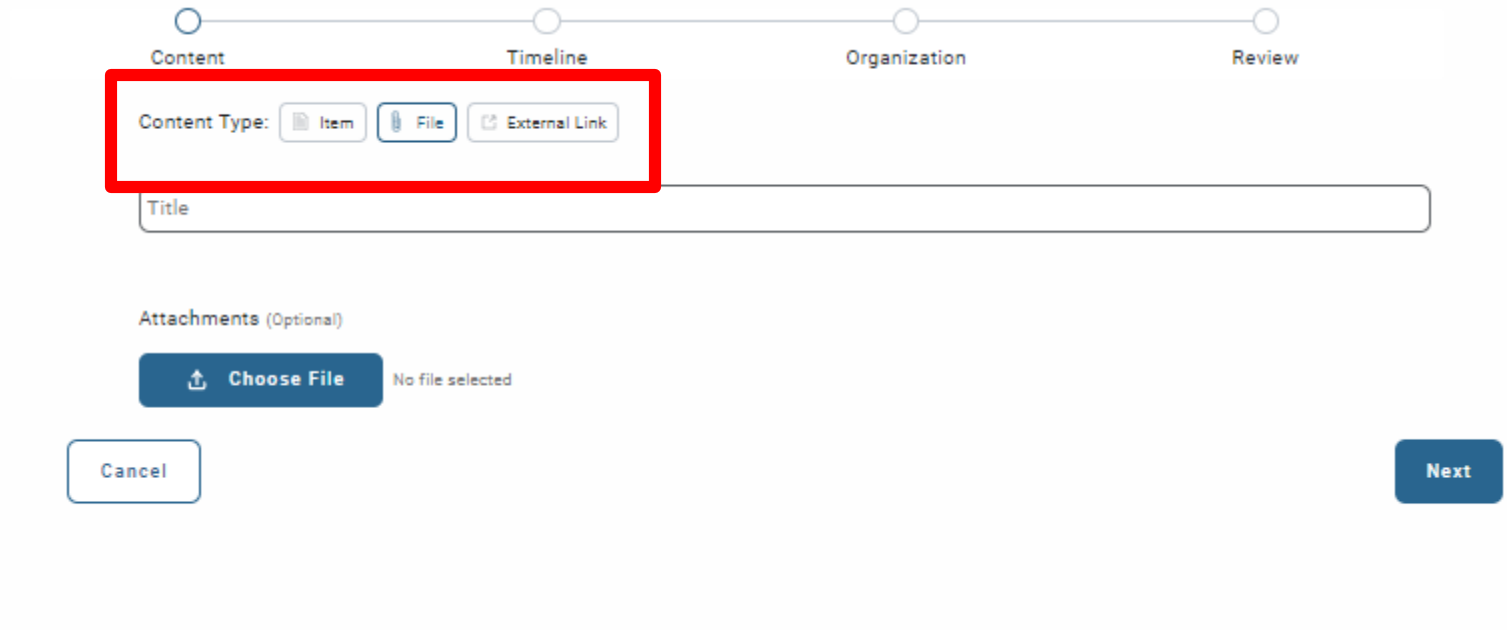


CONTENT MANAGEMENT

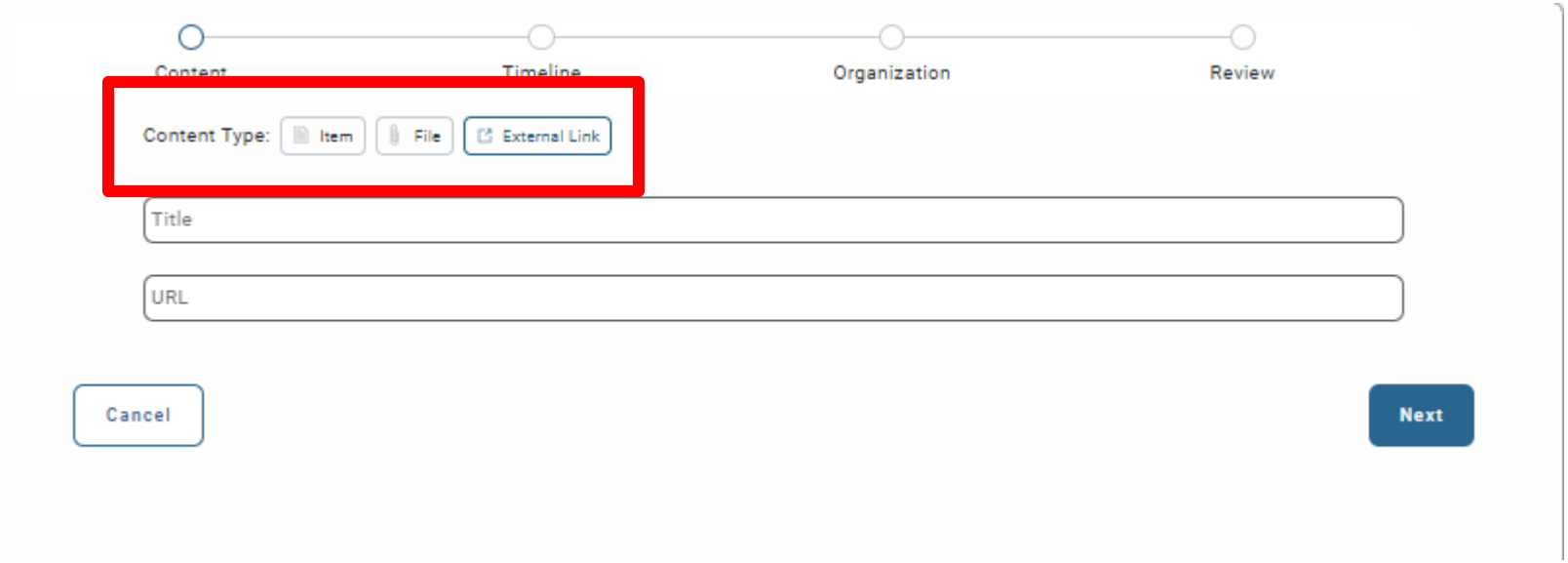
Post the Same Content to Multiple Courses



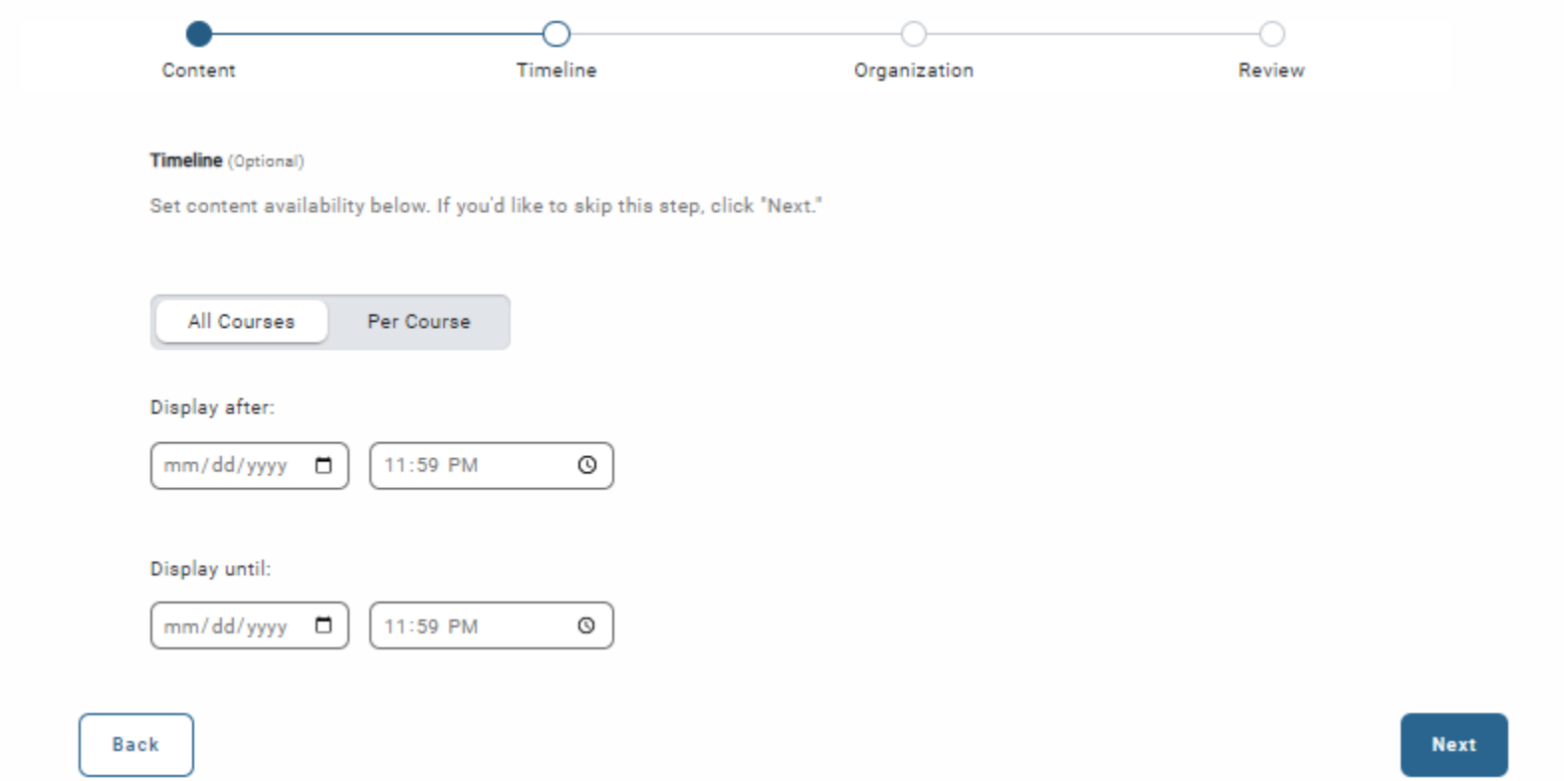
Add File Online



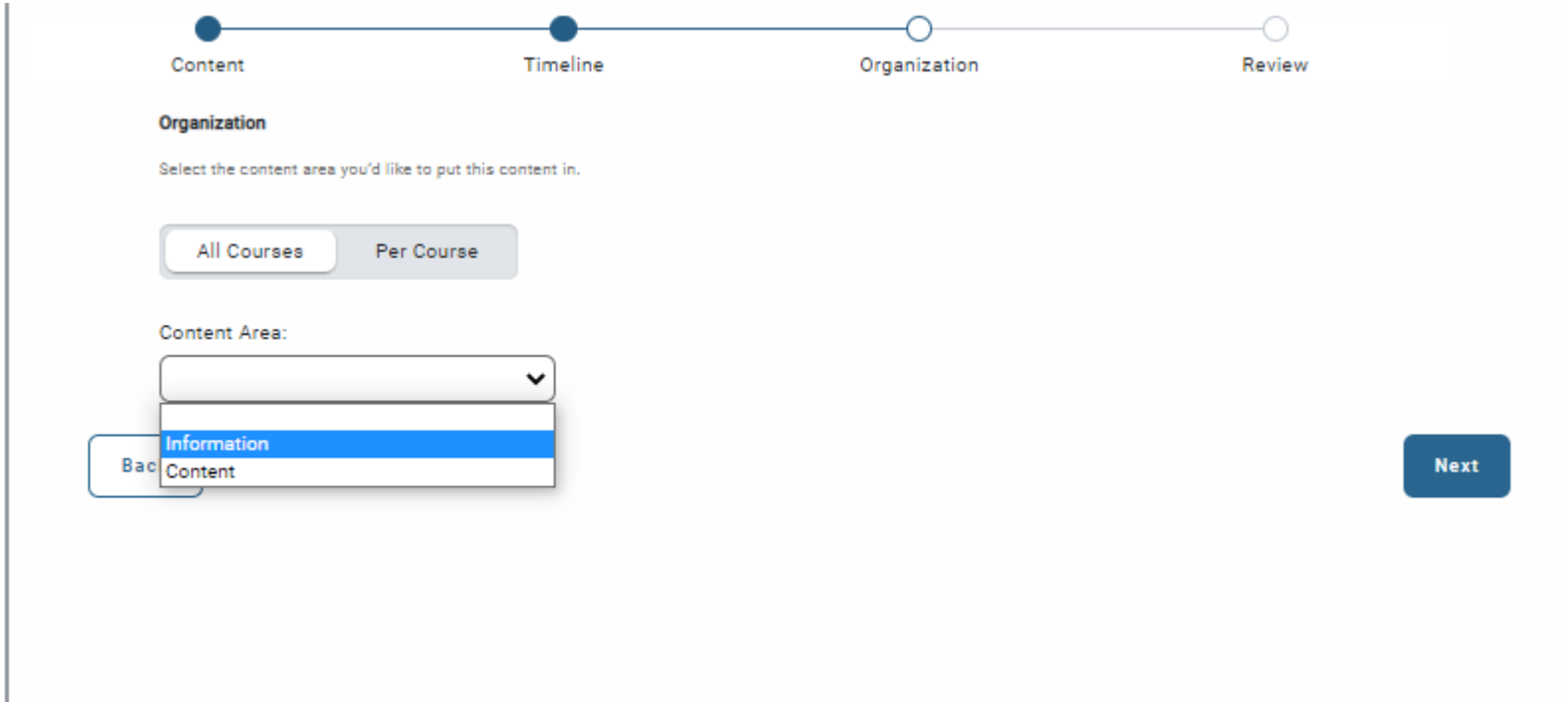
Add Web Link


Content
Timeline
Organization
Review
Content Type:
Item
File
External Link
Title
URL
Cancel
Next

Timeline


Content
Timeline
Organization
Review
Timeline (Optional)
Set content availability below. If you'd like to skip this step, click "Next."
All Courses
Per Course
Display after:
mm/dd/yyyy
11:59 PM
Display until:
mm/dd/yyyy
11:59 PM
Back
Next

Where in Course



Submit

Is the following information correct?

Qwickly Test Course 1

Content Area: Information

Display after:

Display until:

Qwickly 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:

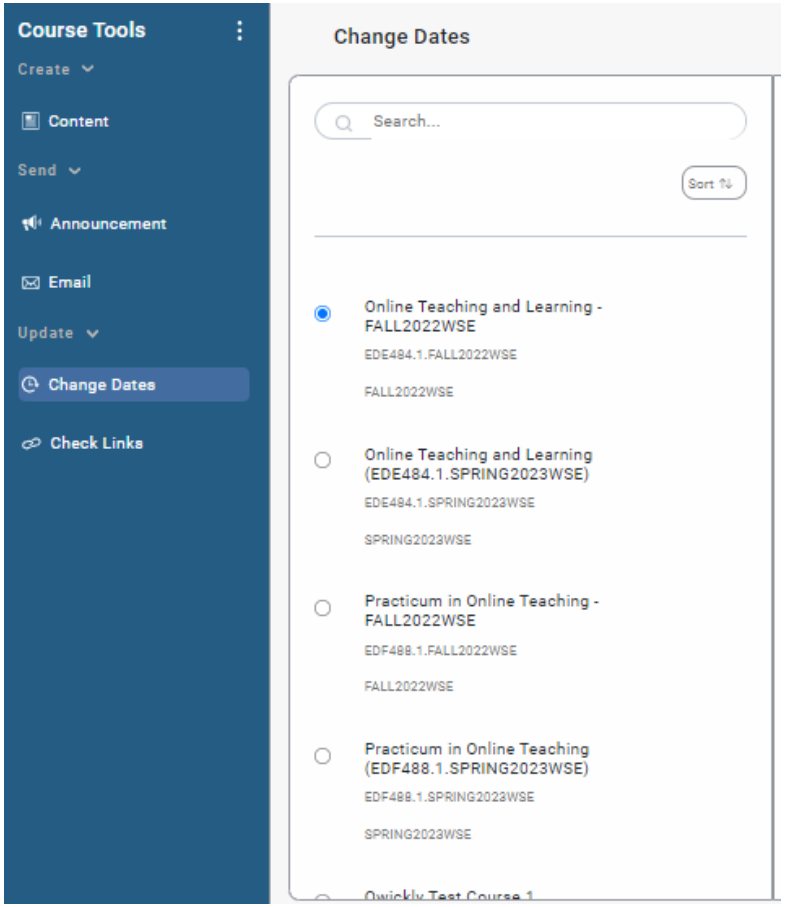
Display until:

Back

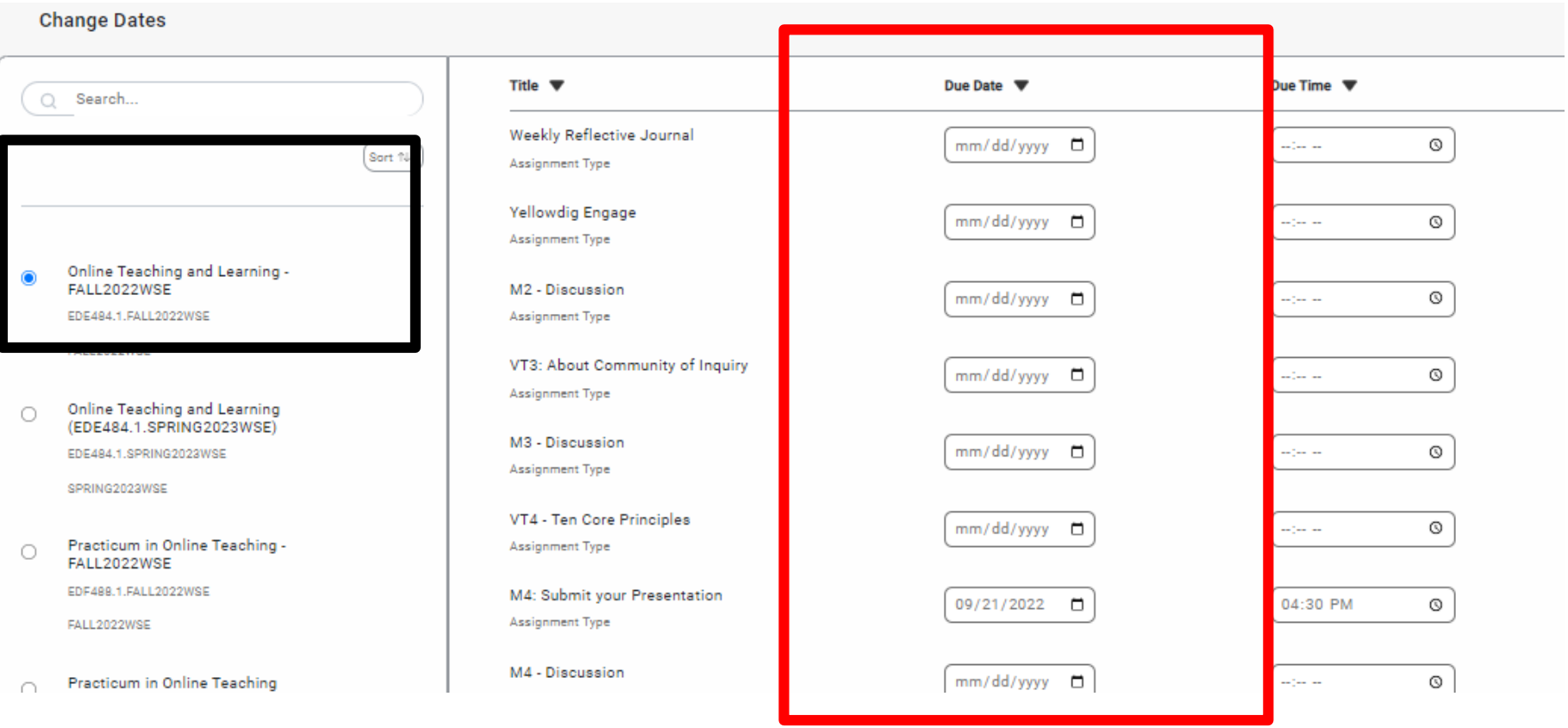
Submit

CHANGE DATES

Change Dates

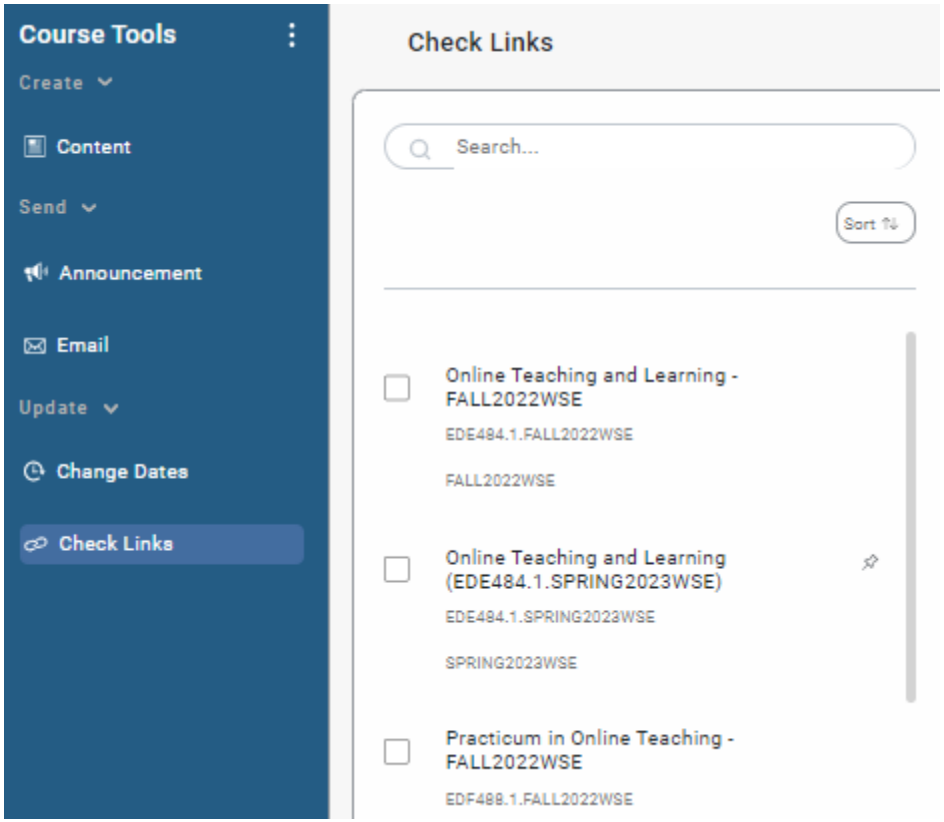


Due Date Management

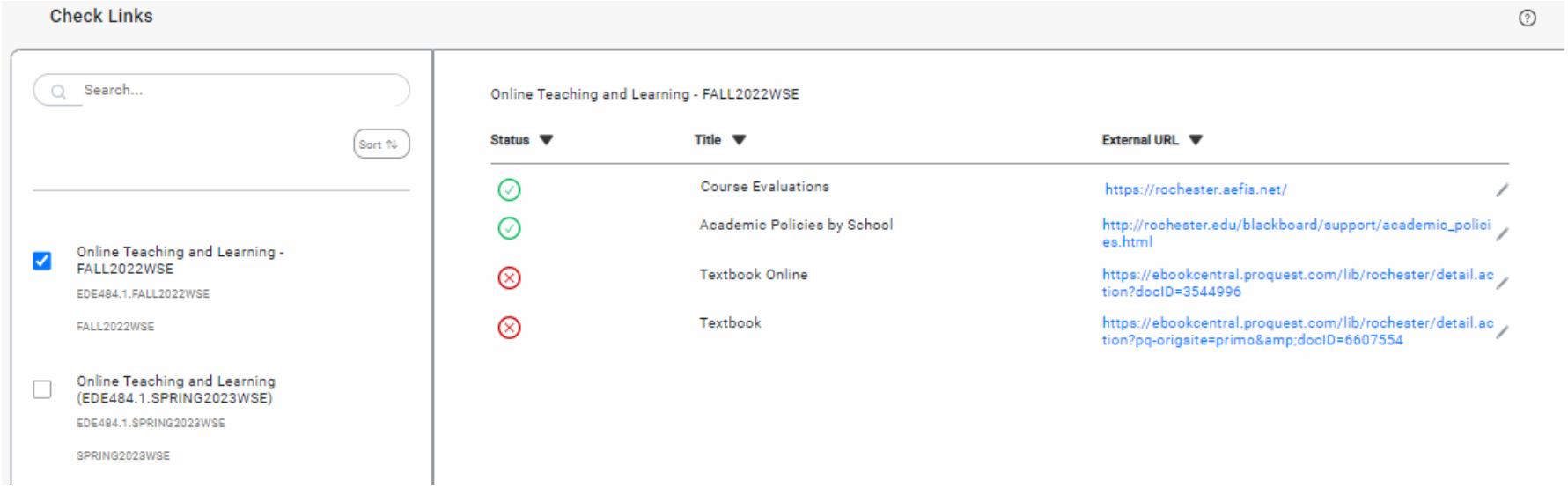


CHECK LINKS

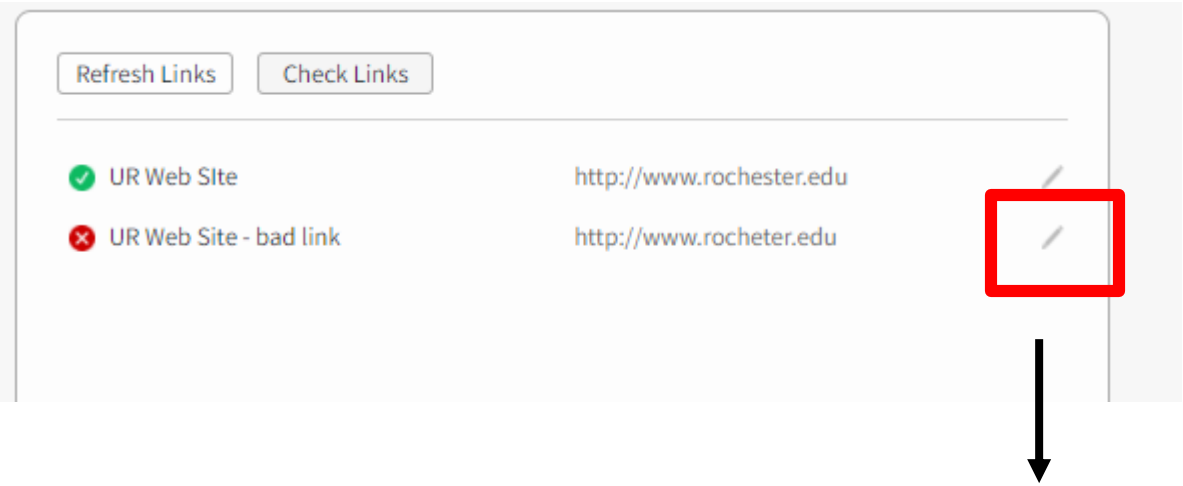
Check Links

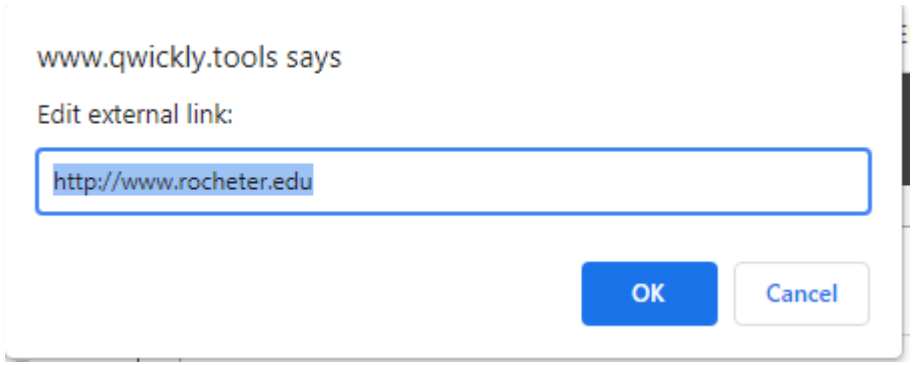

Course Tools
Create
Content
Send
Announcement
Email
Update
Change Dates
Check Links
Check Links
Search...
Sort
Online Teaching and Learning - FALL2022WSE
EDE484.1.FALL2022WSE
FALL2022WSE
Online Teaching and Learning (EDE484.1.SPRING2023WSE)
EDE484.1.SPRING2023WSE
SPRING2023WSE
Practicum in Online Teaching - FALL2022WSE
EDF488.1.FALL2022WSE

