

# Qwickly

## ATTENDANCE

Check-In Mode

**User Guide**



Check In Mode 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. Check In Mode is one of the options instructors have to take attendance and it allows them to start a live check in session for students. Once a check in session is started, it's up to students to check in to class. Depending on your institution's service level, Check In Mode can be run using a PIN, a QR code, or without authentication.

## *Instructor*

### Enabling Check In Mode

As a first step, instructors will want to navigate to their Qwickly Attendance settings tab from the main navigation menu on the left-hand side of the screen. Here, instructors can choose which form of Check In Mode they would like to use:

- ☒ No PIN or QR Code Required
- ☐ Require QR Code (If selected, students must check in with Qwickly Attendance App)
- ☐ Require PIN

Please note that a license of Qwickly Attendance Plus or Pro is needed to access Check In Mode using a QR Code. 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](#).

### Check In Timer

Within the Check In settings, users may also choose to attach a timer to their check in sessions that indicate (when displayed to students) how long they have to check in to class before they are automatically marked absent. Many instructors choose to attach a timer to their session because the session will close automatically once the timer hits 00:00.

If you do not wish to use the timer option, leave a '0' in the timer input field.

Check in timer:  minutes (0 is no timer)

Once you have selected an authentication type and timer, click the “Save Settings” button in the bottom right corner.

## Starting a Check In Session

1. Once logged in, instructors will access Check In Mode by clicking on the “Check In” option from the main navigation menu on the left-hand side of the screen. This is located under the “Attendance” tab.

The screenshot shows the 'Take Attendance' interface. On the left, a dark blue sidebar contains a navigation menu with 'Attendance' expanded, showing options like 'Card Reader', 'Check In' (highlighted with an orange box), 'List', 'One By One', 'Seating Chart', 'Student Activity', 'Course Report', 'Emails', and 'Records'. The main content area has a header 'Take Attendance' and 'Human Anatomy ANAT-1200'. Below this is a 'Session Information' section with a 'Check In' title. A text box explains that starting student check in allows students to check in on their own devices but prevents manual attendance taking, with a link to see an example. There is a 'Title:' label and an input field containing 'Optional'. Below that, the 'Location Context' toggle is turned on, and a lock icon indicates it is 'Required'. A note states: 'Location Context enables students to be marked as "in-person" or "Remote" in addition to your usual attendance statuses.' At the bottom right of the session information box is a blue 'Start Check In' button.

