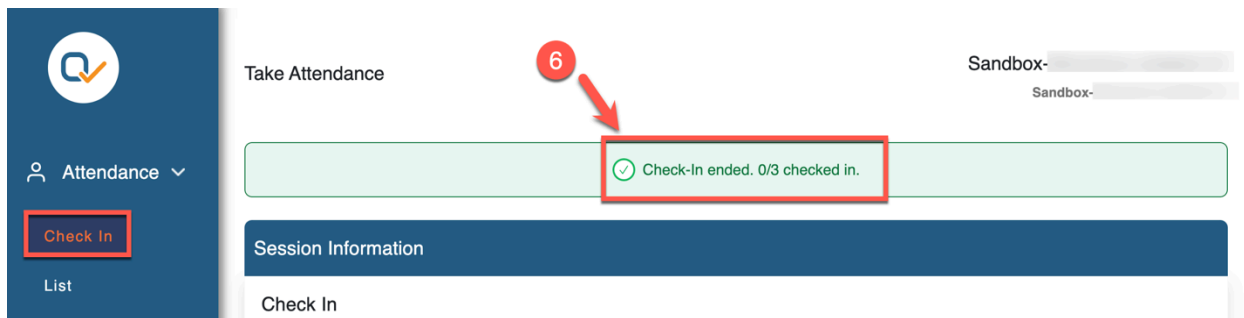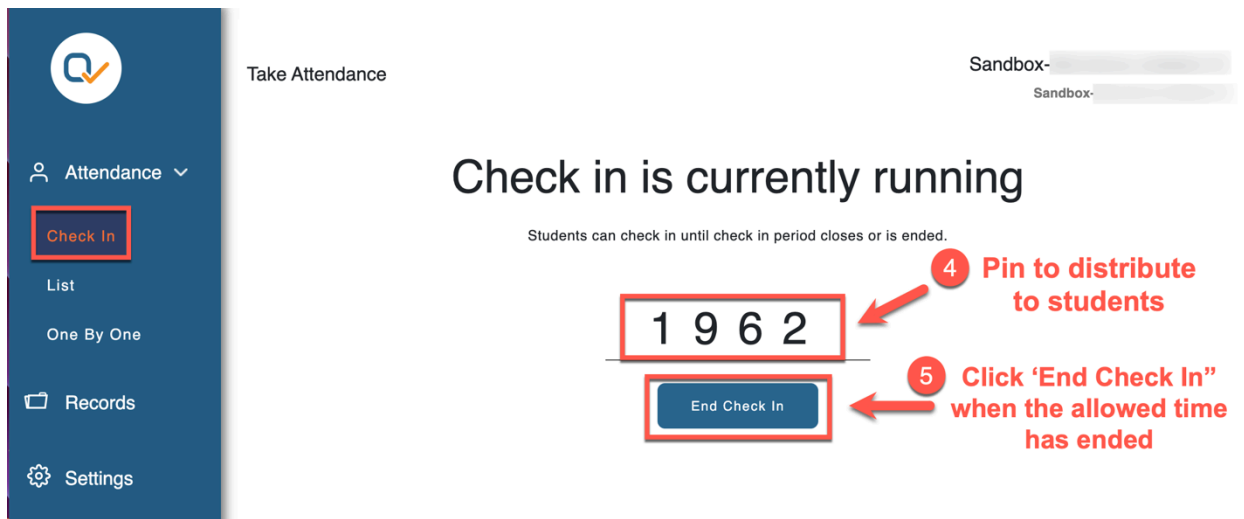# Qwickly Attendance: Attendance Modes

Qwickly Attendance offers a wide variety of attendance-taking modes. Each of these modes can be used interchangeably throughout the duration of a class and any of them can be turned off at the administrative (or course) level. No matter how attendance is taken, the data is compiled into individual student records for the course.

Check-In Mode:

Instructors can allow students to check in to class on their own devices. This mode allows instructors to skip manually taking attendance and gives students credit for being in class. For extra security, Qwickly Attendance Classic can automatically generate a 4-digit pin for students to enter to be marked as present in the class.

- First, click on the "Qwickly Attendance" course link on the left-side navigation of your course and click on "Check-In" (1) on the left side.
- Next, as an option you can add a "Title" (2) for the session.
- Then, click 'Start Check-In' (3) when you are ready to allow students to start checking in for the class session.
- The next window will provide you with a 4-digit pin (4) [A 4-pin digit pin will only be generated if selected under the 'Settings' tab.] If no pin is required, students will be allowed to check in with no pin code.
- When the allotted time for check-in has expired, click "End Check-In" (5) for manual attendance to be completed.
- Lastly, the next window will show confirmation that check-in has ended and how many students have completed the check-in.

View [Take Attendance with Student Check-In Mode](#) to view the process of Check-In Mode.

List Mode:

Instructors can take attendance by scrolling through a list of students with Full List Mode.

- First, click on the "Qwickly Attendance" course link on the left-side navigation of your course and click on "List" (1) on the left side.
- Next, you can mark attendance for the "Current time" or a "Past time" (2).
- In "List" mode you can take attendance two ways;
  - o "Mark all students as" (3) allows you to group your attendance and mark their attendance as a whole. Choose "Present", "Absent" or "Excused", then click "Submit Attendance" (4).

o   Review attendance by each student on the list. Choose "Present", "Absent" or "Excused", (5). Add a comment (6) for the student if needed, then click "Submit Attendance" (7).

View [Take Attendance in List Mode](#) to view the process of List Mode.

One-By-One Mode

One By One Mode allows instructors to click through students individually while reviewing photos to simulate the most traditional roll call version of attendance-taking.

- First, click on the "Qwickly Attendance" course link on the left-side navigation of your course and click on "One by One" (1) on the left side.
- Next, you can mark attendance for the "Current time" or a "Past time" (2).
- Lastly, review attendance by each student on the list. Choose "Present", "Absent" or "Excused", (3). Add a comment (4) for the student if needed, then click "Submit Attendance" (5).

View Take Attendance in One by One Mode to view the process of List Mode.