

# Quickly Attendance and Course Tools

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# Learning Objectives

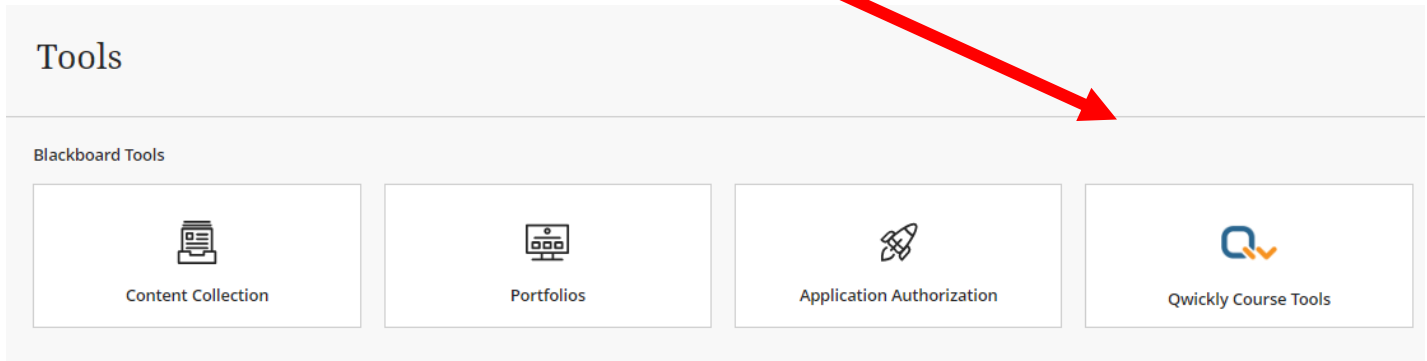
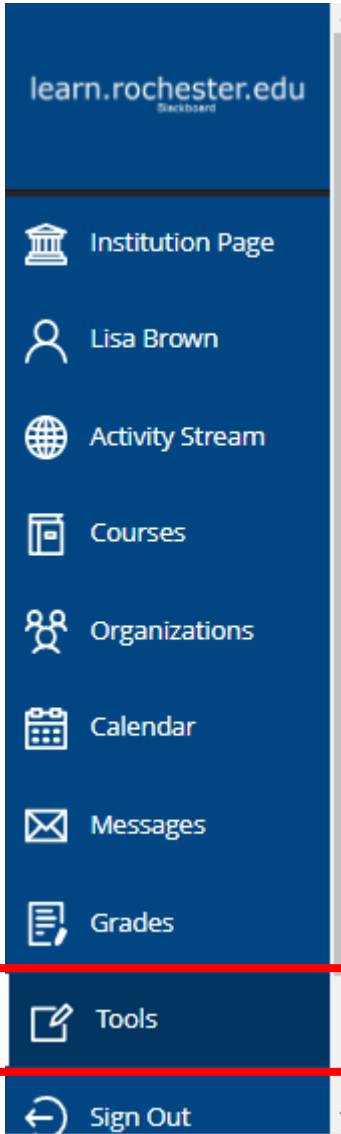
## Participants will be able to...

- 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

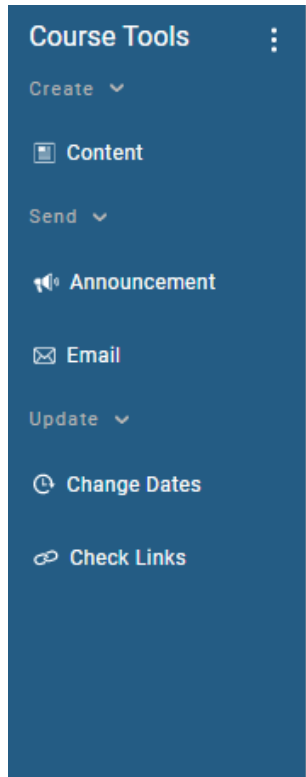
Located in Tools menu



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



# Course Tool Options



Create  
Content

Send  
Email  
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

**Send Email**

Search...

Select All Sort ↑↓

Send To:  Everyone  Specific Roles

Send myself a copy of this email for every course

Subject

File Edit Insert Format

Text Contents

- 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



# 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 [Text Alignment] [List] [Link]

**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

**Course Tools**

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

**Create Content**

Search...