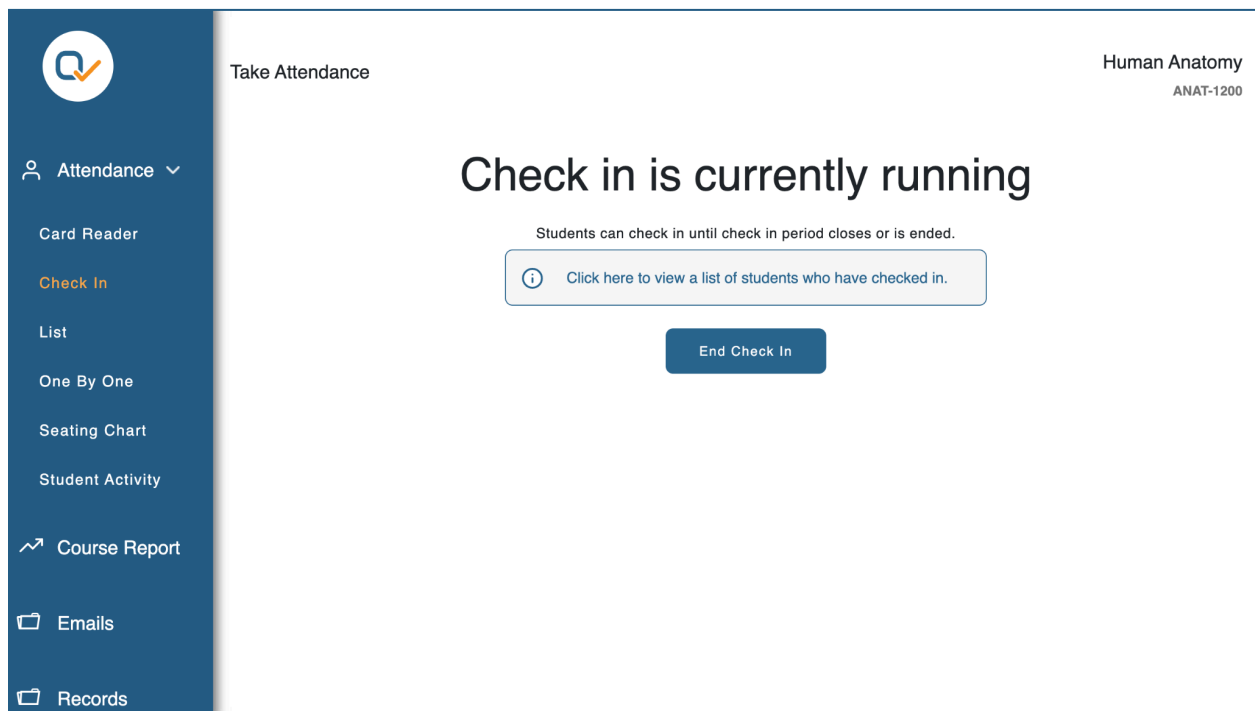
2. Once in the Check In tab, instructors can choose to title their session. Other features can also be used with Check In Mode, such as [Location Context](#) and Location Confirmation, which can be enabled in Settings.
3. When ready to start a session, click the blue “Start Check In” button on the screen. Depending on the type of Check In you are running, an instructor may need to display their screen for students.

4. Once the timer runs out or you are ready to end the session, click the blue “End Check In”. The attendance session will be saved to the Records screen.