Review and Update Links

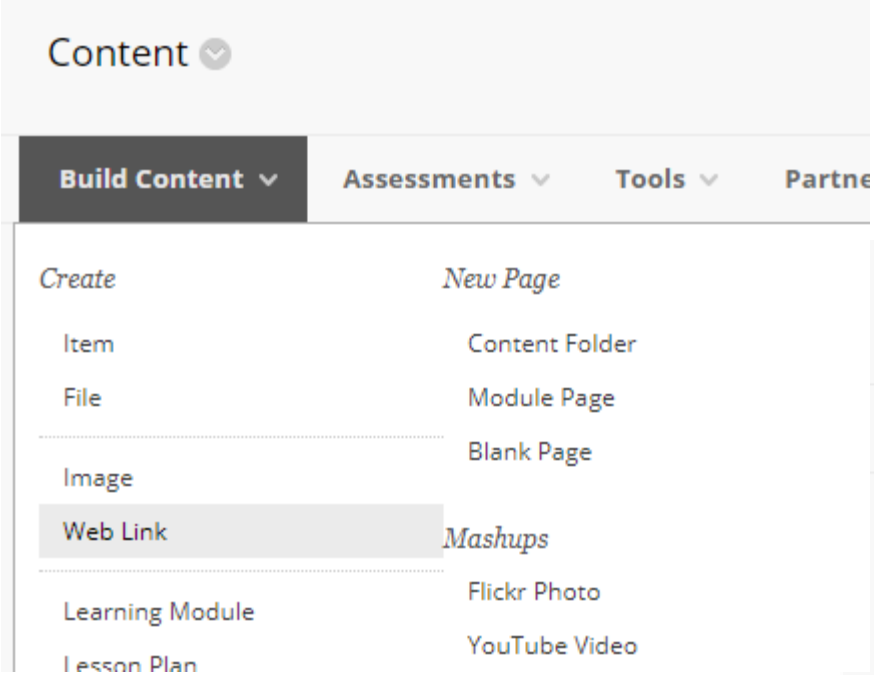


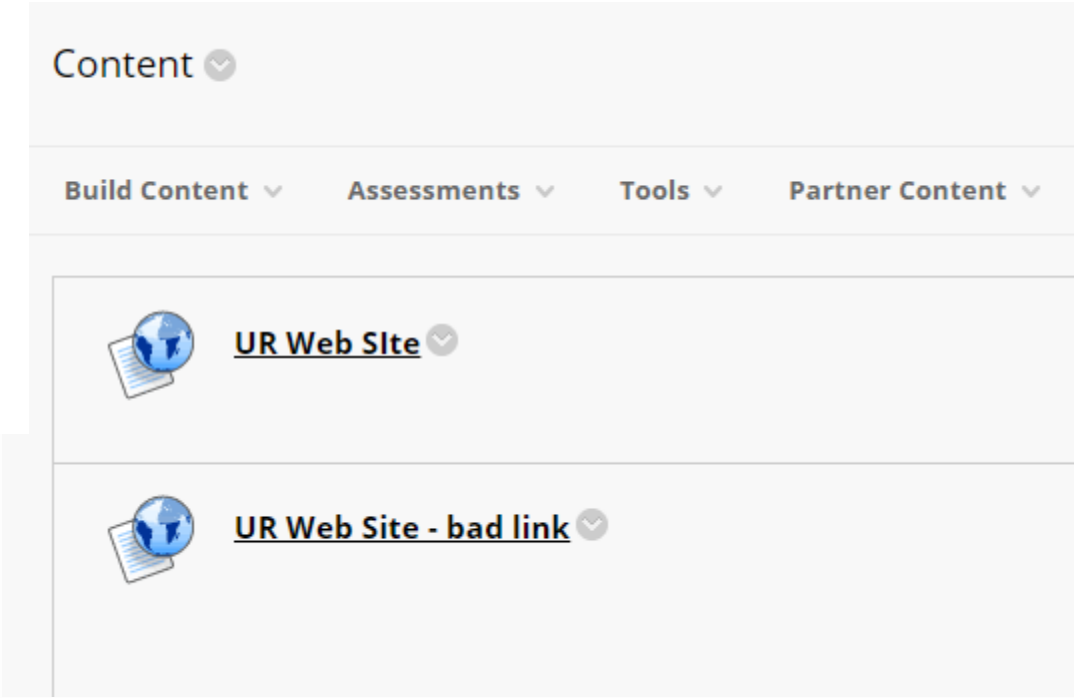
Edit the Link Here





Checks Web Links

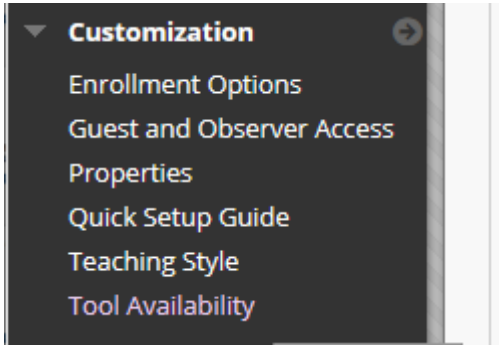


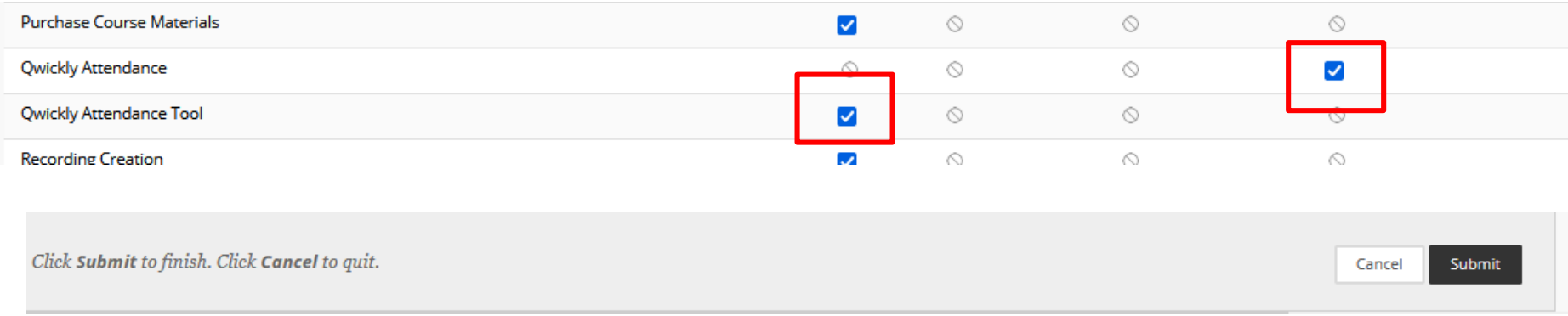


ATTENDANCE TAKING SETUP

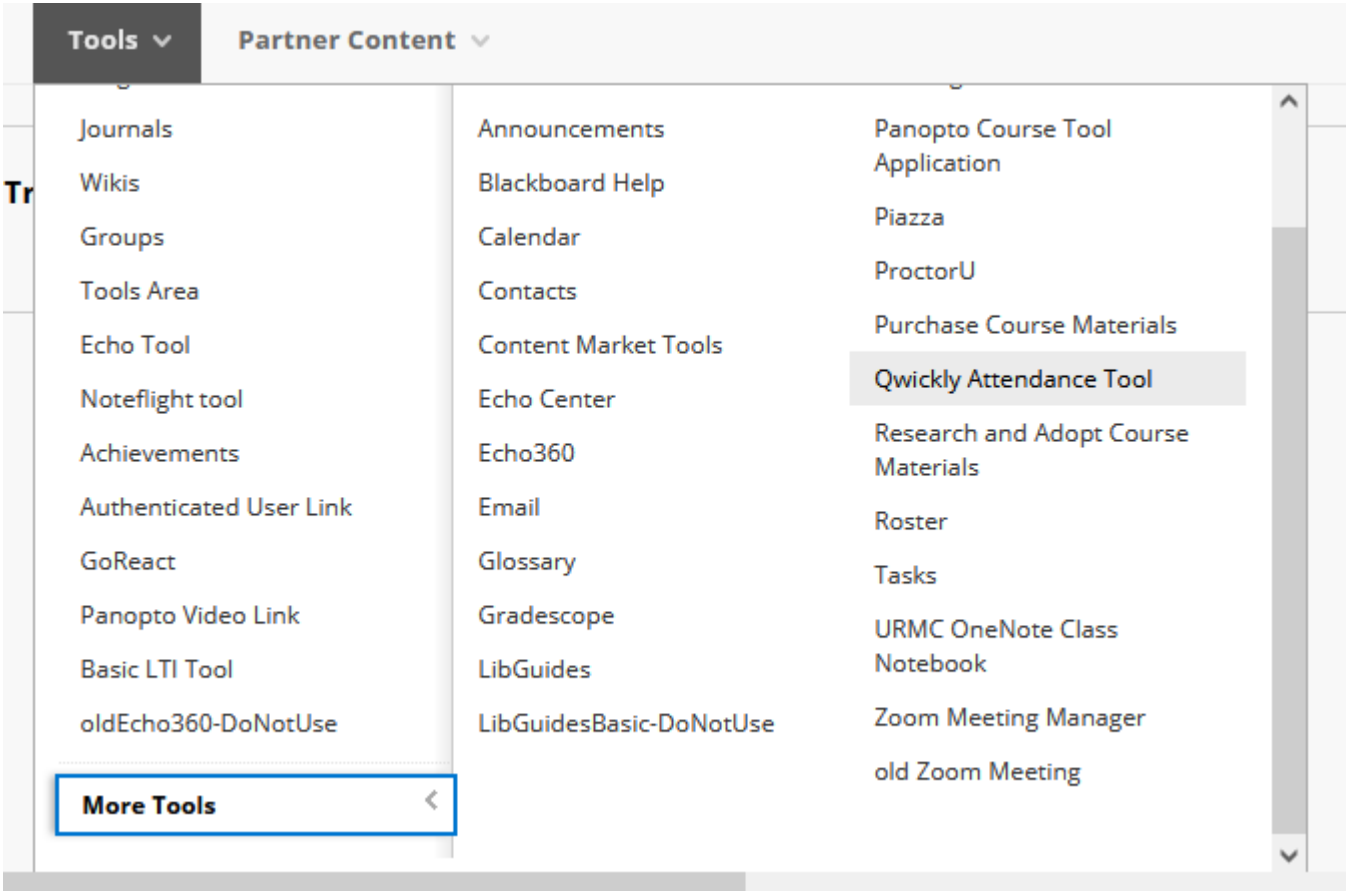
https://tech.rochester.edu/qwickly-attendance/

Make Qwickly Available (if not already)





Add the Qwickly Attendance Tool



LINK INFORMATION

* Link Name

Take Attendance

Color of Name

Black

Link

Tool: Qwickly Attendance Tool

Text

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

Paragraph | Arial | 10pt

OPTIONS

Available

(•) Yes ( ) No

Track Number of Views

( ) Yes (•) No

Date Restrictions

[ ] Display After

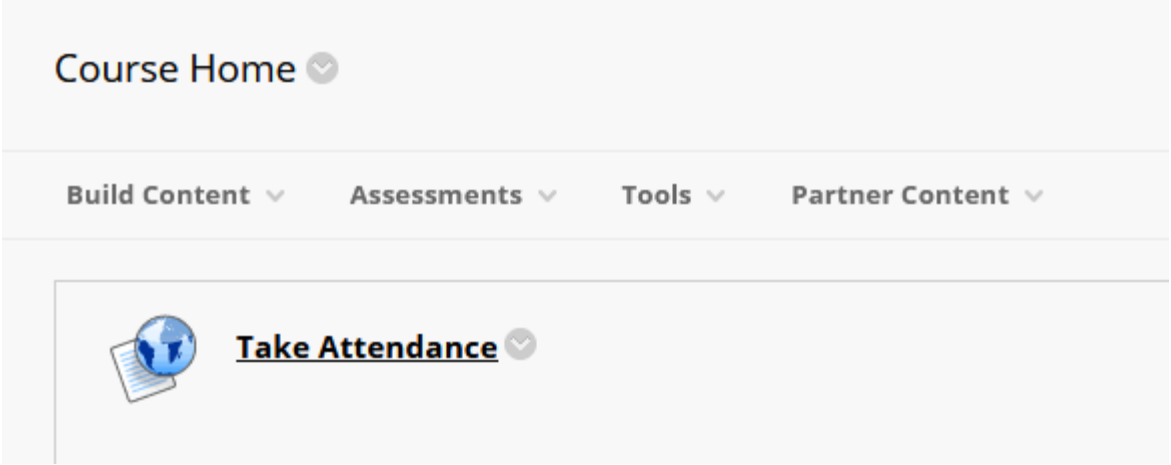
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

[ ] Display Until

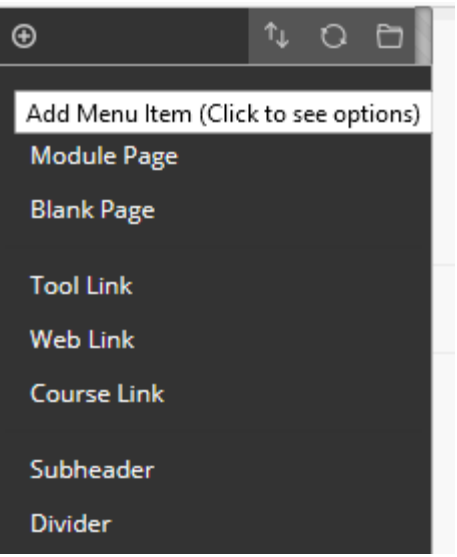
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