Select All

Content Type: **Item** File External Link

Qwickly Test Course 1  
Qwickly.Test.1  
QWICKLY

Qwickly Test Course 2  
Qwickly.Test.2  
QWICKLY

Using Quantitative Data Analysis Software (1 credit) (ED528.1.SPRING2023WSE)  
ED528.1.SPRING2023WSE

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

**Course Tools** ⋮

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

### Change Dates

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

Practicum in Online Teaching - FALL2022WSE  
EDF488.1.FALL2022WSE  
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 the 'Check Links' interface in a learning management system. On the left is a dark blue sidebar with 'Course Tools' and a list of options: 'Create', 'Content', 'Send', 'Announcement', 'Email', 'Update', 'Change Dates', and 'Check Links' (which is highlighted). The main content area has a light gray header 'Check Links' and 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 these elements is a list of three course items, each with a checkbox on the left and a link icon on the right. The items are: 'Online Teaching and Learning - FALL2022WSE' (EDE484.1.FALL2022WSE), 'Online Teaching and Learning (EDE484.1.SPRING2023WSE)' (EDE484.1.SPRING2023WSE), and 'Practicum in Online Teaching - FALL2022WSE' (EDF488.1.FALL2022WSE).



# Review and Update Links

Check Links ?

Sort %

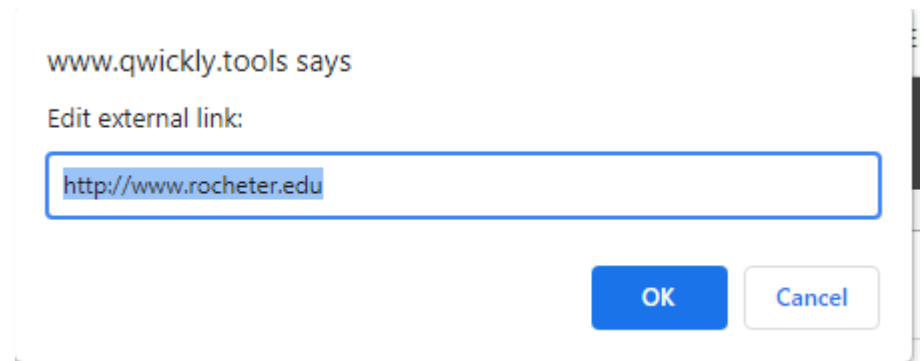
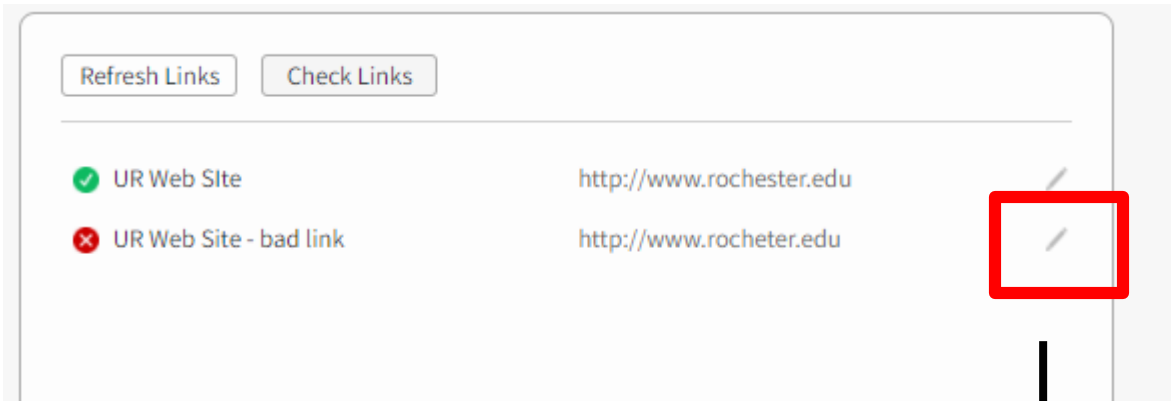
Online Teaching and Learning - FALL2022WSE  
EDE484.1.FALL2022WSE  
FALL2022WSE

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

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



# 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 ▾

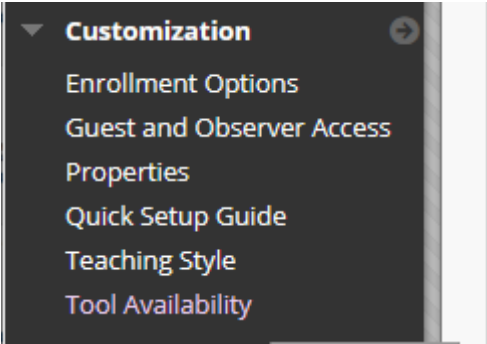


# ATTENDANCE TAKING SETUP

<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.