## Types of Check In

### 1. No Authentication (No PIN or QR Code Required)

If you are looking for a way to put the responsibility of attendance onto students but you do not want to worry about an authenticator, Check In with no authentication is a great option. Start the Check In session (with or without a timer), and let your students check in to class!



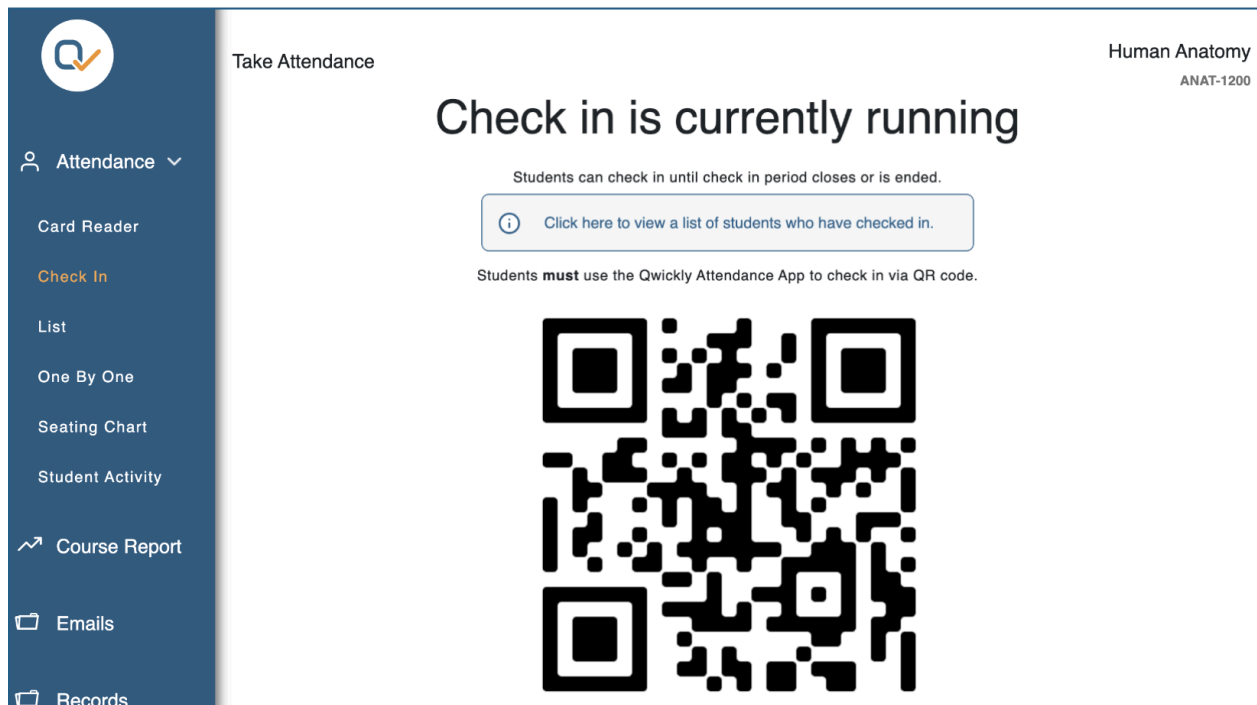
*Instructor view of an active Check In session with no authenticator or timer*