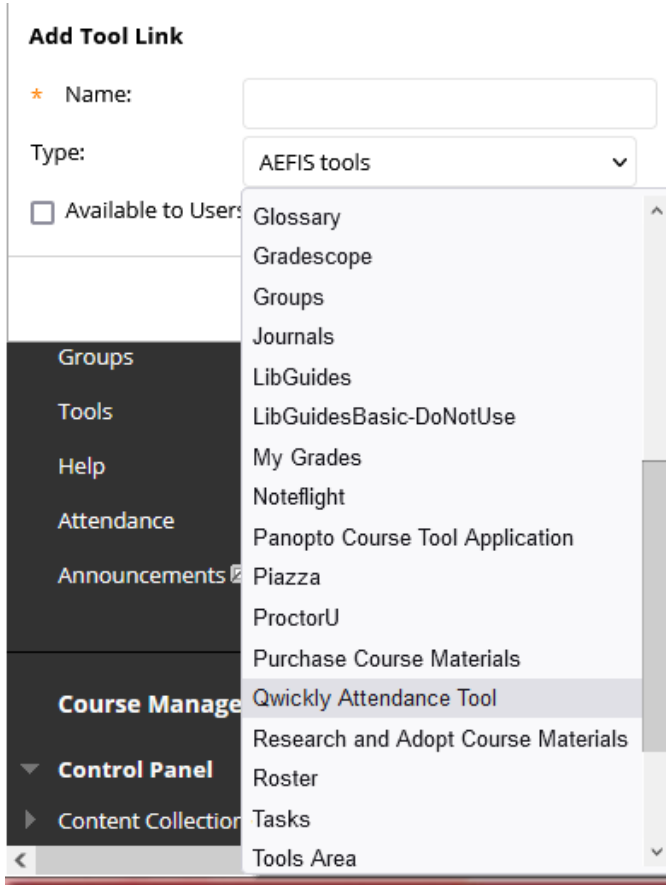
*Click **Submit** to proceed.*

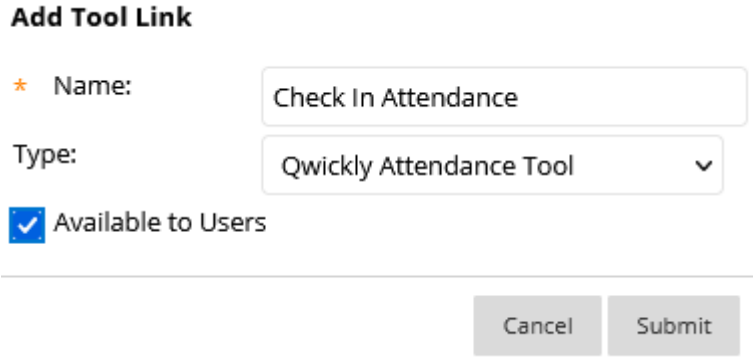
Cancel Submit


Course Home
Build Content
Assessments
Tools
Partner Content
Take Attendance

Add on the Left Hand Menu

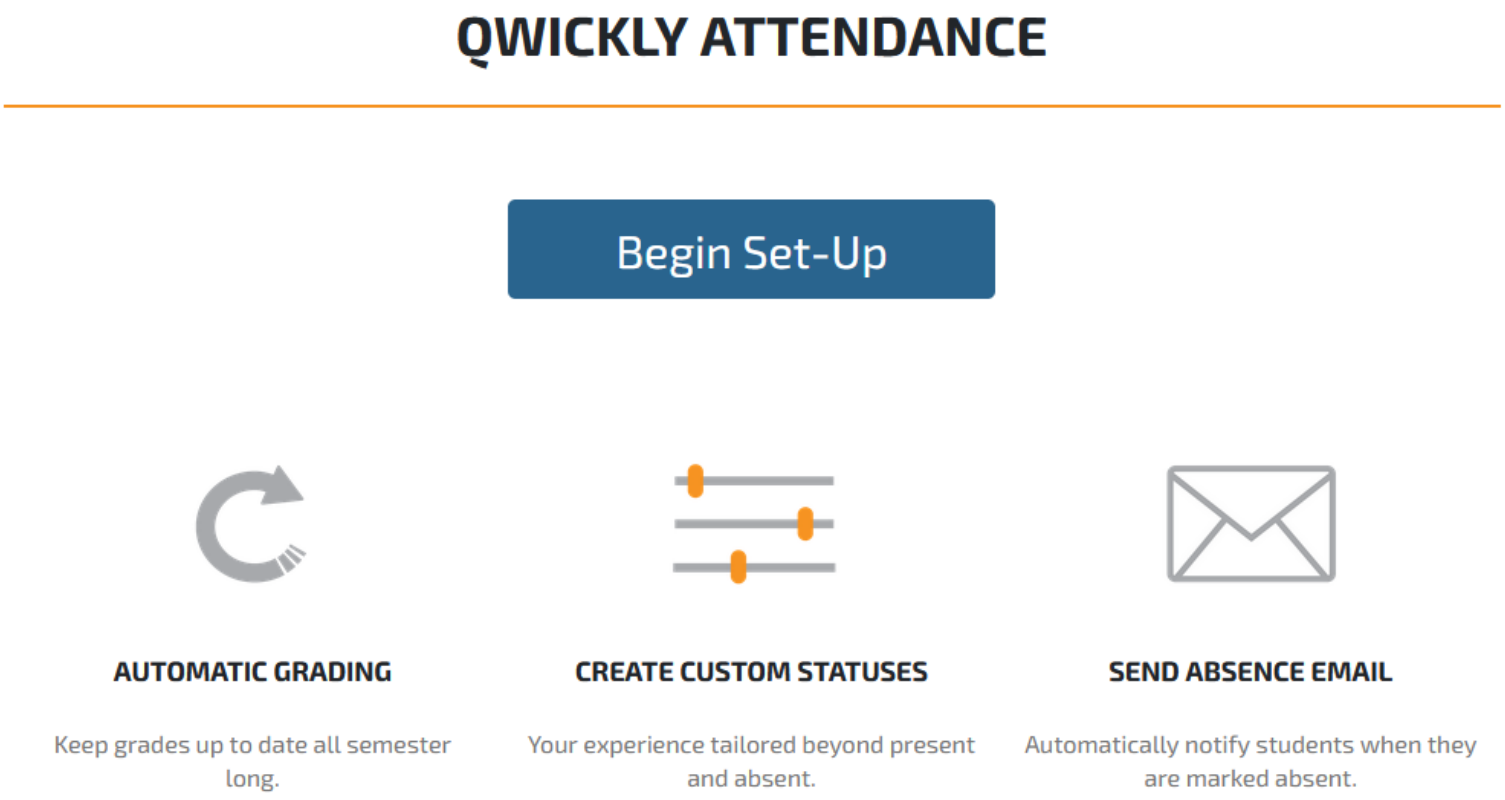




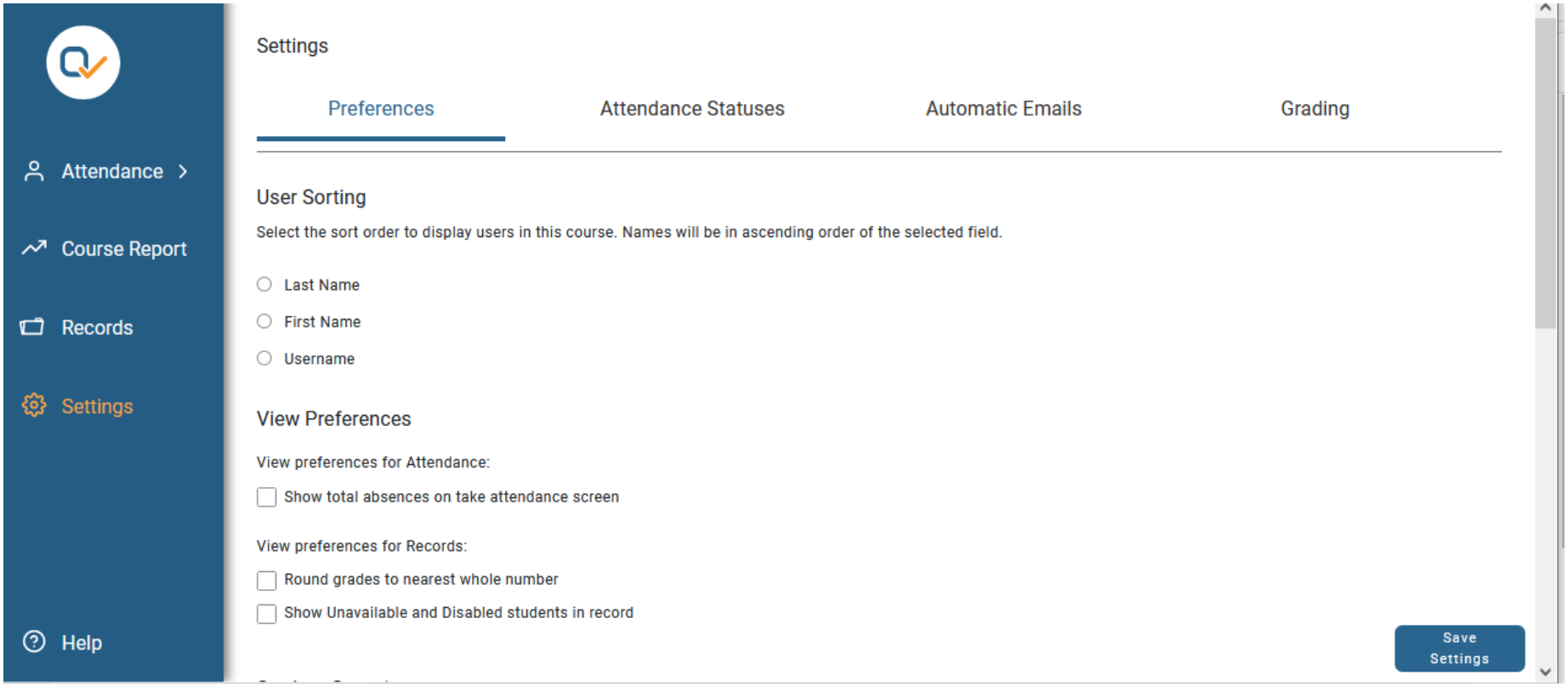


SETUP ATTENDANCE SETTINGS

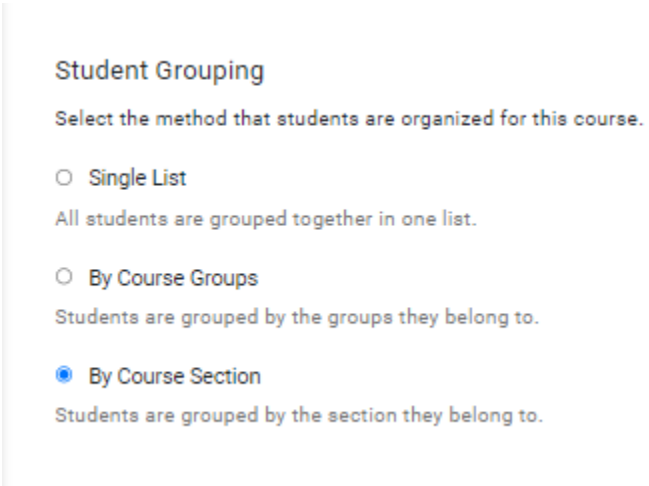
Set up Attendance



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

Student Groups



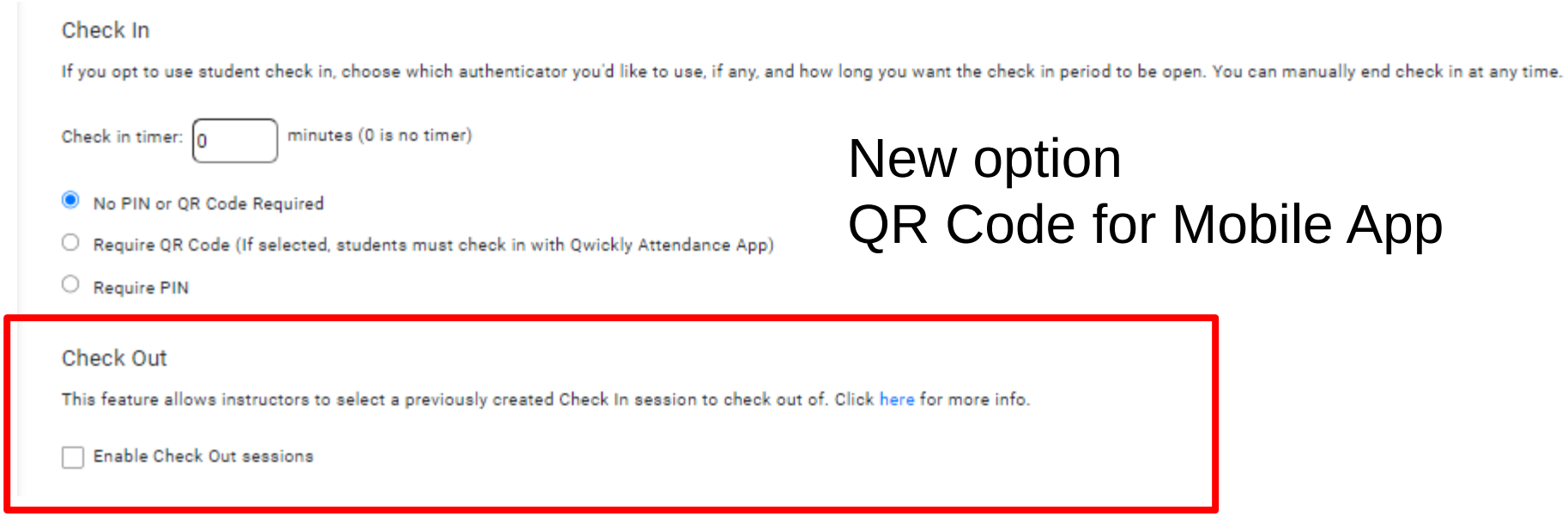
By Course Groups
Use Blackboard Groups

By Course Section
For Merged courses

Qwickly Attendance
Check In/Out

- Allows instructor to run both check-in and check-out during class
- Only students at both will count as Present

