



## Quickly Attendance tool in Blackboard

This tool enables instructors to easily track students attendance for the sessions within the Blackboard course .It allows them to save the attendance records and download it as a CSV spreadsheet at any time. **The instructions on how to use this feature are as follows :**

1

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↑↓

↺

📁

Content Area

Module Page

Blank Page

Tool Link

1

Web Link

Course Link

2

Add Tool Link

✱ Name:

Attendance

2

Type:

Quickly Attendance

3

☒ Available to Users

4

Cancel

Submit

5

3

Tools

Help ☒

Virtual Classroom

Office hours

Groups

Attendance

6

4

QWICKLY ATTENDANCE

Begin Set-Up

6

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.

5

Student Grouping

Select the method that students are organized for this course.

☒ Single List

☐ By Course Groups

7

Default Style

Choose your default style of taking attendance. You can change this view at any time when taking attendance by switching tabs.

☒ List

☐ One By One

☐ Accessibility Mode

☐ Check In

8

View Preferences

These options affect the way you view Attendance information in various ways.

☒ Show Absences on Take Attendance Screen

☒ Show Unavailable and Disabled Students in Record

☒ Round Grades to Nearest Whole Number

9

Record Order

☒ Oldest First

☐ Newest First

10

Grade Center Integration

Choose the method of grading you would like to use. You may also change the grade center column name and the points associated with your grading method.

☒ No Grade Center Column

☐ Total Points

☐ Per Session

11

Choose whether or not you would like a Grade Center column for absences, it's name and points.

☒ No Grade Center Column for Absences

☐ Points Per Absence

11

6

Check In

If you opt to use student check-in, you can decide to require a 4-digit pin your students must enter when checking in. Choose a number of minutes to allow students to check in. You can always the end the check-in period early.

☐ Require PIN

☒ No PIN

Check In Timer

0 minutes (0 is no timer)

12

Absence Email

Choose whether or not to send an email to students when they have been marked as absent.

☐ Yes Email on Absence

☒ No Email on Absence

13

7

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	0%	0%	🔄

Custom Course Statuses

If you would like to use custom attendance statuses, you may add them here or modify existing statuses.