### 2. QR Code

QR Check In is the most secure way for students to check in to class because the QR code that is displayed rotates every few seconds to prevent code sharing. Once an instructor starts a QR Check In session, they will need to display their screen for students to scan the code. Students will also need to have the Qwickly Attendance Mobile App downloaded on their mobile device to scan the provided QR code. **Students will not be able to scan the QR code with their mobile**

*devices's camera; they must have the Quickly Attendance Mobile App downloaded to check in with this mode.*

To use QR code Check In, your institution must have a license of Quickly Attendance Plus or Pro.



*Instructor view of an active QR Check In session*

### 3. PIN

PIN Check In allows instructors to require students to check in to class using a 4-digit PIN. Once an instructor starts a PIN Check In, they will see the PIN for the session on their screen. This PIN will need to be communicated or displayed to students. As students come into class they will need to enter the correct PIN to be marked present.



Take Attendance

Human Anatomy  
ANAT-1200

 Attendance ▾

Card Reader

Check In

List

One By One

Seating Chart

Student Activity

 Course Report

 Emails

 Records

Check in is currently running

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

 [Click here to view a list of students who have checked in.](#)

8 0 1 9

Check in period will close in

04:43

End Check In

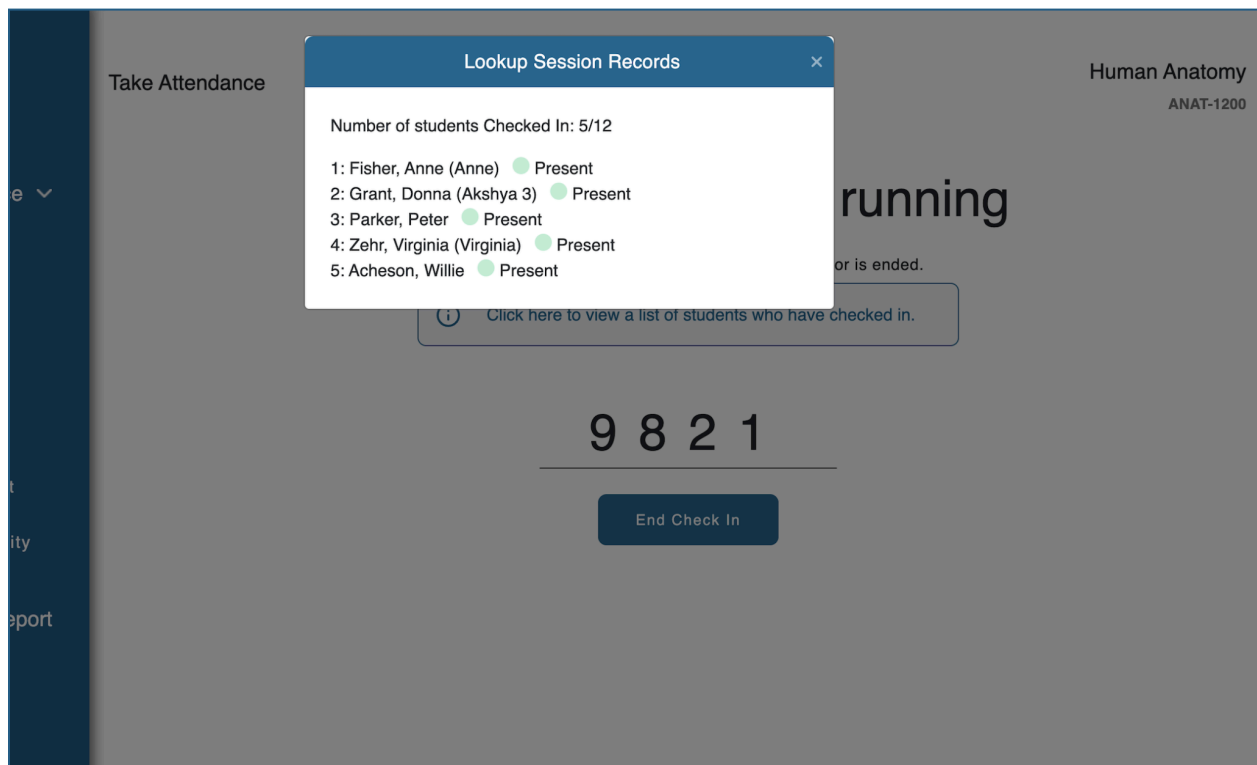
*Instructor view of an active PIN Check In session with a timer*