Check In/Out



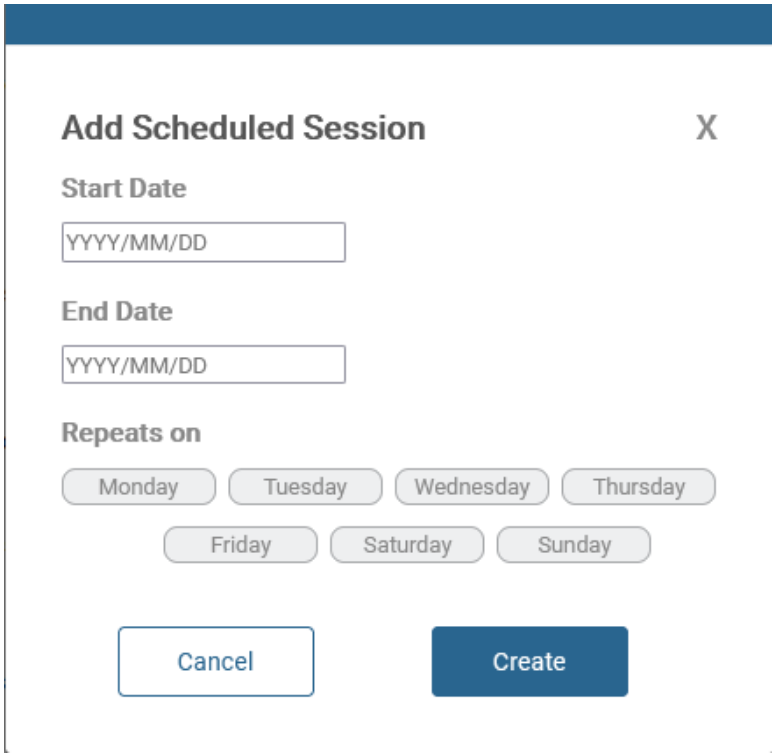
New option
QR Code for Mobile App

New option
Check Out

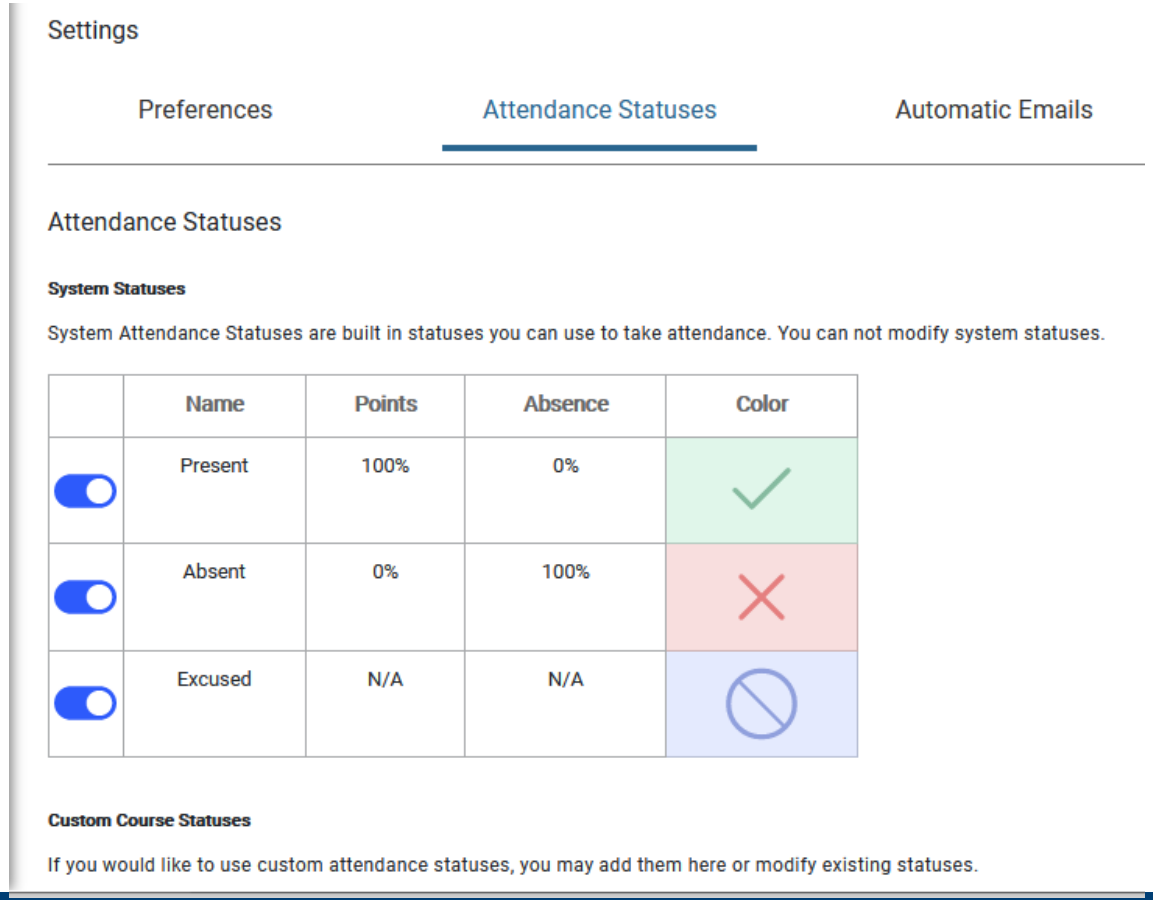
Schedule Sessions

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

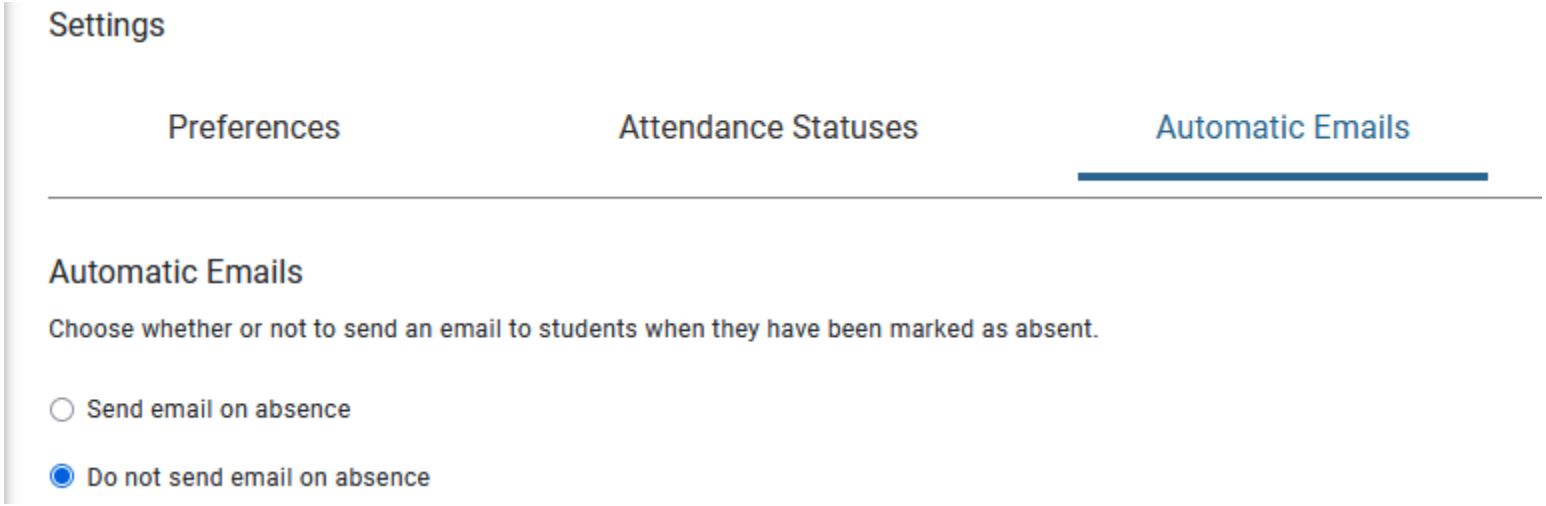
Add Sessions



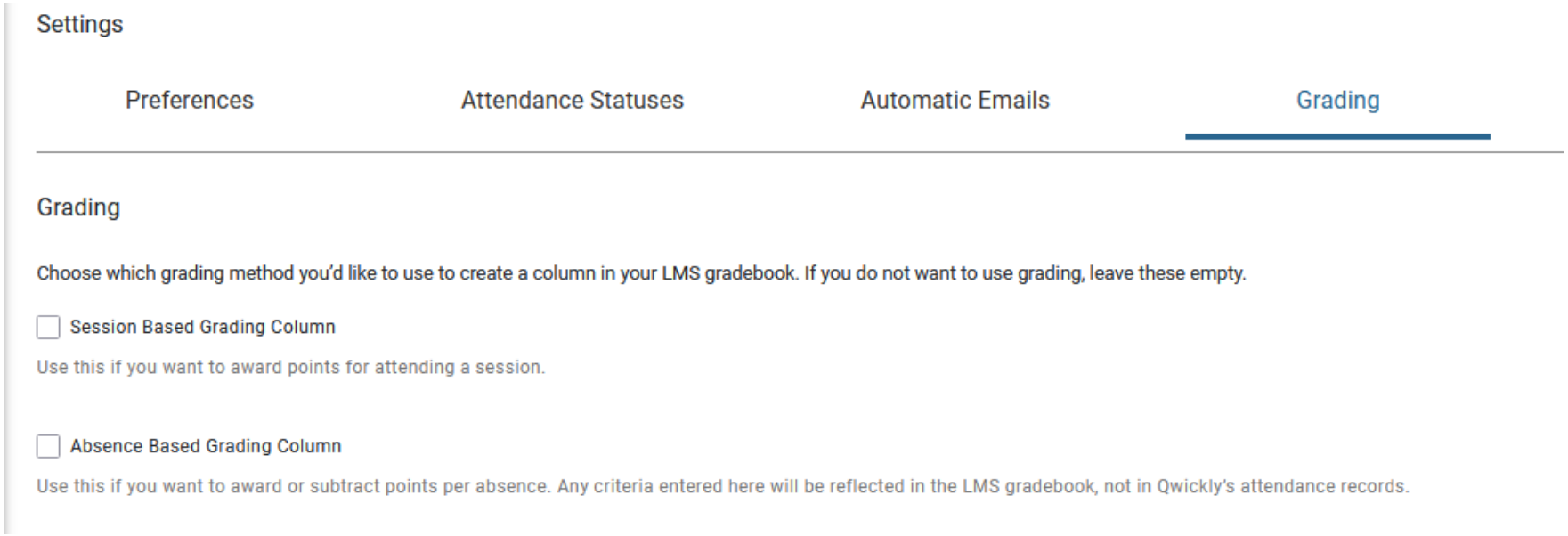
Settings - Status

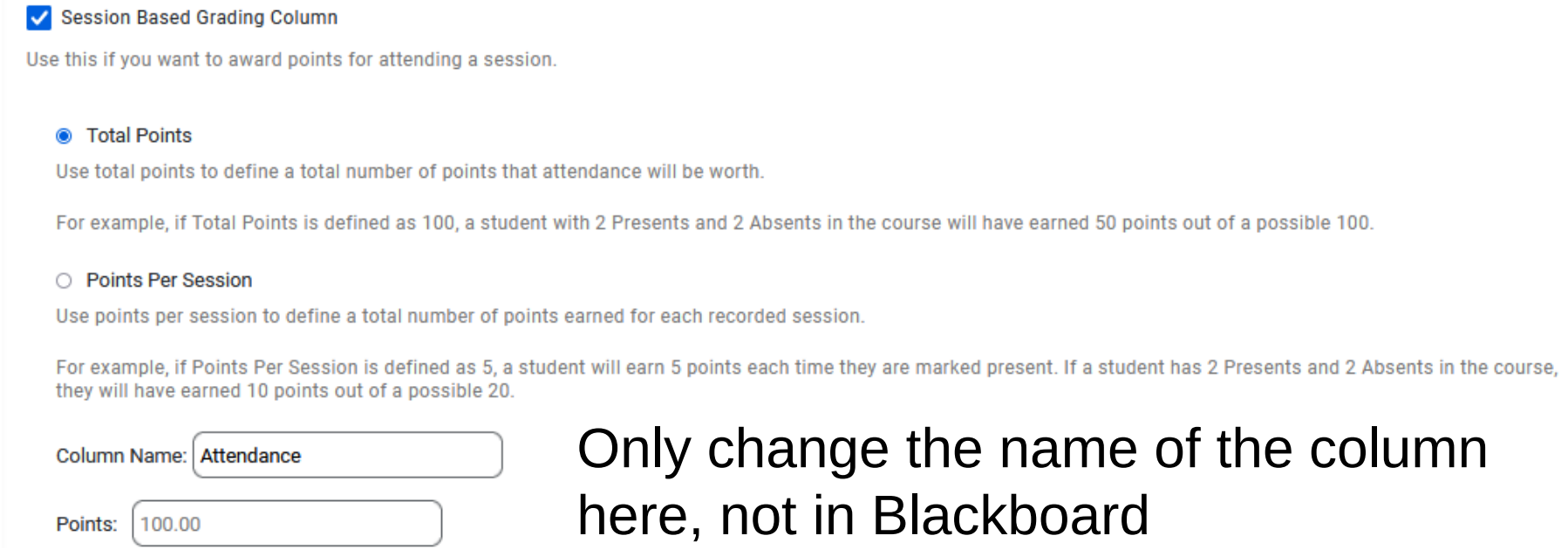


Settings - Email

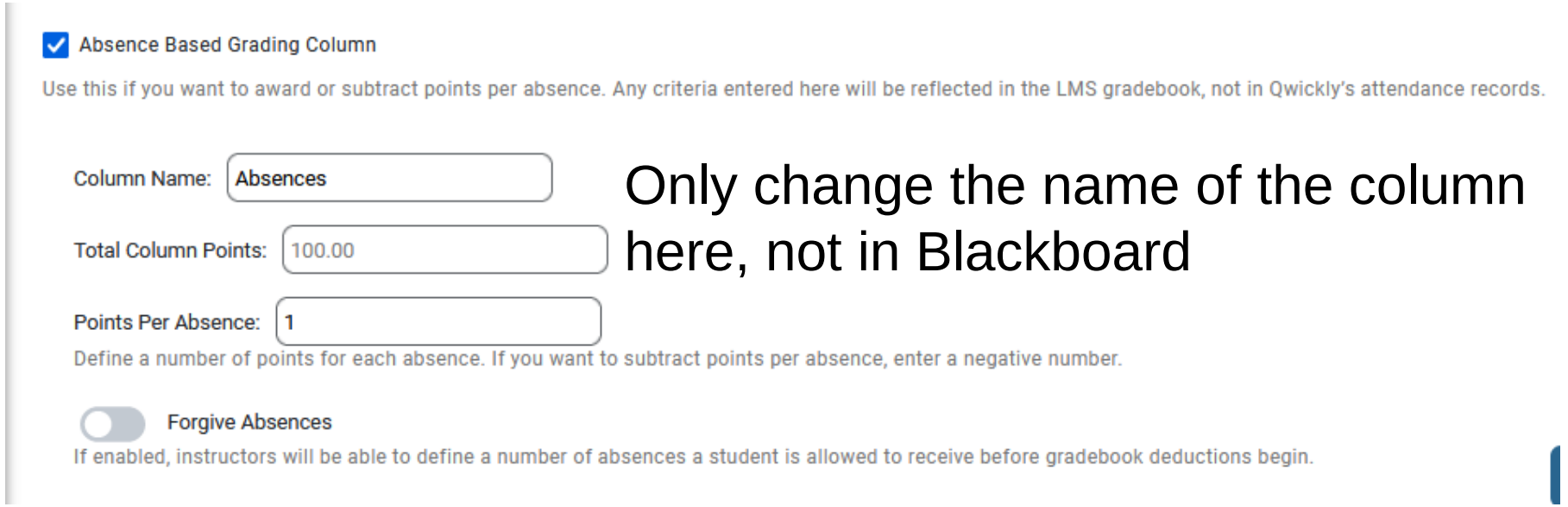


Settings – Grading Options





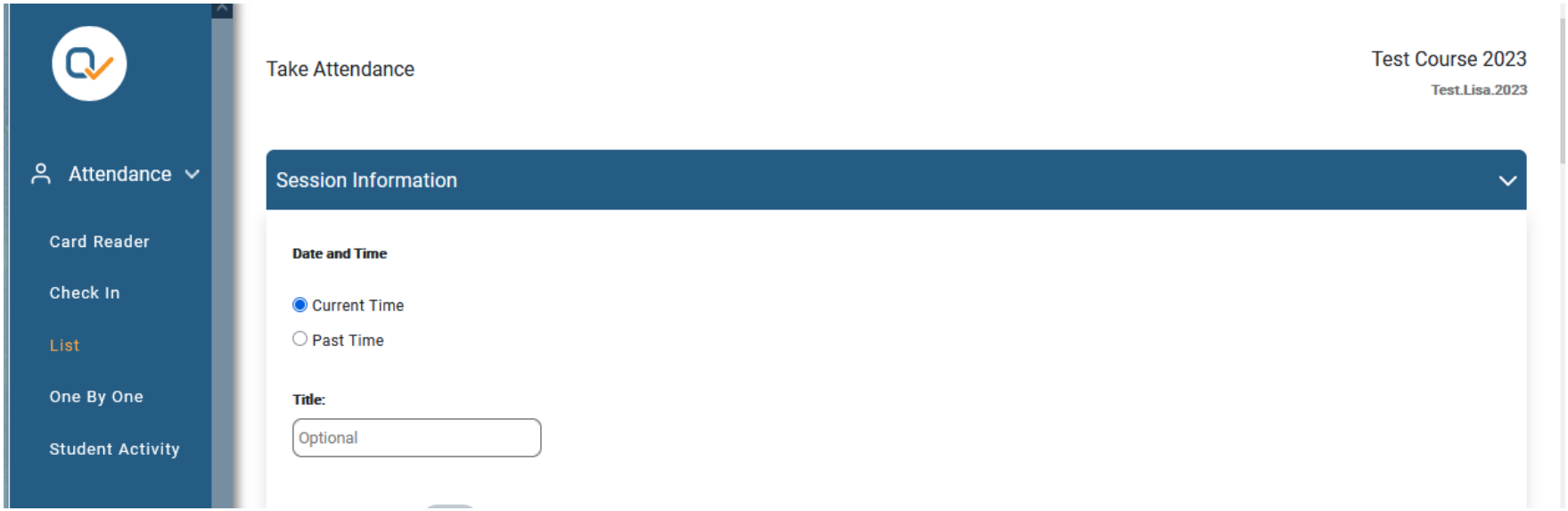
Only change the name of the column here, not in Blackboard



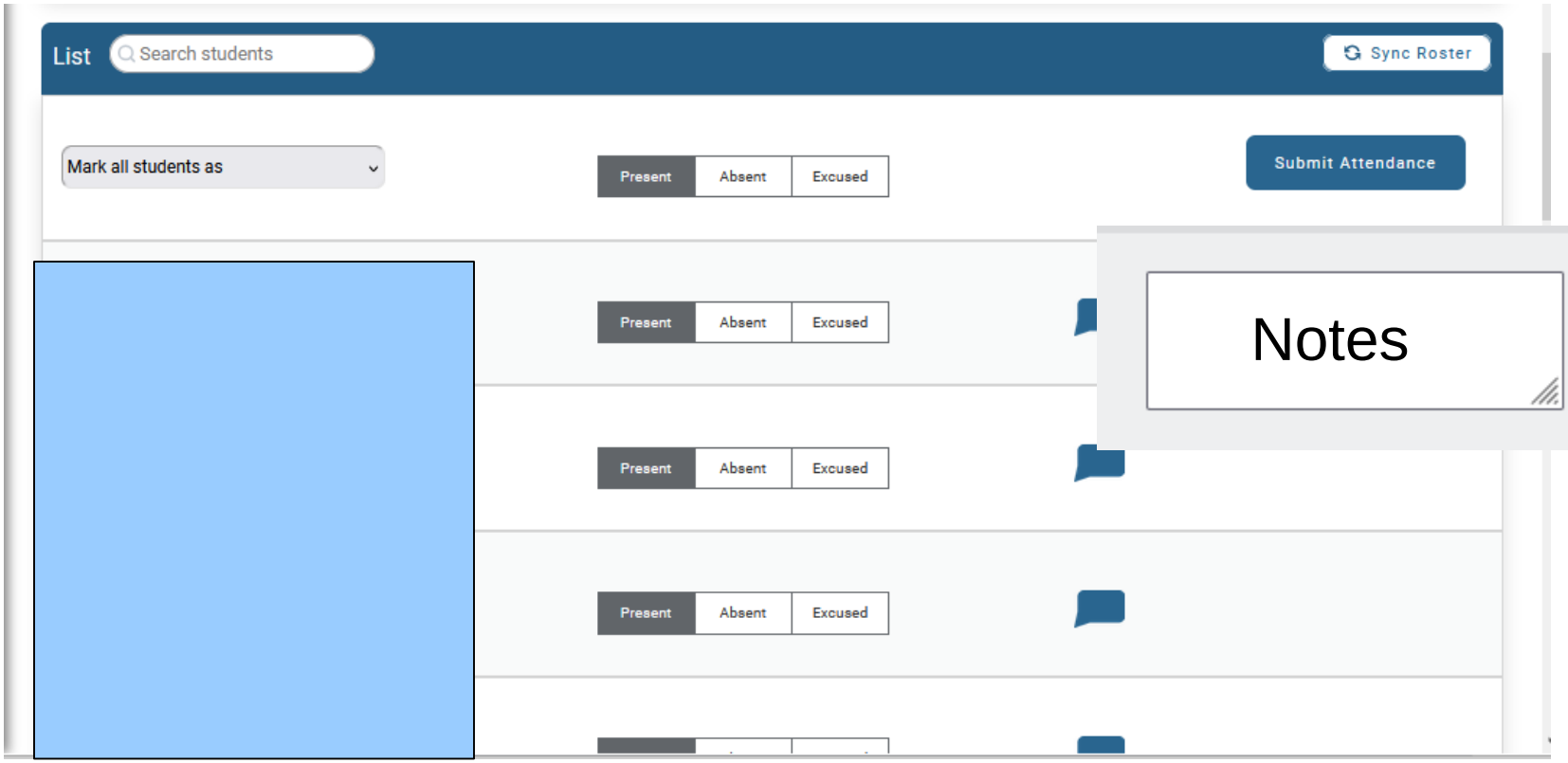
Only change the name of the column here, not in Blackboard

Be Sure to…

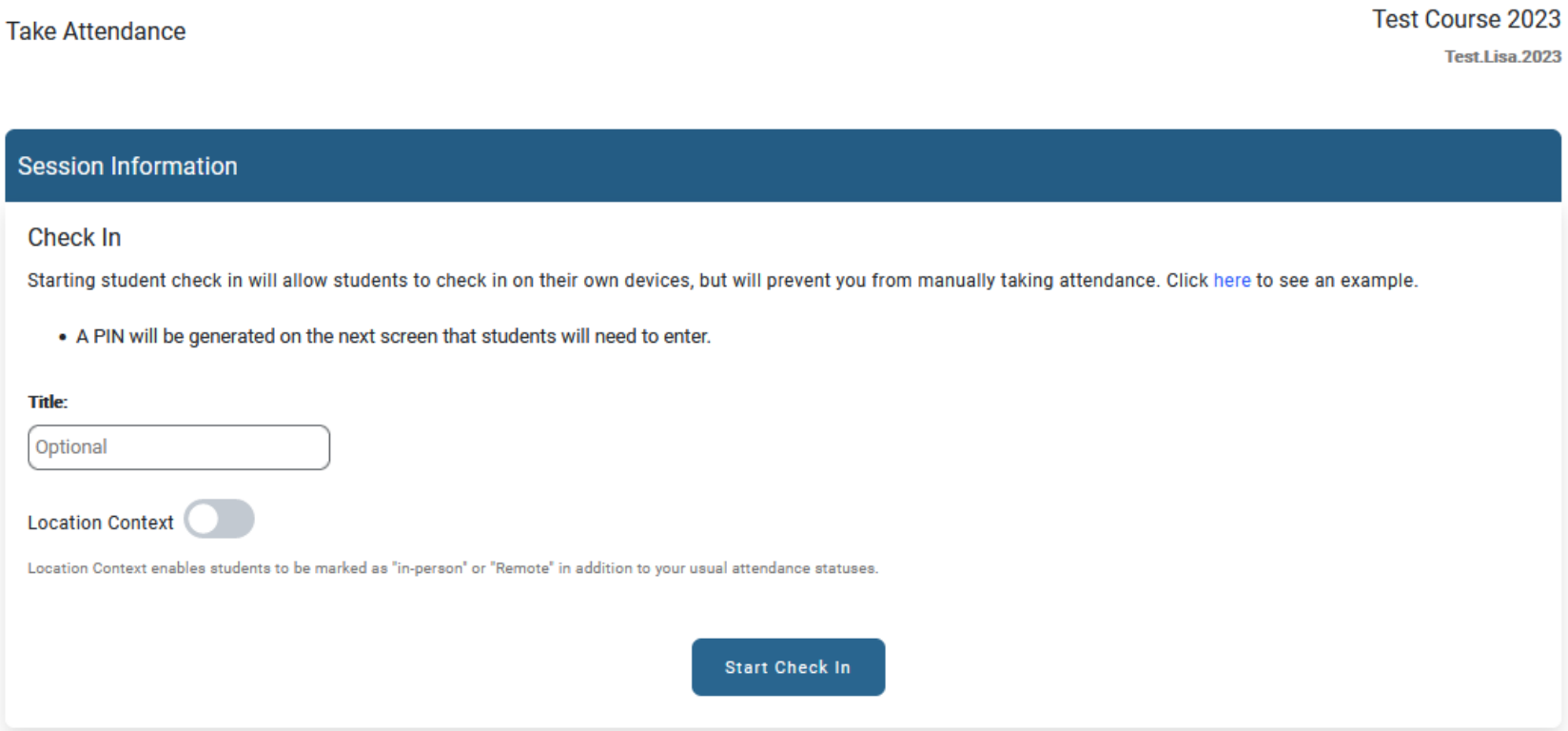
ATTENDANCE TAKING


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

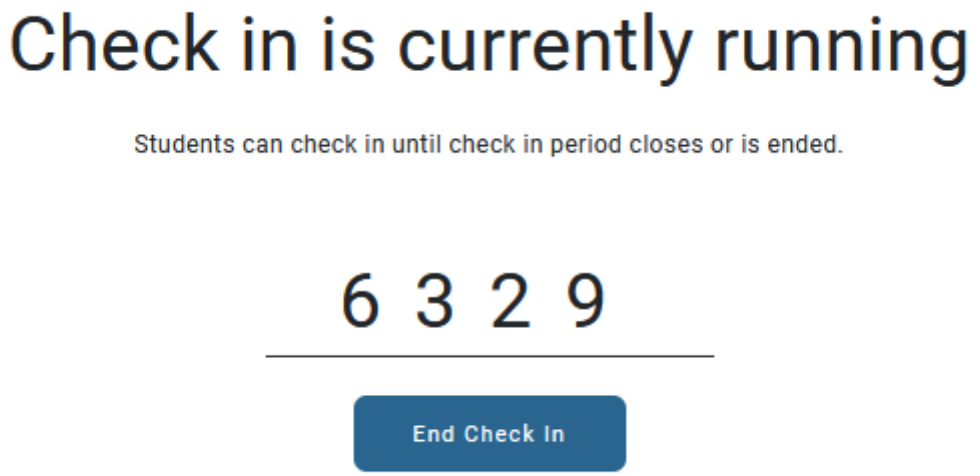
List Attendance



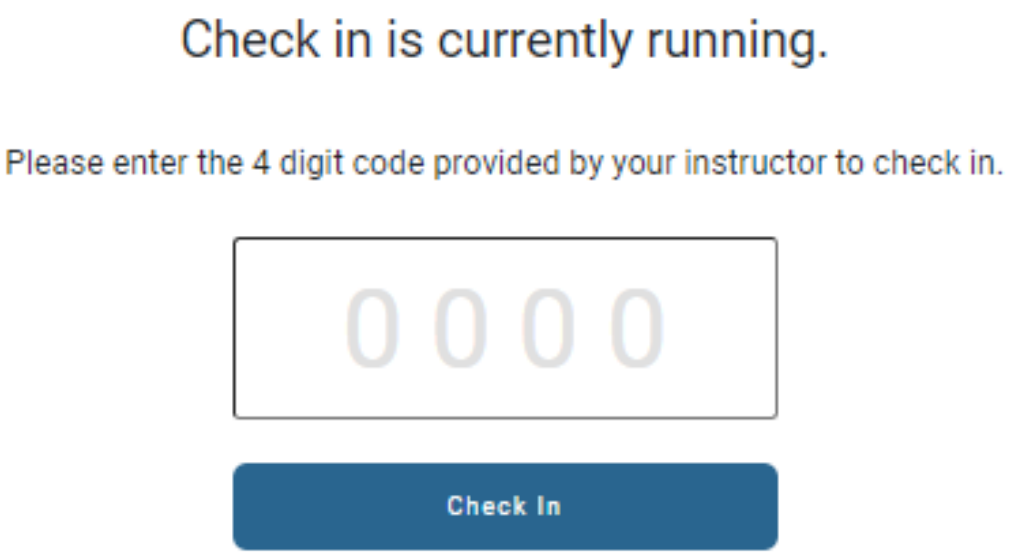
Check-In


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:
Optional
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



