

Qwickly ATTENDANCE

Taking Attendance with
Seating Chart

User Guide



Seating Chart is one of Qwickly's six attendance-taking modes that can be found on the left-hand side of an instructor's main menu within Qwickly Attendance. Seating Chart Mode allows an instructor to create and manage seating chart templates in order to take attendance for students in their classroom.

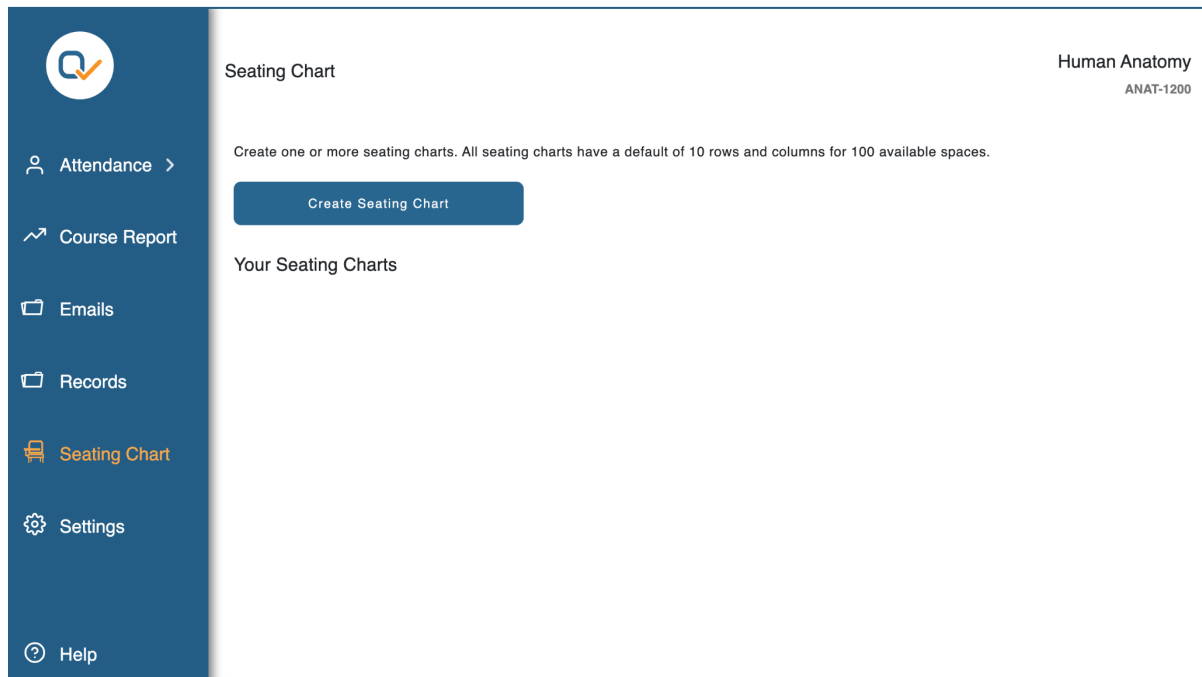
Please note that a license of Qwickly Attendance Plus or Pro is needed to access Seating Chart. If you have questions about your license level or if you do not see any Check In options in your settings, please contact your institution's help desk or submit a support ticket with the Qwickly team [here](#).

Instructor

Creating and Editing a Seating Chart

1. As a first step, instructors will want to navigate to the Seating Chart tab from the main navigation menu on the left-hand side of the screen.

This tab is located under the Records tab. Keep in mind that there are two Seating Chart tabs: one for set up and one for attendance-taking. In this Seating Chart tab, instructors can create and edit their seating chart templates.



2. To create a seating chart template, instructors can click the “Create Seating Chart” button.

By default, a Seating Chart template consists of 10 rows and 10 columns, allowing for 100 available student spaces. Instructors can create multiple seating charts for each course.

Seating Chart

Create one or more seating charts. All seating charts have a default of 10 rows and columns for 100 available spaces.

Create Seating Chart

3. Name your seating chart by typing a title into the corresponding field. The number of students in a course will be automatically detected and will be displayed below the title field. Click “Next” when you’re ready for the next step.

Seating Chart

Create one or more seating charts. All seating charts have a default of 10 rows and columns for 100 available spaces.

Step 1: Name your Seating Chart

Title:

Students: 13

Room Capacity: 100

Next

4. Assign students' seats to your seating chart template. There are a few ways to accomplish this:

Option 1

- Click the student's name from the Unassigned Students column, then click a location on the Seating Chart
- Repeat this process until all students are assigned seats

Option 2

- Click a seat on the grid in the Seating Chart to tag as an available seat and a seat icon will appear on the tagged seat
- Click the student's name from the Unassigned Students column and click the tagged seat on the grid in the Seating Chart
- Repeat this process until all students are assigned seats

Keep in mind that there is no designated “front” of the room. You can also choose to denote spaces as seats, which helps if you are creating a custom layout or if you want to show empty seats.