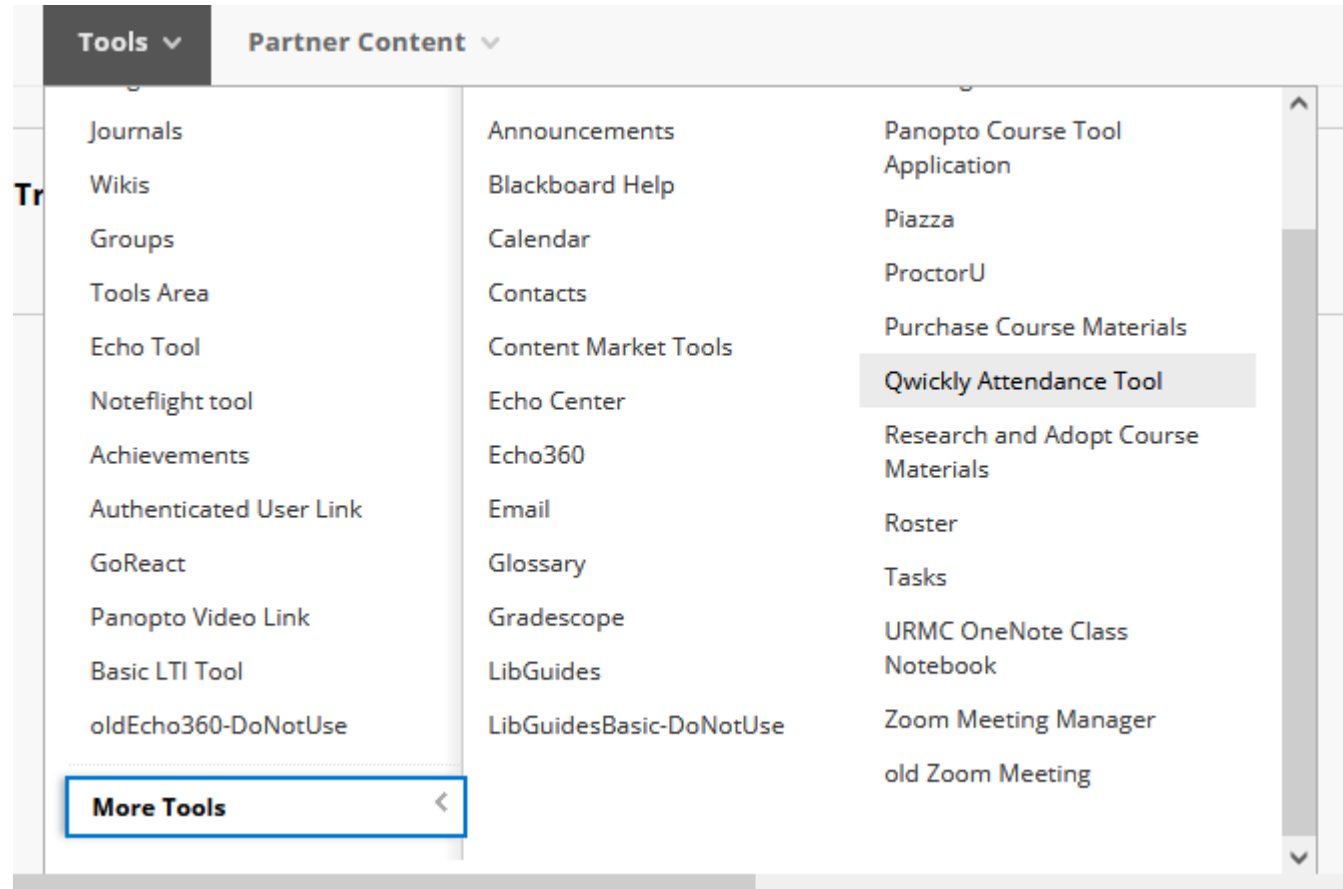
Cancel

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 ▾

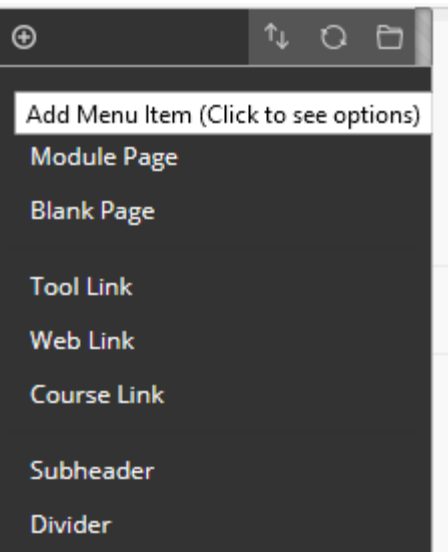
Partner Content ▾



**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





# Student Groups

## 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.

By Course Section

Students are grouped by the section they belong to.

By Course Groups  
Use Blackboard Groups

By Course Section  
For Merged courses



# Quickly 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

## 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

New option  
QR Code for Mobile App

## Check Out

This feature allows instructors to select a previously created Check In session to check out of. Click [here](#) for more info.

Enable Check Out sessions

New option  
Check Out



## 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 bar labeled "Search students" in the center, and a "Sync Roster" button on the right. Below the header, there is a "Mark all students as" dropdown menu. In the center, there are three buttons labeled "Present", "Absent", and "Excused". To the right of these buttons is a "Submit Attendance" button. The main area of the interface is a list of students, each with a row containing the "Present", "Absent", and "Excused" buttons. A "Notes" popup is visible over the student list, and a large blue rectangle obscures the left side of the interface.



# 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





# 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

### 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

Title:

Type:

Select session to Check Out of:

Location Context



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

Start Check  
Out



# Attendance Record

Search students

1 Sessions Page: 1/1 << < > >>

	Apr 09	
Pearlman, Ann apearlm5	✗	
Student2, Demo2 (Prefer not to disclose) demo2_test	✗	