## Concurrent Check In

Instructors can also choose to enable Concurrent Check In, which allows multiple groups or sections of a course to run within a single session simultaneously. More information on this feature can be found in Qwickly's [Concurrent Check In Mode user guide](#).

## Viewing a Real-Time Student Count

Instructors can view a live count of students who have checked in to the attendance session thus far. By clicking the blue banner in the center of the screen, an instructor will see a pop-up window appear that contains a list of students who have already checked in to the session. The window will also show a total count of students who have checked in thus far.



## Running a Check-In Session in Multiple Locations

Qwickly Attendance also allows for *one* Check In session to be run from multiple locations (or classrooms). For example, if there are multiple instructors teaching one course in multiple classrooms. In this case, Check In Mode works in a mirrored fashion.

1. To start, one device/instructor should first open the course through the LMS, navigate to Qwickly Attendance, and start a Check In session.

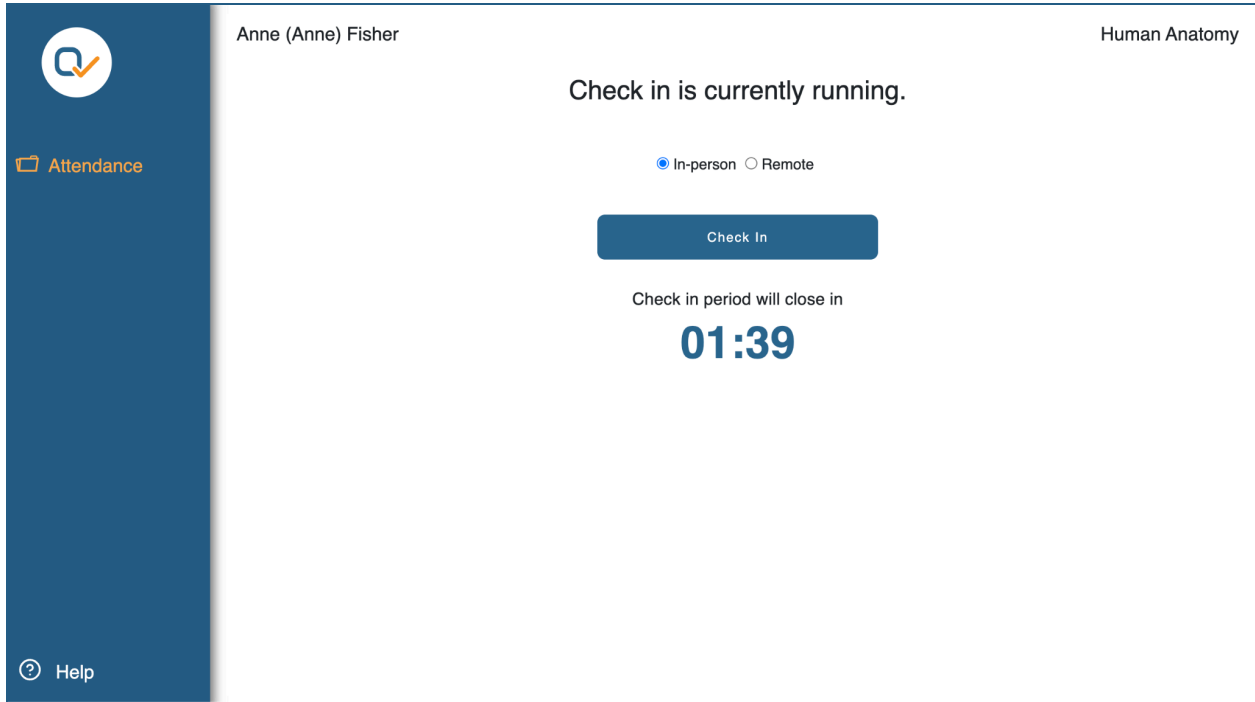
2. Any subsequent devices that open Qwickly Attendance through the same course should see that there is an active session running. An instructor will simply need to project the screen for students (depending on the type of Check In that is running).
3. Students will Check In to their session as they normally would.
4. Once Attendance has been taken for this session and it is ready to be closed, one device will need to click on the “End Session” button, at which point the session will be closed across all devices.
5. All other devices in use can also close the session, or they can simply close out the Attendance window.