Unassigned Students:

Back

Save

+	+	×	×	+	+	×	×	+	+
		Acheson, Brinsko_Student Willie	Carly			Fisher, Anne (Anne)	Grant, Donna (Akshya 3)		
+	+	×	+	+	+	+	×	+	+
		Day, Jessica					Holmer, Dominique		
+	+	+	+	+	+	+	+	+	+
+	+	×	×	×	+	×	×	×	+
		Khang, Preston (Preston)	Murdock, Matthew	Parker, Peter		Persaud, Paris	Qwick, Lee	Zehr, Virginia (Virginia)	

5. When all students have been assigned seats, click “Save”. A message will appear letting you know that you’ve successfully created a new seating chart.
6. If you need to edit an existing seating chart, click the “Edit” button in the Seating Chart tab and edit accordingly. You can also delete seating charts by clicking the “Delete” button here.

Seating Chart

Create one or more seating charts. All seating charts have a default of 10 rows and columns for 100 available spaces.

Create Seating Chart

Your Seating Charts

Small Groups

Delete

Edit

Taking Attendance with Seating Chart

1. To take attendance using Seating Chart Mode, navigate to the Attendance tab from the main navigation menu on the left-hand side of the screen. Click the “Seating Chart” option listed under the Attendance tab.

The screenshot shows the 'Take Attendance' interface for a course titled 'Human Anatomy' (ANAT-1200). The left sidebar contains a navigation menu with the following items: Attendance (selected), Card Reader, Check In, List, One By One, Seating Chart (highlighted in orange), Student Activity, Course Report, Emails, and Records. The main content area is titled 'Take Attendance' and features a 'Session Information' section with a dropdown arrow. This section includes a 'Date and Time' section with radio buttons for 'Current Time' (selected) and 'Past Time'. Below this is a 'Title:' field with a text input containing 'Optional'. The 'Seating Chart:' field is a dropdown menu. At the bottom of the session information section, there is a 'Location Context' toggle switch (turned on) and a 'Required' checkbox (checked). A note below states: 'Location Context enables students to be marked as "in-person" or "Remote" in addition to your usual attendance statuses.' At the bottom of the interface, there is a 'Seating Chart' button and a 'Sync Roster' button.

Take Attendance

Human Anatomy
ANAT-1200

Attendance ▾

Card Reader

Check In

List

One By One

Seating Chart

Student Activity

Course Report

Emails

Records

Session Information ▾

Date and Time

☒ Current Time

☐ Past Time

Title:

Optional

Seating Chart:

Location Context ☒ Required

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

Seating Chart

Sync Roster

- At the bottom of the Session Information box, instructors will see a drop down menu that allows them to choose which seating chart they'd like to use to take attendance.

Seating Chart:

✓
Small Groups

Location Context ☒ Required

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

- Once selected, the seating chart will populate, showing each student. Instructors can mark students absent, present, or excused as a whole group or individually by clicking on a student name. If custom statuses have been created, they will also show.

Seating Chart [Sync Roster](#)

Mark all students as

☒ In-person ☐ Remote

		Acheson, Willie Absent	Brinsko, Student, Carly Present			Fisher, Anne (Anne) Present	Grant, Donna (Akshya 3) Excused		
		Day, Jessica Present					Holmer, Dominique Present		
		Khang, Preston (Preston) Present	Murdock, Matthew Present	Parker, Peter Present		Persaud, Paris Tardy	Qwick, Lee Present	Zehr, Virginia (Virginia) Present	

Update Student Status/Comment

Acheson, Willie
They/Them
wacheson@goquickly.com

Student being given an unexcused absence

Present Absent Excused Tardy

☒ In-person ☐ Remote

This screenshot shows what instructors see once they click on a student's name when taking attendance with Seating Chart

Keep in Mind

- Instructors can use the "Mark remaining students as" feature after taking attendance individually for some students
- If a student is left unassigned to any status, the instructor will receive notifications when creating, editing, and taking attendance using Seating Chart
- Seating Chart is **not** currently compatible with groups or sections
- The student information system often adds (or deletes) enrolled students. If rosters change frequently, it is suggested that the instructor use the "Sync Roster" button before taking attendance:

Seating Chart

Sync Roster

Mark all students as

Present Absent Excused

☒ In-person ☐ Remote

Submit Attendance

For additional questions on Seating Chart or other features within Qwickly Attendance, please visit our [Product Resources](#) website page or submit a support ticket [here](#).