Student View



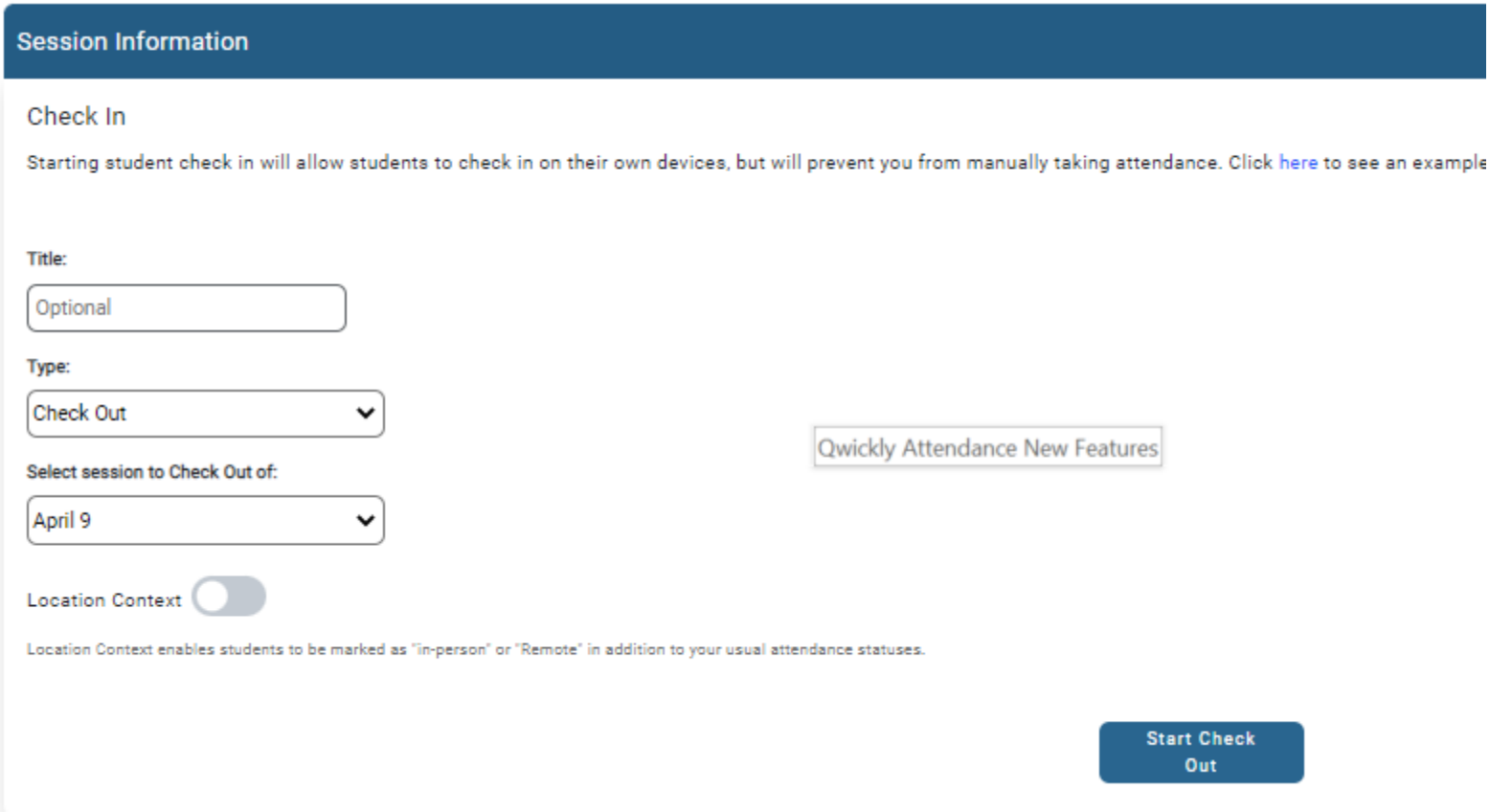
Check In with QR Code

Students must have the Qwickly Mobile App

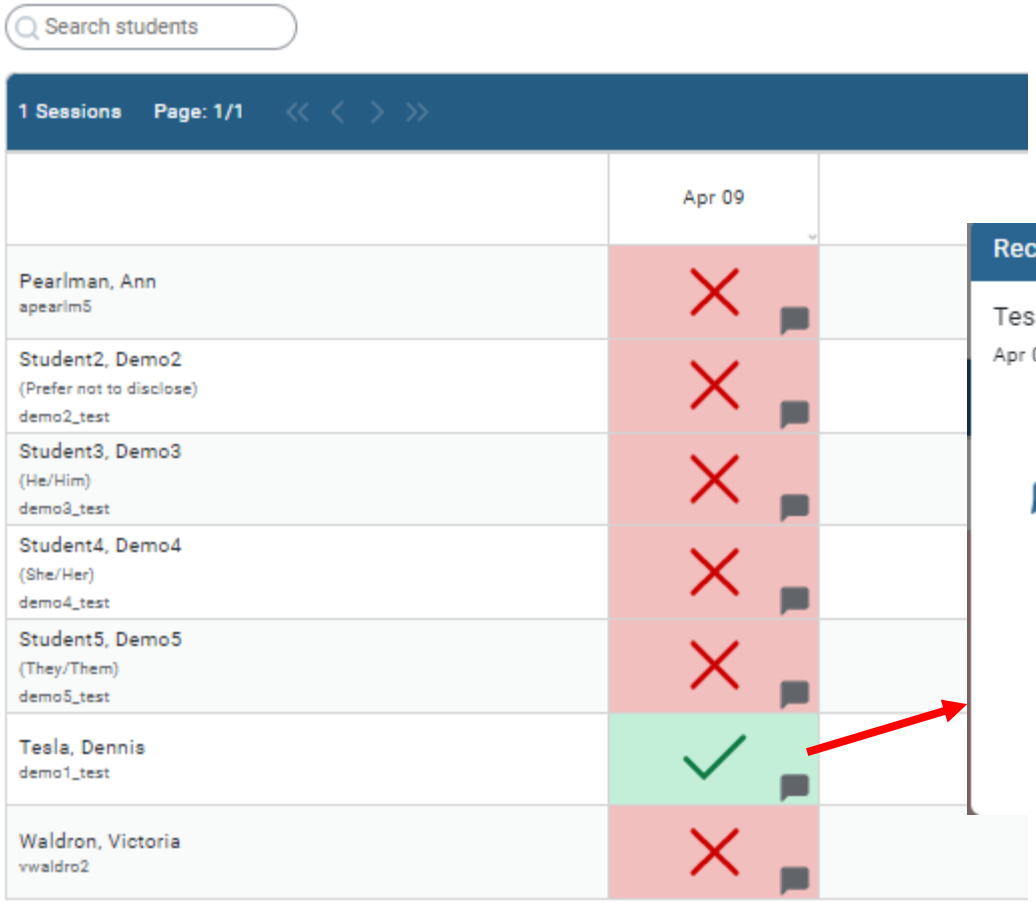
Some phone cameras may not resolve properly

Some room angles do not resolve properly

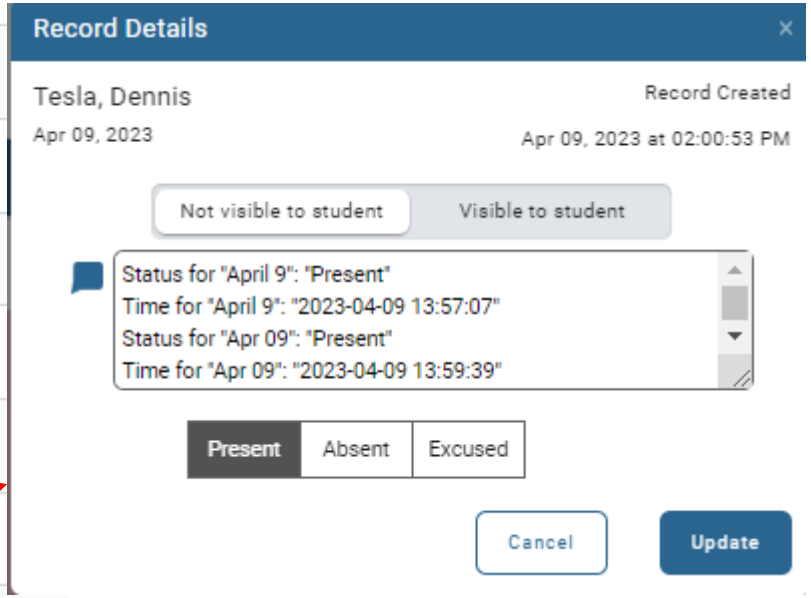
Check-Out Enabled ONLY after Check in ONLY



Attendance Record

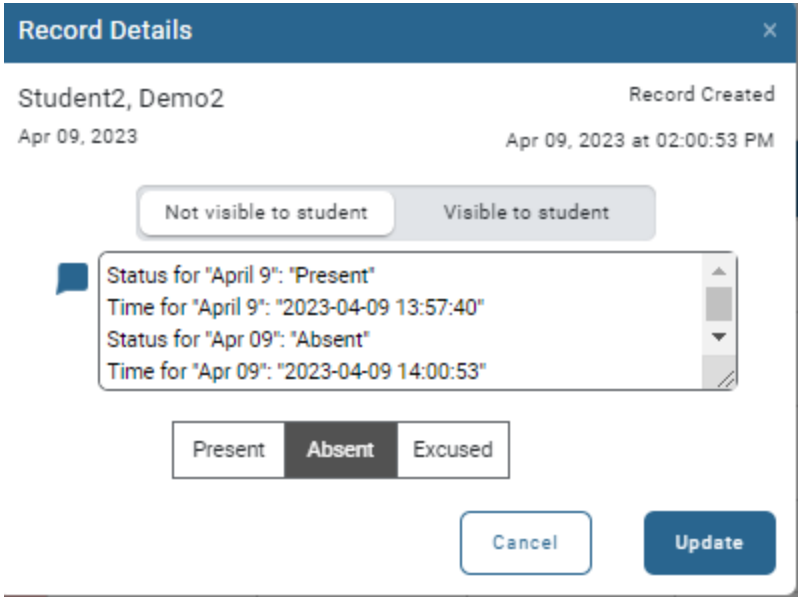


Student did both Check IN and OUT

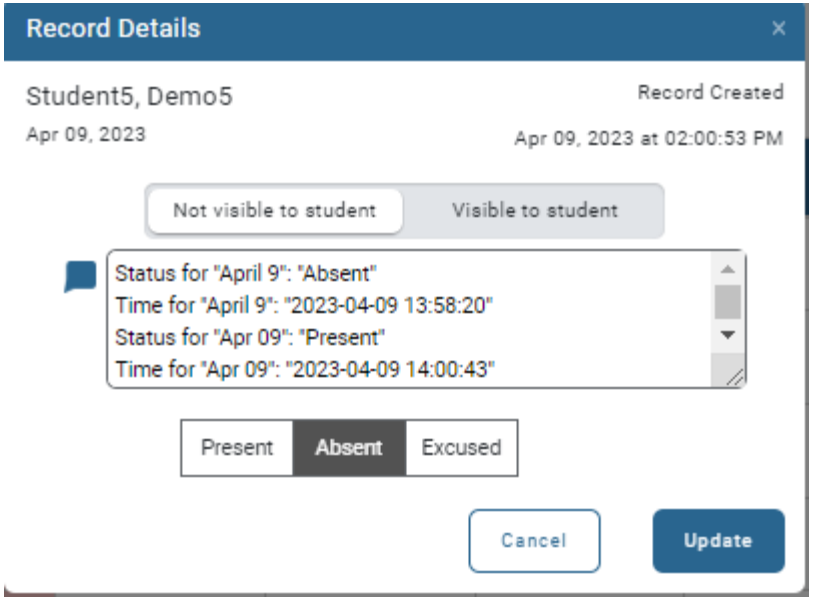


Students Doing One or the Other

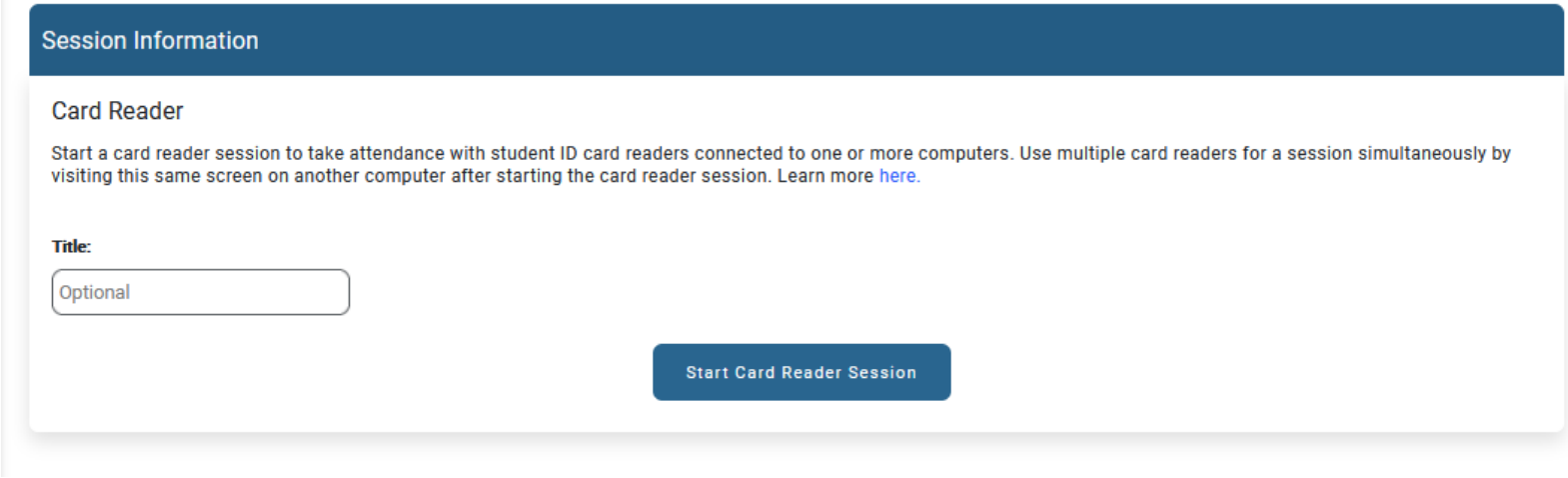
Student Present at Check IN



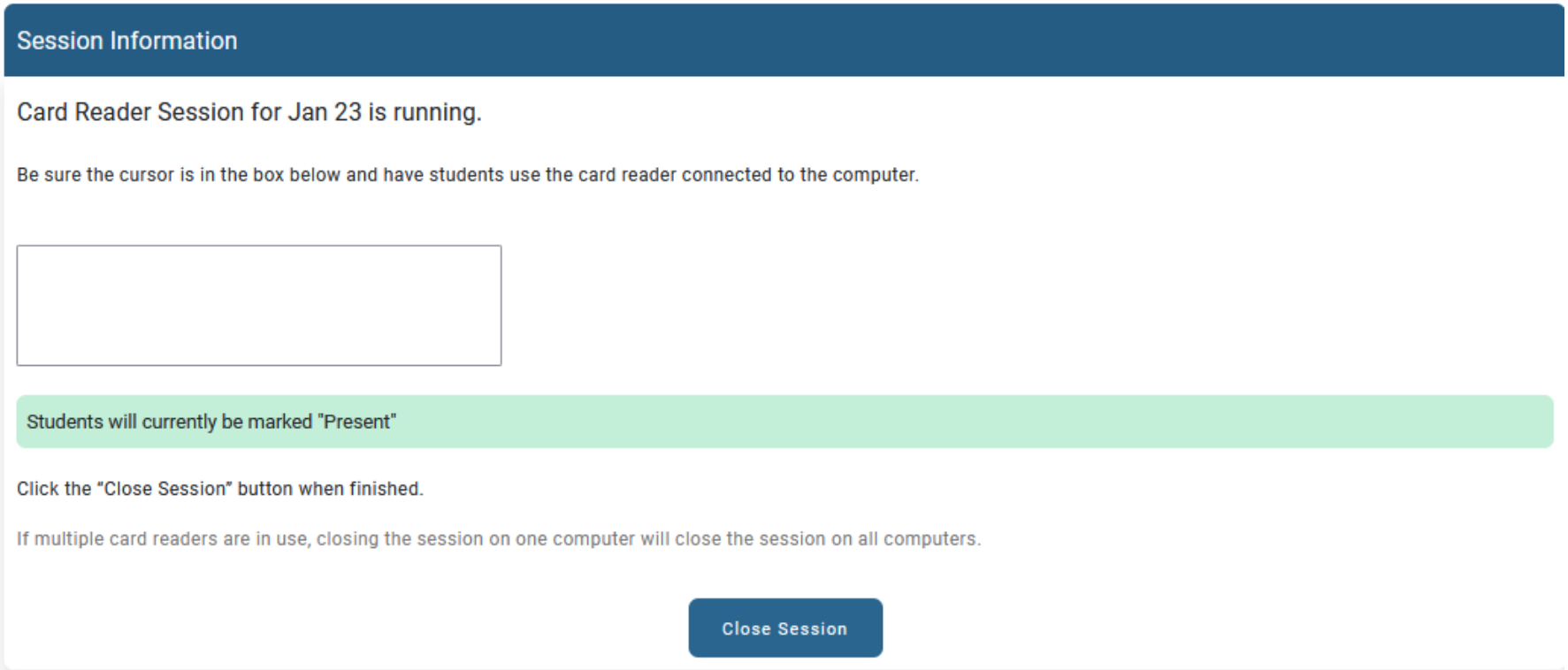
Student Present at Check OUT



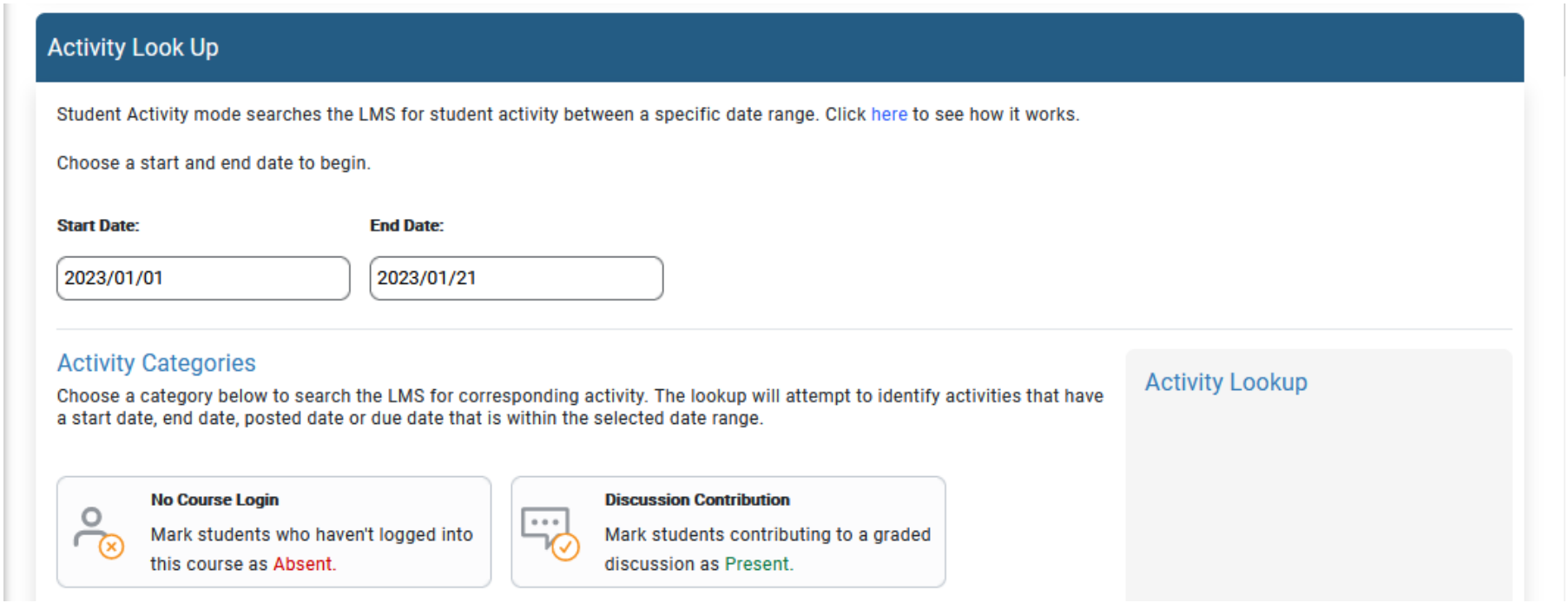
Card Reader


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:
Optional
Start Card Reader Session

