

Qwickly Attendance: Attendance Modes

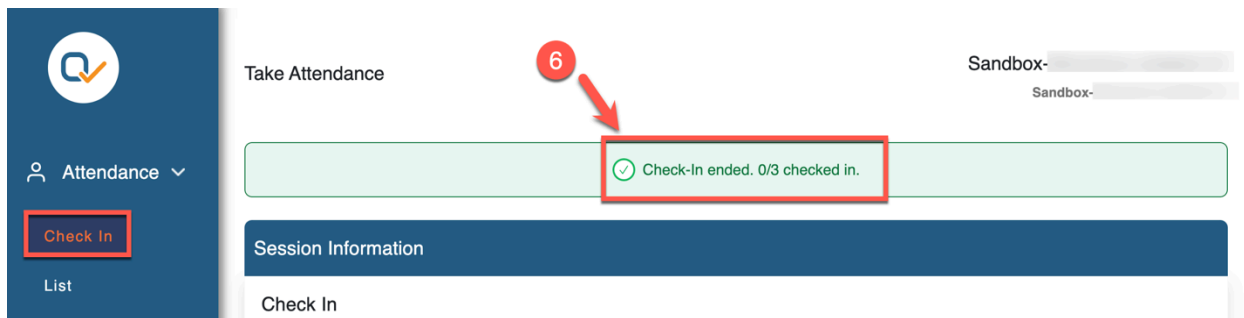
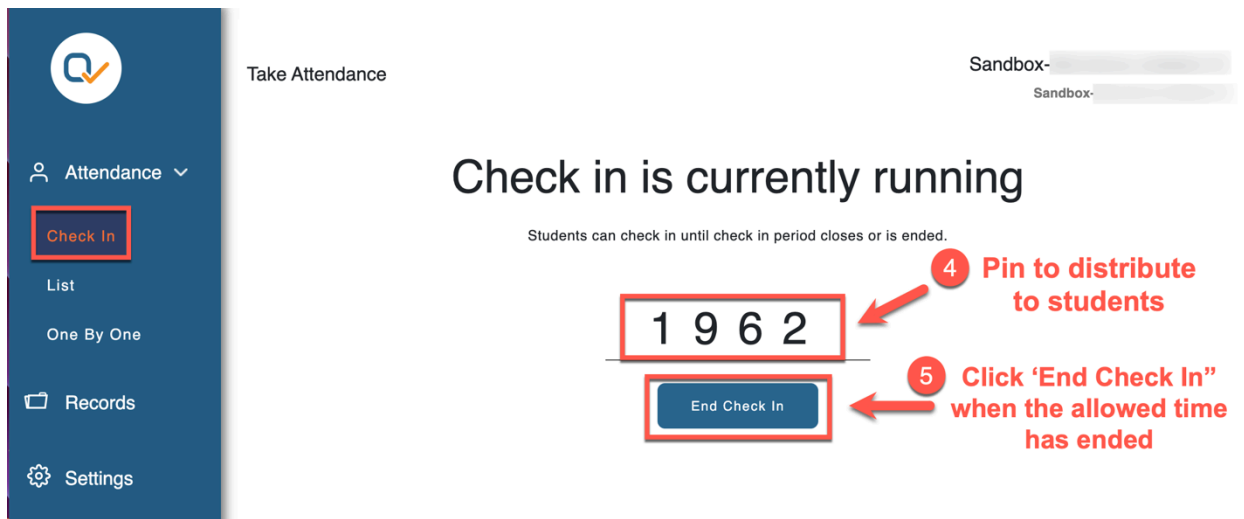
Qwickly Attendance offers a wide variety of attendance-taking modes. Each of these modes can be used interchangeably throughout the duration of a class and any of them can be turned off at the administrative (or course) level. No matter how attendance is taken, the data is compiled into individual student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

The screenshot shows the 'Take Attendance' interface. On the left is a dark blue sidebar with a 'Q' logo and a list of options: 'Attendance' (with a dropdown arrow and a red circle '1' pointing to it), 'Check In' (highlighted with a red box and a red arrow), 'List', 'One By One', 'Records', and 'Settings'. The main content area is titled 'Take Attendance' and has a 'Sandbox' input field. Below this is a 'Session Information' section with a 'Check In' heading. A text block explains that starting student check-in prevents manual attendance and includes a link to an example. A bullet point states: 'A PIN will be generated on the next screen that students will need to enter.' Below this is a 'Title:' label with an input field containing the word 'Optional' (highlighted with a red box and a red arrow labeled '2'). At the bottom right is a blue 'Start Check In' button (highlighted with a red box and a red arrow labeled '3'). A red text annotation next to the button says: 'When ready, click "Start 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 "Quickly 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;
 - "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).

The screenshot shows the 'Take Attendance' interface in List Mode. The left sidebar contains navigation options: Attendance (selected), Check In, List (highlighted with a red box and callout 1), One By One, Records, and Settings. The main content area is titled 'Take Attendance' and includes a 'Session Information' section with 'Date and Time' (Current Time selected), 'Title' (Optional), and a 'List' section with a search bar. Below the list, there are buttons for 'Mark all students as', 'Present', 'Absent', 'Excused', 'Sync Roster' (callout A), and 'Submit Attendance'. The list itself shows three students: Brittney, Elizabeth, and Quintessa, each with their own 'Present', 'Absent', and 'Excused' buttons (callout 5) and a comment icon (callout 6). At the bottom, a summary shows '3 Present', '0 Absent', and '0 Excused', followed by a 'Submit Attendance' button (callout 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 "Quickly 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).

The screenshot displays the 'One by One' attendance interface. On the left, a dark blue sidebar contains navigation options: 'Check In', 'List', 'One By One' (highlighted with a red box and a red circle with the number 1), 'Records', and 'Settings'. The main content area is divided into two sections. The top section, titled 'Session Information', includes a 'Date and Time' section with radio buttons for 'Current Time' (selected) and 'Past Time', and a 'Title' field with the placeholder text 'Optional'. The bottom section, titled 'One By One', features a 'Mark all students as' dropdown menu, three buttons labeled 'Present', 'Absent', and 'Excused', and a student profile for 'Brittney' (@csusb.edu). Below the student profile, there are three callouts: a red circle with the number 3 pointing to the 'Present', 'Absent', and 'Excused' buttons; a red circle with the number 4 pointing to a large text input field; and a red circle with the number 5 pointing to a blue button labeled 'Submit Attendance'.

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