## ***Student***

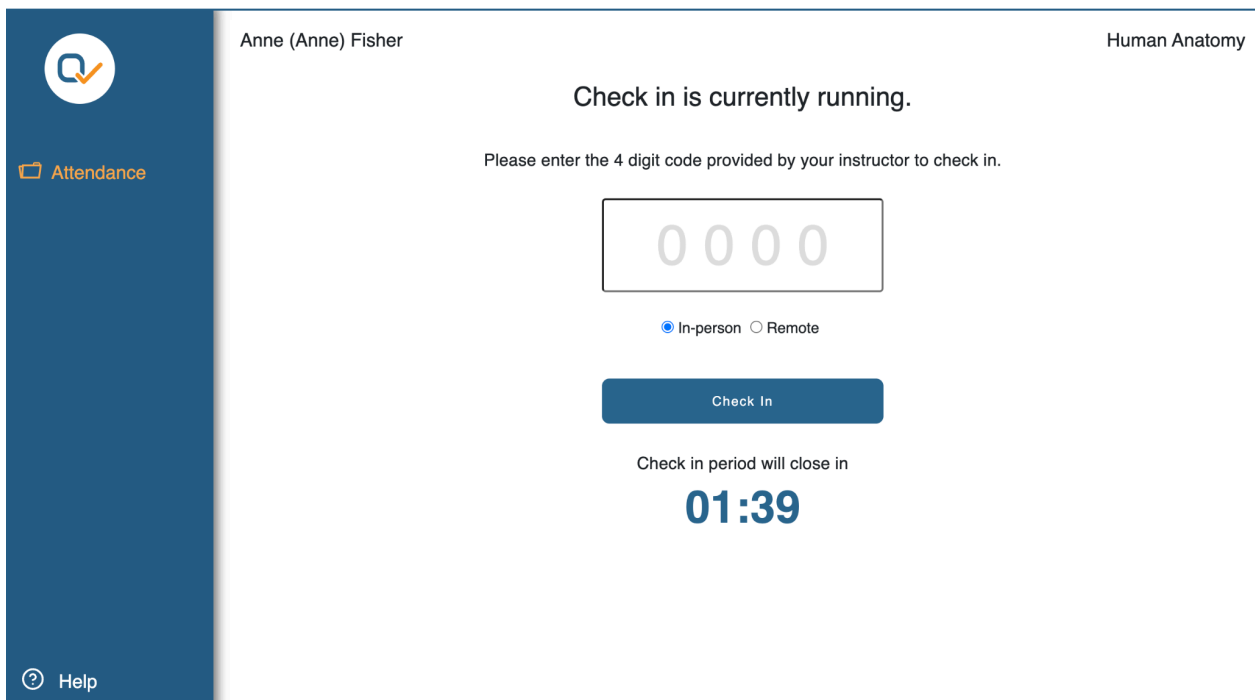
### **Accessing a Check In**

1. In order for students to check in to a Check In session that an instructor has started, they will need to login to their LMS either through their desktop browser, mobile browser, LMS mobile app, or (if their instructor is using QR Check In) the Qwickly Attendance Mobile App.
2. Once logged in to the LMS, students will access Qwickly Attendance by selecting their course and clicking the Qwickly Attendance LTI link.
3. From here, students will see their active check in. This view will vary depending on the type of Check In an instructor has started.



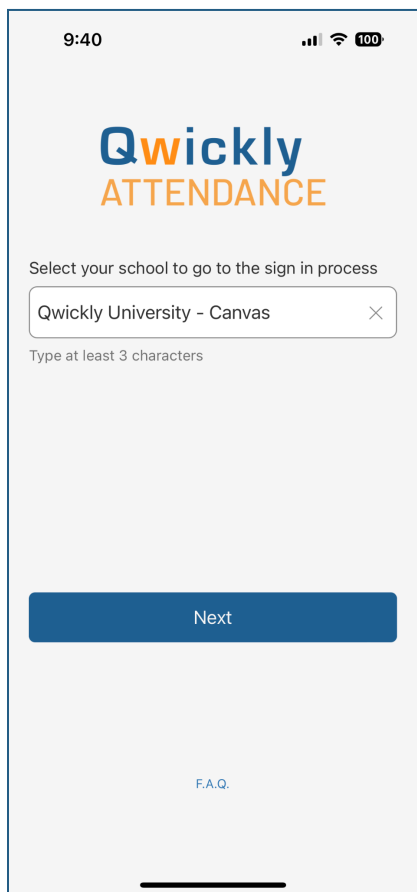


*Student view of an active Check In session with a timer*



*Student view of an active PIN Check In session with a timer*

Students whose instructors have enabled QR Check In will need to download the Qwickly Attendance Mobile App from the Google Play Store or the Apple App Store. Once the app has been downloaded and opened, students will be prompted to type in their school name. The next screen will prompt students to enter their LMS credentials.



9:40

**Qwickly**  
ATTENDANCE

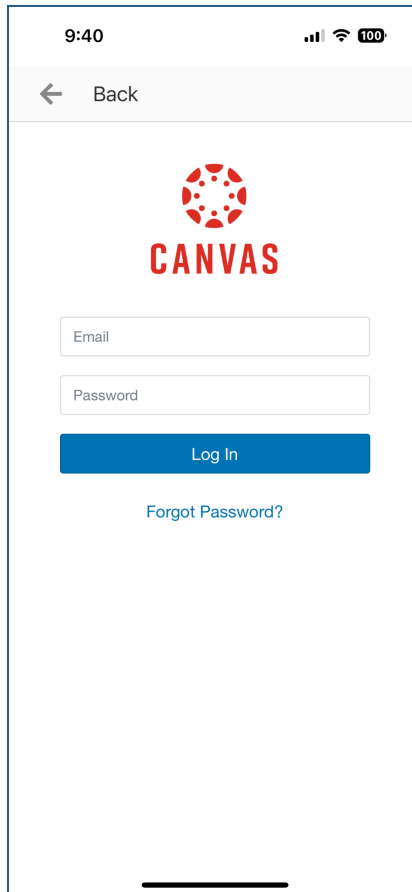
Select your school to go to the sign in process

Qwickly University - Canvas

Type at least 3 characters

Next

F.A.Q.