Student3, Demo3 (He/Him) demo3_test	✗	
Student4, Demo4 (She/Her) demo4_test	✗	
Student5, Demo5 (They/Them) demo5_test	✗	
Tesla, Dennis demo1_test	✓	
Waldron, Victoria vwaldro2	✗	

## Student did both Check IN and OUT

### Record Details

Tesla, Dennis Record Created  
Apr 09, 2023 Apr 09, 2023 at 02:00:53 PM

Status for "April 9": "Present"  
Time for "April 9": "2023-04-09 13:57:07"  
Status for "Apr 09": "Present"  
Time for "Apr 09": "2023-04-09 13:59:39"



# Students Doing One or the Other

## Student Present at Check IN

**Record Details** [X]

Student2, Demo2 Record Created  
Apr 09, 2023 Apr 09, 2023 at 02:00:53 PM

Not visible to student  Visible to student

Status for "April 9": "Present"  
Time for "April 9": "2023-04-09 13:57:40"  
Status for "Apr 09": "Absent"  
Time for "Apr 09": "2023-04-09 14:00:53"

## Student Present at Check OUT

**Record Details** [X]

Student5, Demo5 Record Created  
Apr 09, 2023 Apr 09, 2023 at 02:00:53 PM

Not visible to student  Visible to student

Status for "April 9": "Absent"  
Time for "April 9": "2023-04-09 13:58:20"  
Status for "Apr 09": "Present"  
Time for "Apr 09": "2023-04-09 14:00:43"



# 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

The screenshot shows a web interface for viewing attendance records. On the left is a dark blue sidebar with navigation options: Attendance, Course Report, Records, Settings, and Help. The main content area is titled 'Attendance Record' and includes a 'Sync Grades' button and a search bar for students. The top right corner shows the course name 'Test Course 2023' and the user 'Test.Lisa.2023'. Below the search bar, there are navigation controls for sessions and pages. The main table displays attendance for two sessions on Jan 23. The first two columns are highlighted in red, and the 'Absences' column shows a value of 2.00 for each of the five rows. The 'Points' column shows 0.00 for each row.