Order	Name	Points	Absence	Color	Delete

Add Status

Save Settings

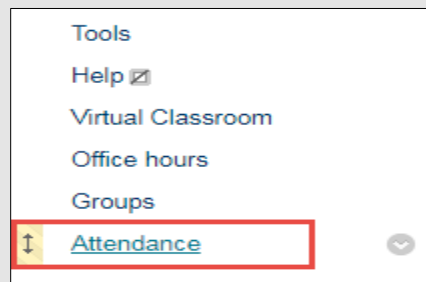
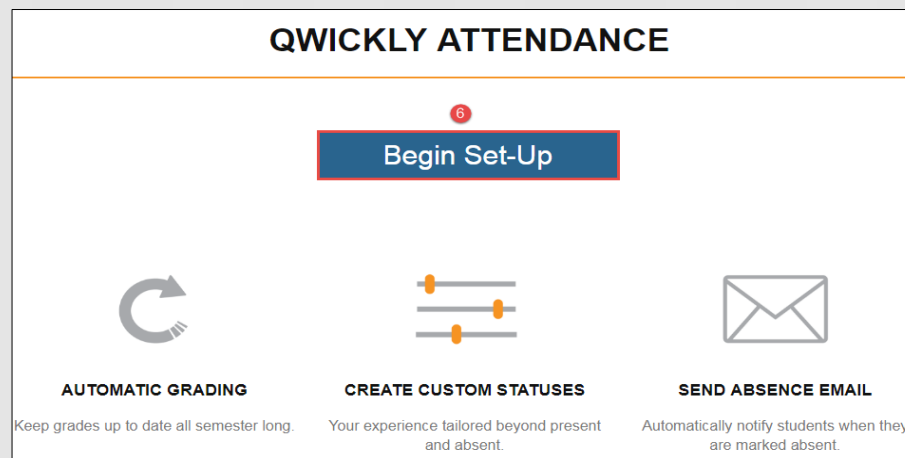
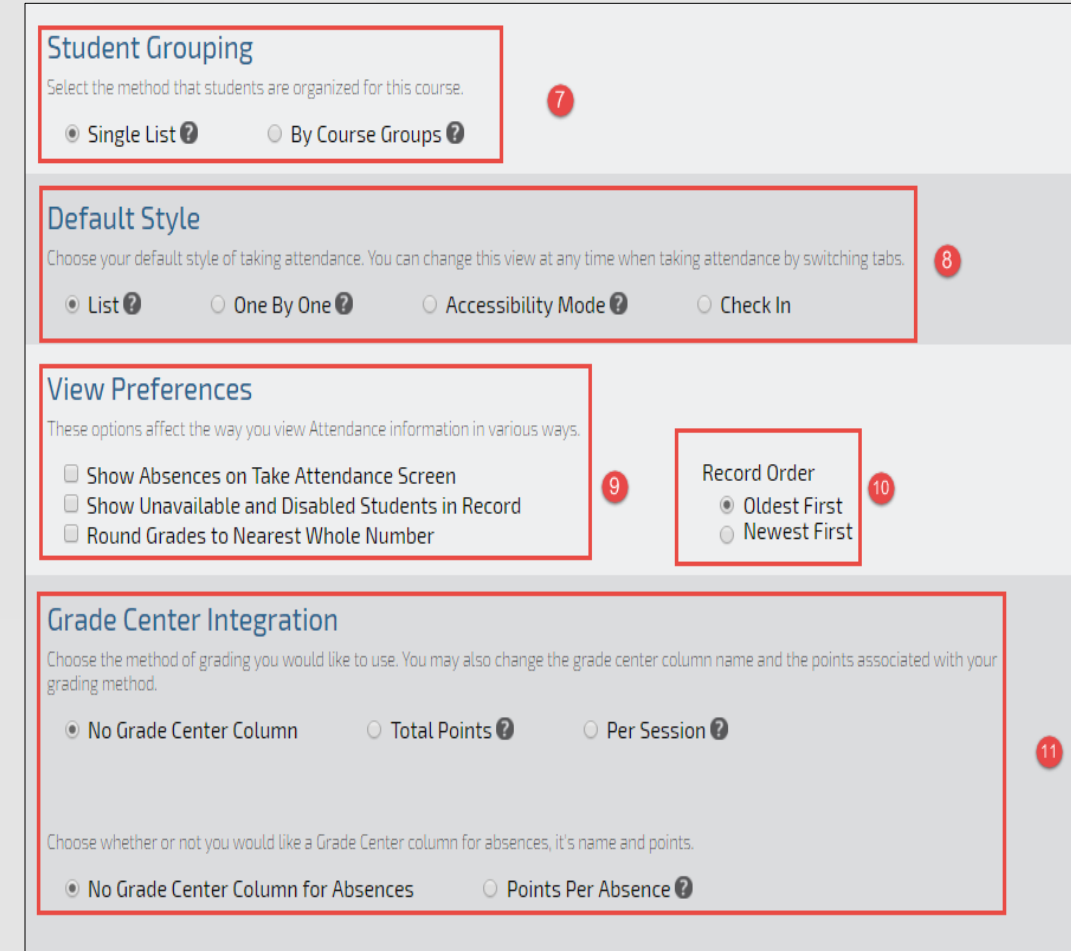
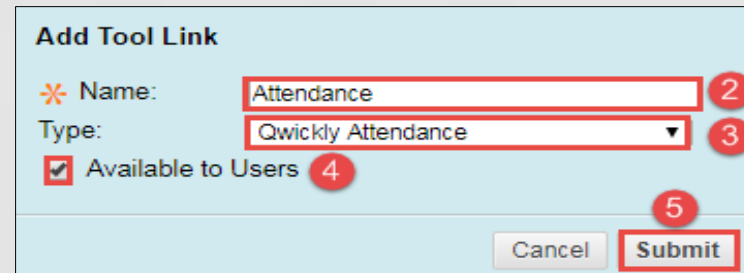
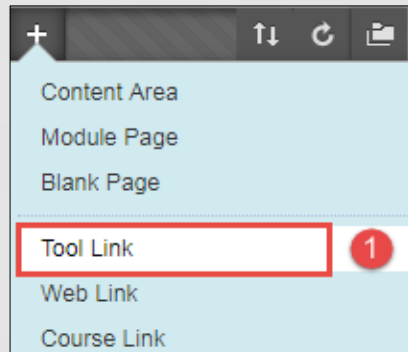
14