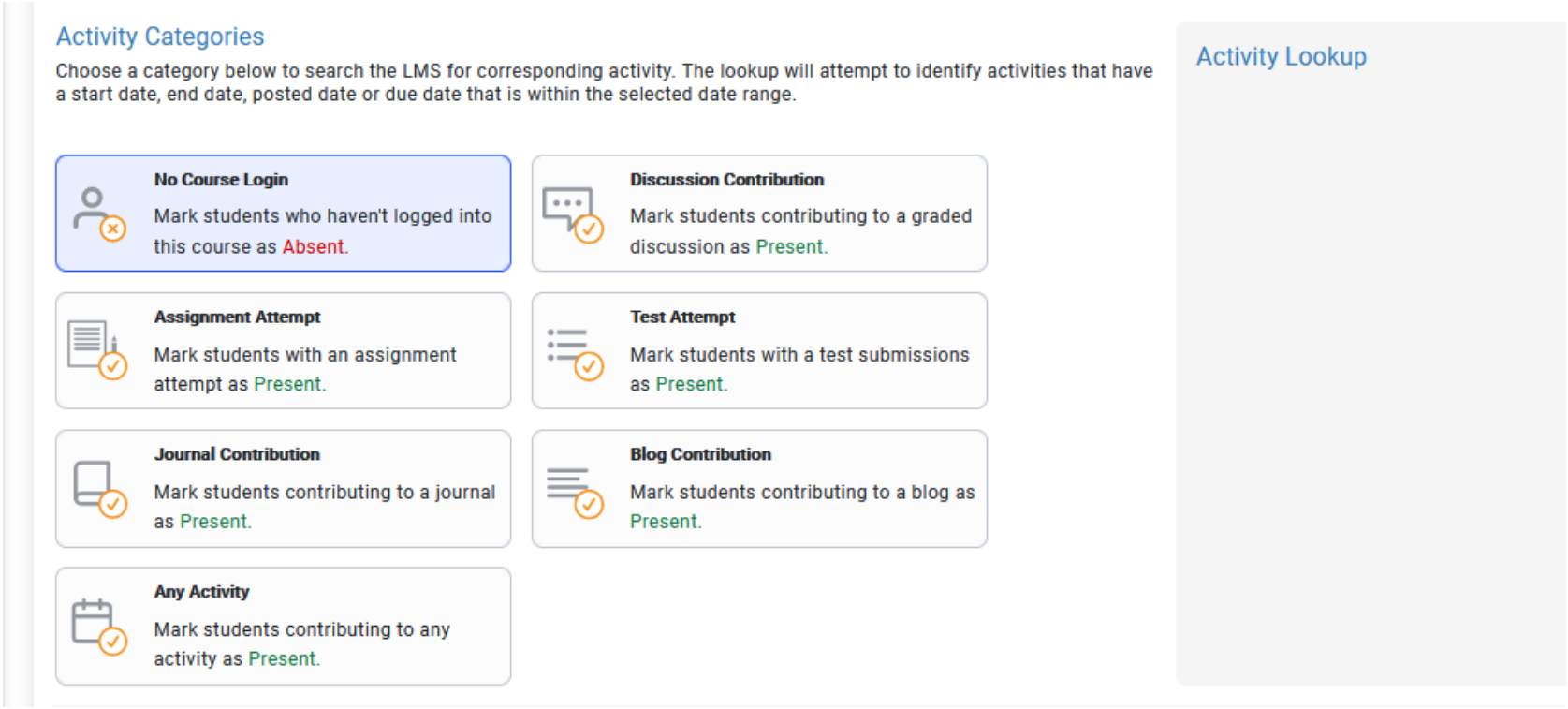
Running Card Reader

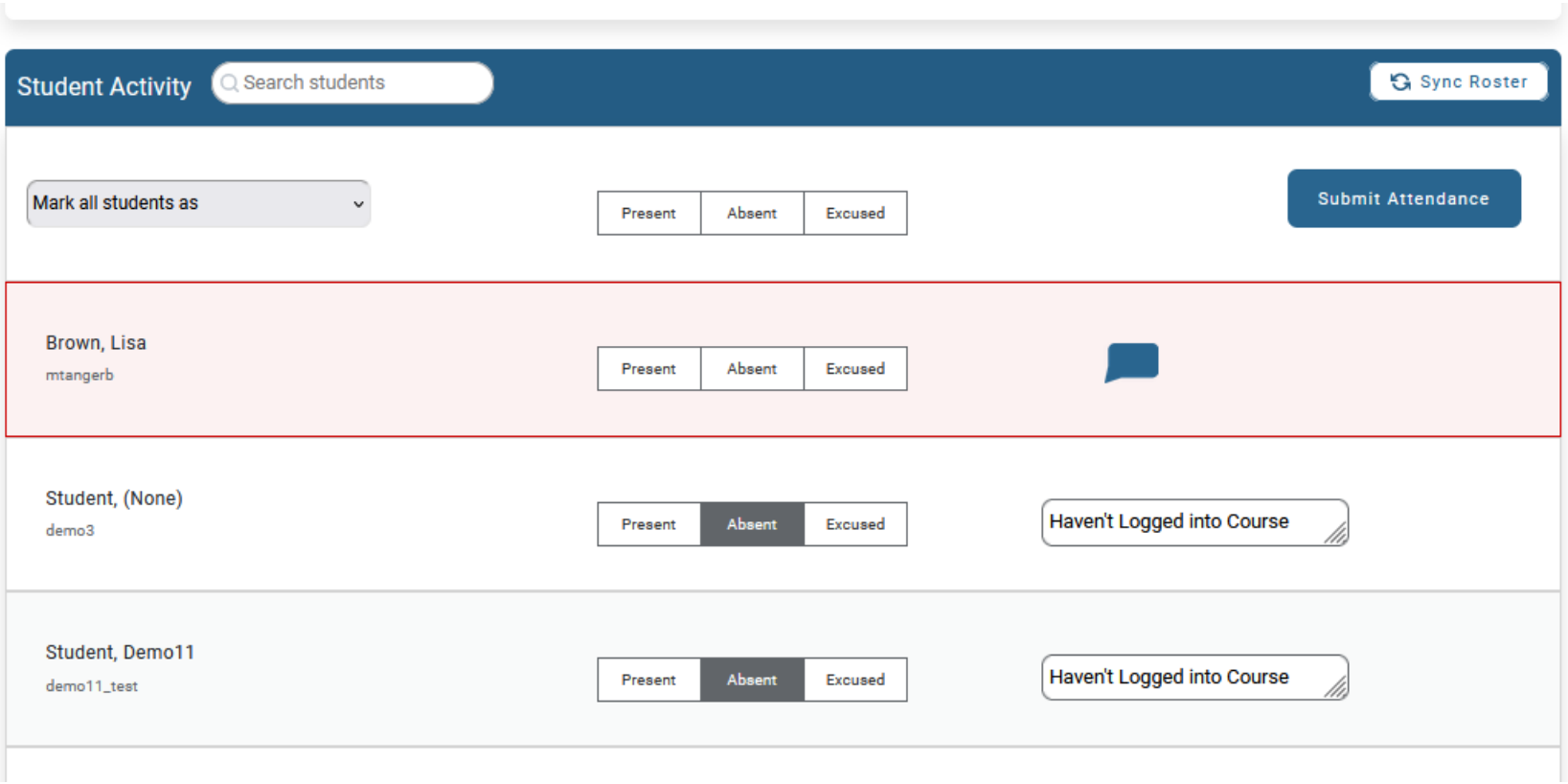


Student Activity



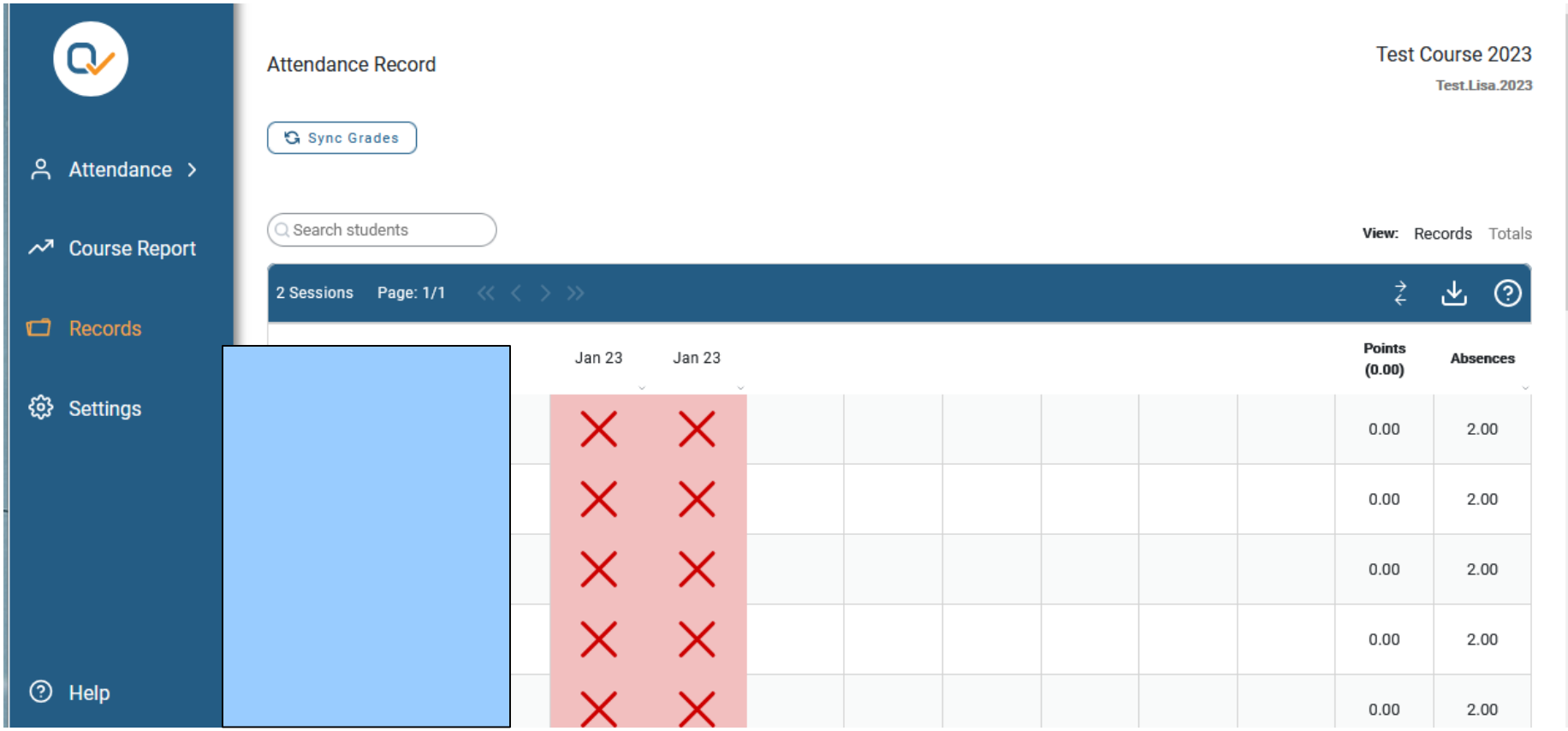
Choose Activities




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

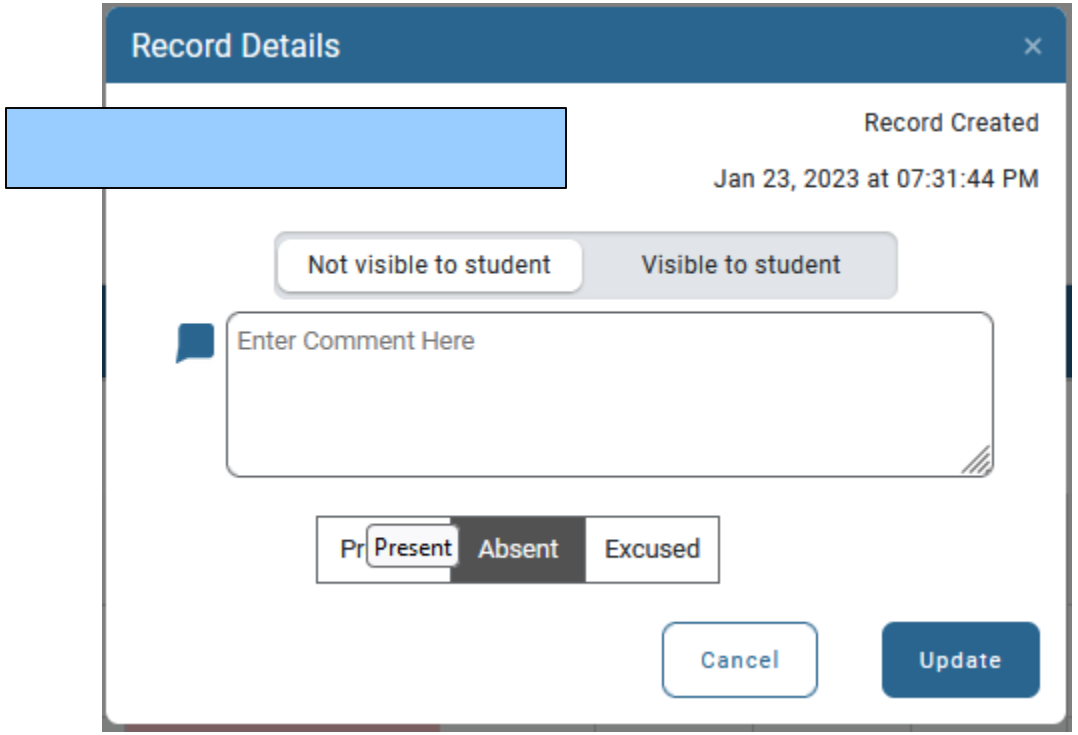
VIEWING ATTENDANCE RECORDS

Attendance Records



Update a Record

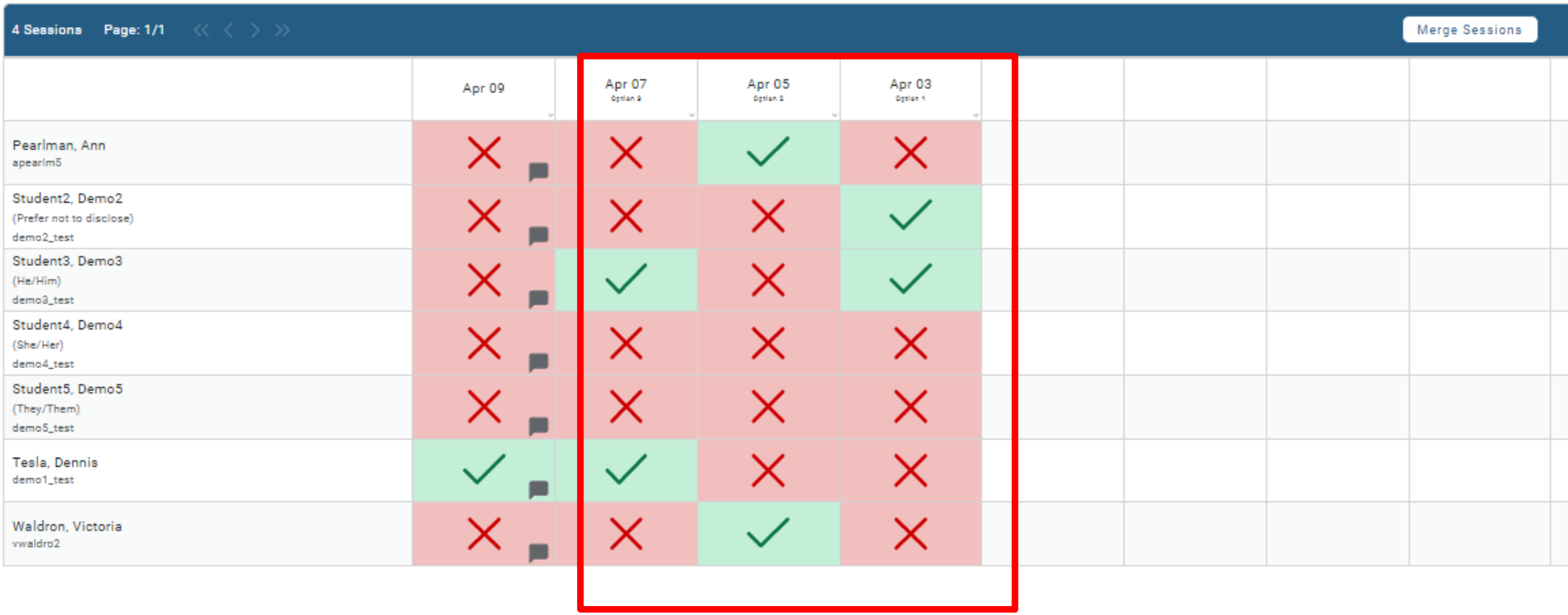
- Change Status
- Make a note (visible to student or not)