	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 and a close button. A light blue rectangular box is positioned over the top-left portion of the form. In the top right corner, it says 'Record Created Jan 23, 2023 at 07:31:44 PM'. Below this, there are two buttons: 'Not visible to student' and 'Visible to student'. Underneath these is a text input field with a 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 currently selected. At the very bottom right, there are 'Cancel' and 'Update' buttons.



# Quickly 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

4 Sessions Page: 1/1 << < > >> Merge Sessions

	Apr 09	Apr 07 Option 2	Apr 05 Option 2	Apr 03 Option 1				
Pearlman, Ann apearim5	✗	✗	✓	✗				
Student2, Demo2 (Prefer not to disclose) demo2_test	✗	✗	✗	✓				
Student3, Demo3 (He/Him) demo3_test	✗	✓	✗	✓				
Student4, Demo4 (She/Her) demo4_test	✗	✗	✗	✗				
Student5, Demo5 (They/Them) demo5_test	✗	✗	✗	✗				
Tesla, Dennis demo1_test	✓	✓	✗	✗				
Waldron, Victoria vwaldro2	✗	✗	✓	✗				



Merge three together....

**Merge Sessions** ×

Select the sessions you would like to merge

	Title	Date	Session Type	Taken By
<input checked="" type="checkbox"/>	Option 1	Apr 03, 2023	Manual	Lisa Brown
<input checked="" type="checkbox"/>	Option 2	Apr 05, 2023	Manual	Lisa Brown
<input checked="" type="checkbox"/>	Option 3	Apr 07, 2023	Manual	Lisa Brown
<input type="checkbox"/>	Apr 09	Apr 09, 2023	Manual	Lisa Brown

Need help? Read more about merged sessions [here](#).

**Merge Sessions** ×

New Session Title:

Students will be assigned statuses based on what they received in the child courses. The present status will take precedent over custom.

Need help? Read more about merged sessions [here](#).

**Merge Sessions** ×

Student Choice

Students will be assigned statuses based on what they received in the child courses. The present status will take precedent over custom.

Sections to be merged:

- Option 1
- Option 2
- Option 3

Need help? Read more about merged sessions [here](#).



# Shows which ones were Present in Comments

	Apr 09 Student Choice	
Pearlman, Ann apearlm5	✓	🗨️
Student2, Demo2 (Prefer not to disclose) demo2_test	✓	🗨️
Student3, Demo3 (He/Him) demo3_test	✓	🗨️
Student4, Demo4 (She/Her) demo4_test	✗	🗨️
Student5, Demo5 (They/Them) demo5_test	✗	🗨️
Tesla, Dennis demo1_test	✓	🗨️
Waldron, Victoria vwaldro2	✓	🗨️

**Record Details** [X]

Pearlman, Ann Record Created  
Apr 09, 2023 Apr 09, 2023 at 02:14:30 PM

Not visible to student  Visible to student

🗨️ Status for "Option 1": "Absent"  
Status for "Option 2": "Present"  
Status for "Option 3": "Absent"

Present  Absent  Excused

**Record Details** [X]

Student4, Demo4 Record Created  
Apr 09, 2023 Apr 09, 2023 at 02:14:30 PM

Not visible to student  Visible to student

🗨️ Status for "Option 1": "Absent"  
Status for "Option 2": "Absent"  
Status for "Option 3": "Absent"

Present  Absent  Excused





# 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

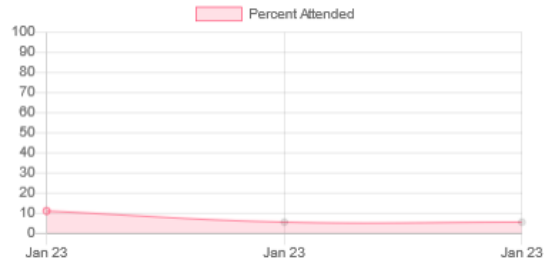
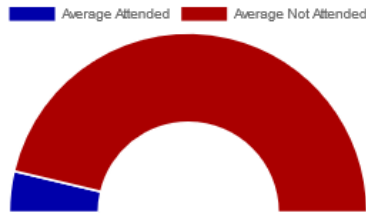


# Course Report

Q

- 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	-	-	-



# 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~~
- ~~Quickly 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](mailto:UnivITHelp@Rochester.edu)

275-2000



**THANK YOU  
QUESTIONS?**