9:40

Back

  
**CANVAS**

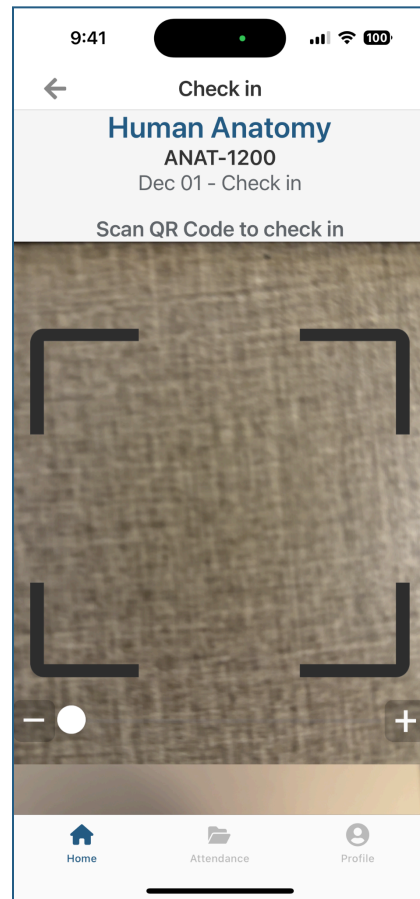
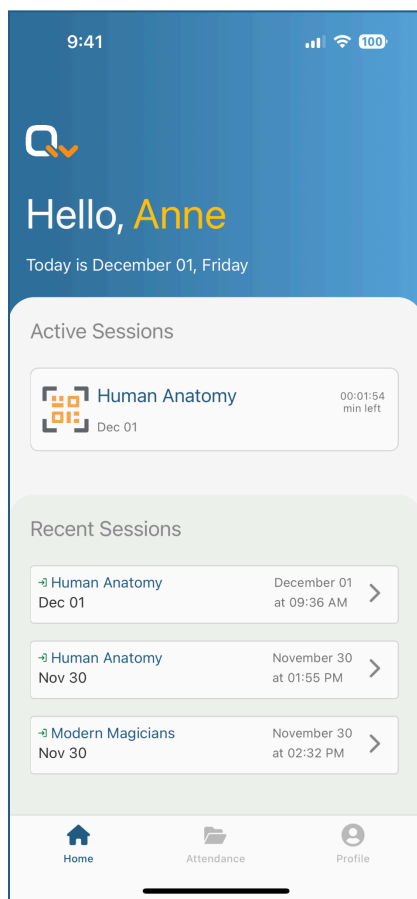
Email

Password

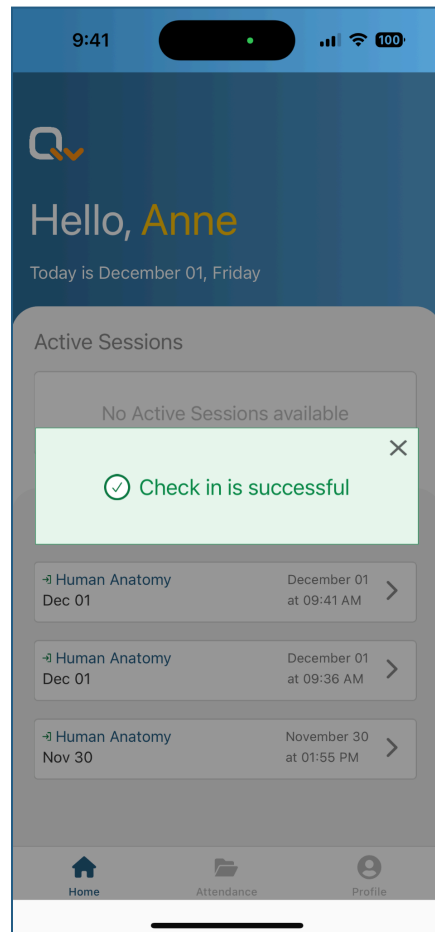
Log In

[Forgot Password?](#)

Once logged in to the Qwickly Attendance Mobile App, students will see their active Check In session at the top of their screen. Once clicked, they will be prompted to scan the QR code.



After successfully scanning the QR code, students will see a green success message letting them know they have checked into class.



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