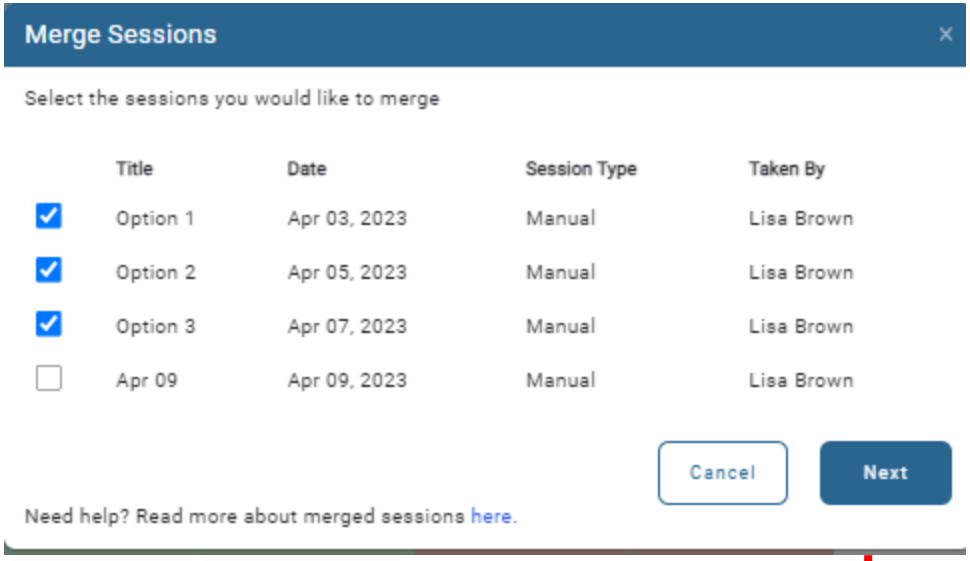
Qwickly Attendance
Merge Sessions

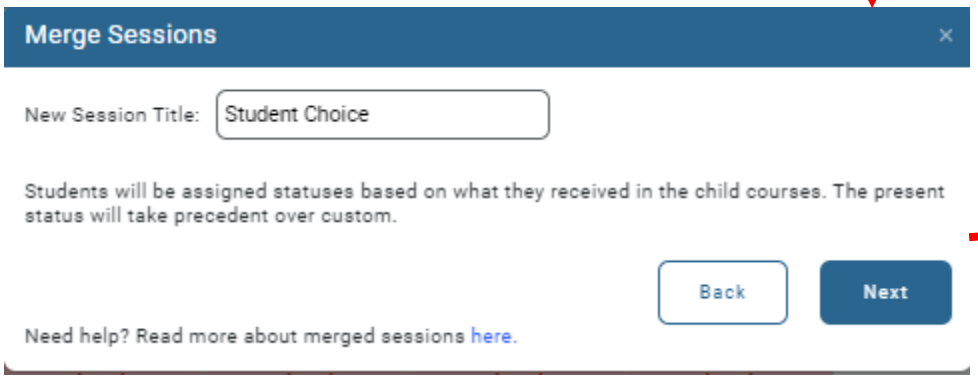
- Allows faculty to give credit to students for attending at least one of a set of sessions
- Students with one Present will be counted Present

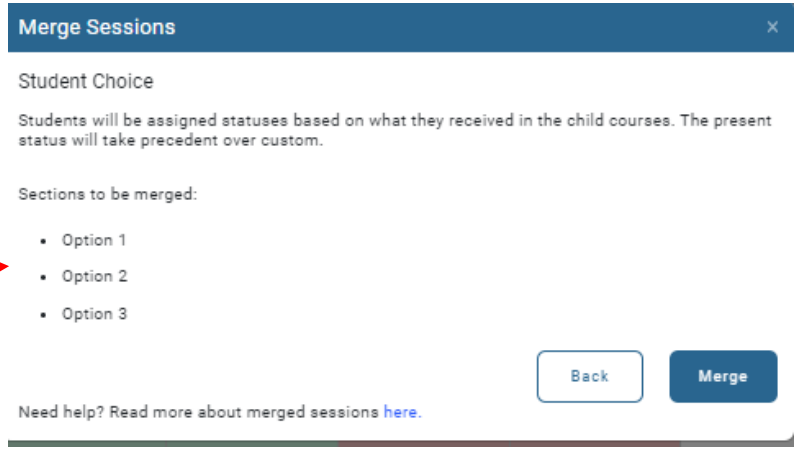
Three sessions



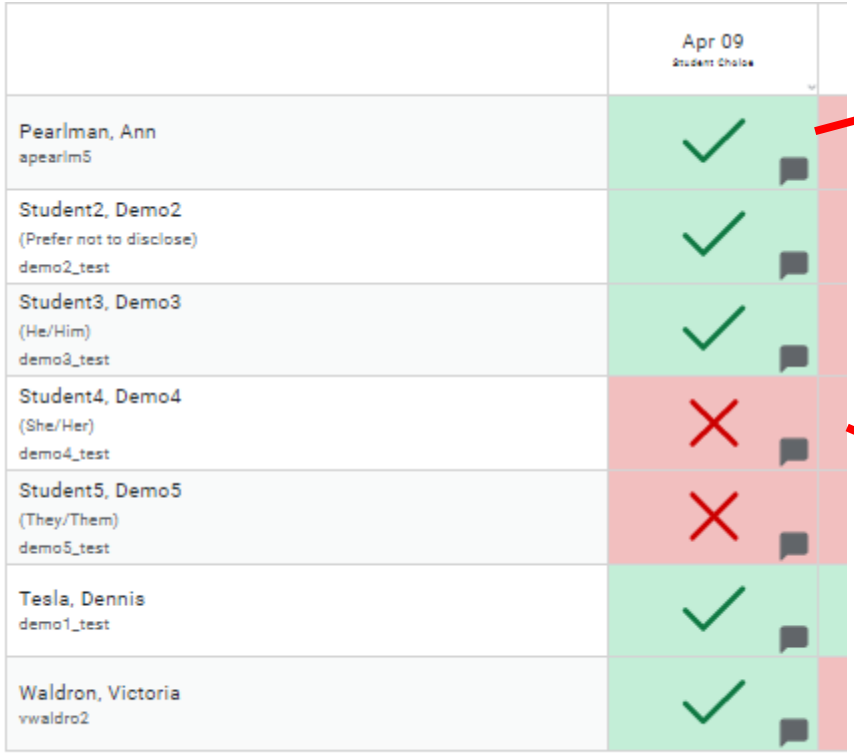
Merge three together….

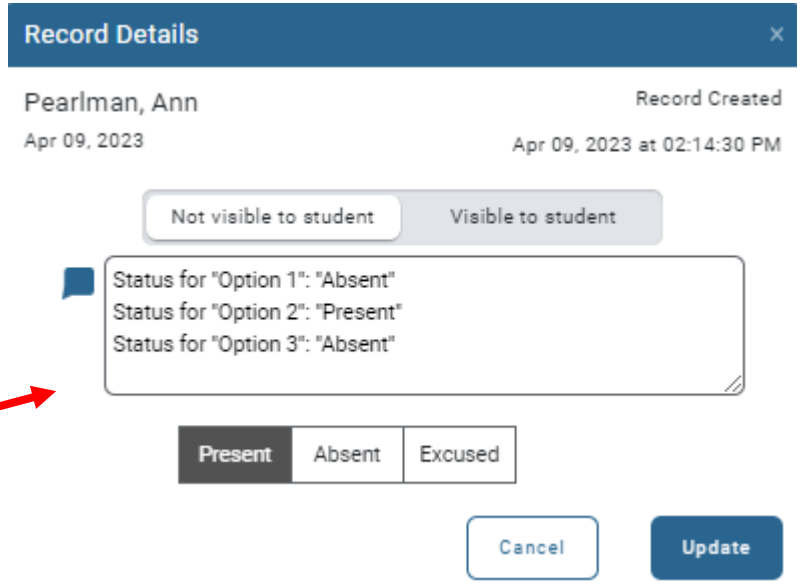


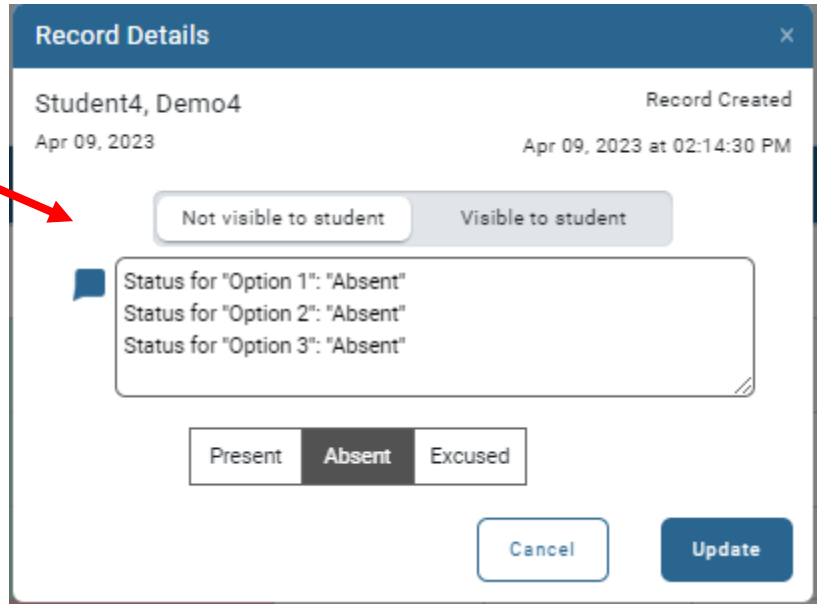




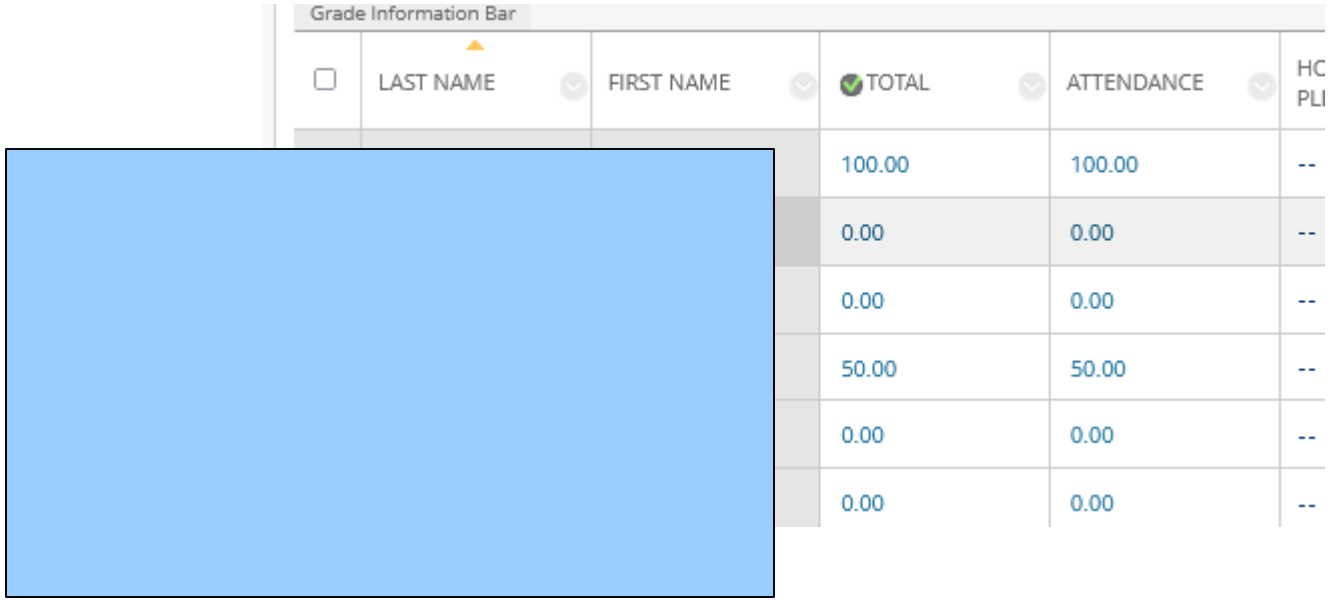
Shows which ones were Present in Comments







Grade Center

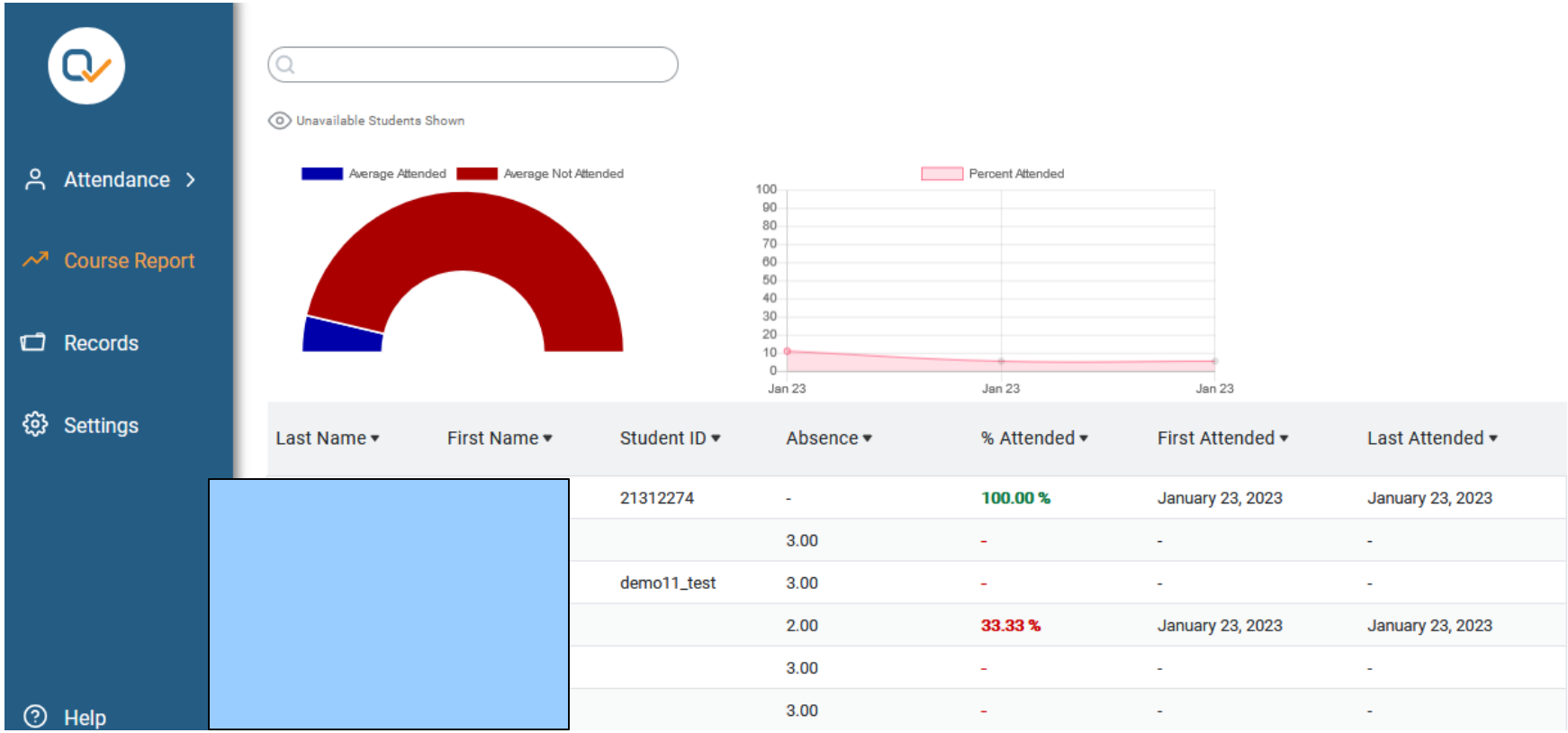


Student View

Attendance Record

Session Title ▾	Status ▾
Jan 23	Present
Jan 23	Present

Course Report



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	-	-	-

Additional Workshops in August

- ~~Add Interactivity to your Class: Poll Everywhere~~
- ~~How-to Pre-Record and Deliver Video Content to your Students~~
- ~~How to Facilitate a Live, Interactive Zoom Session~~
- ~~Collaborative Annotation using Perusall~~
- ~~Building Community in your Course with Yellowdig~~
- ~~Enhancing your Discussion and Student Interaction using VoiceThread~~
- ~~How to Use Padlet: A Digital Discussion Board~~
- ~~Qwickly Tools for Attendance and Course Management~~
- **Enhancing your Discussion and Student Interaction using Harmonize**
- **Repurpose, Reuse & Upcycle Video Content with PlayPosit! (Sept)**
- **Improve the Accessibility of your Course with Ally (Sept)**

Getting Help

Online Documentation

https://tech.rochester.edu/services/learning-management-system/

Upcoming Workshops

http://rochester.edu/online-learning/

Reach Out!

Blackboard Support

Digital Instructional Design Support

UnivITHelp@Rochester.edu

275-2000

THANK YOU
QUESTIONS?