You can create new statuses, for example (Late)



## Quickly Attendance tool in Blackboard

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6

## Check In

If you opt to use student check-in, you can decide to require a 4-digit pin your students must enter when checking in. Choose a number of minutes to allow students to check in. You can always the end the check-in period early.

☐ Require PIN

Check In Timer

☒ No PIN

0

minutes (0 is no timer)

12

## Absence Email ?

Choose whether or not to send an email to students when they have been marked as absent.

☐ Yes Email on Absence

☒ No Email on Absence

13

7

## Custom Course Statuses

If you would like to use custom attendance statuses, you may add them here or modify existing statuses.

Order

Name

Points

Absence

Color

Delete

You can create new statuses, for example (Late)

Add Status

Save Settings

16

8

[Settings](#)  
[Take Attendance](#)  
[Attendance Record](#)

## TAKE ATTENDANCE

[FULL LIST](#) [1/1](#) [ONE BY ONE](#) [ACCESSIBILITY](#) [CHECK-IN](#)

### Session Date and Time

☒ Current Time ☐ Custom (Past or Future)

Session Title

Track and grade students attendance

Submit Attendance

Name  
Comments

Status

All Students

Present

Absent

Excused

AlAmoud, Ashjani  
(07778242)

Present

Absent

Excused

Althabiti, Mashael  
(07778464)

Present

Absent

Excused

Submit Attendance

16

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[Settings](#)  
[Take Attendance](#)  
[Attendance Record](#)

## ATTENDANCE RECORD

?

↑

Attendance Record

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

Filter Username	Clear	المحاضرة الأولى	Absences
AlAmoud, Ashjani 07778242		X	1.0
Althabiti, Mashael 07778464		⊗	0.0
الحازمي, ليلى 00021909		✓	0.0
السبيعي, الشواق 00016369		X	1.0



## Qwicky Attendance tool in Blackboard Cont.

This tool enables instructors to easily track students attendance for the sessions within the Blackboard course .It allows them to save the attendance records and download it as a CSV spreadsheet at any time. **The instructions on how to use this feature are as follows :**

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[Settings](#)  
[Take Attendance](#)  
[Attendance Record](#)

### ATTENDANCE SETTINGS

Your settings have been saved. [Return to Attendance.](#) 15

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[Settings](#)  
[Take Attendance](#)  
[Attendance Record](#)

### TAKE ATTENDANCE

Attendance has been taken.

9

[Settings](#)  
[Take Attendance](#)  
[Attendance Record](#)

### TAKE ATTENDANCE

[FULL LIST](#) [1/1](#) [ONE BY ONE](#) [ACCESSIBILITY](#) [CHECK-IN](#)

Session Date and Time  
• Current Time • Custom (Past or Future)

Session Title  [Track and grade students attendance](#) [Submit Attendance](#)

Name Comments	Status
All Students	<a href="#">Present</a> <a href="#">Absent</a> <a href="#">Excused</a>
AlAmoud, Ashjani (07778242)	<a href="#">Present</a> <a href="#">Absent</a> <a href="#">Excused</a>
Althabiti, Mashael (07778464)	<a href="#">Present</a> <a href="#">Absent</a> <a href="#">Excused</a>
الحازمي, ليلى (00021909)	<a href="#">Present</a> <a href="#">Absent</a> <a href="#">Excused</a>
السيبي, الشواق (00016369)	<a href="#">Present</a> <a href="#">Absent</a> <a href="#">Excused</a>
السلبي, افراح (00096347)	<a href="#">Present</a> <a href="#">Absent</a> <a href="#">Excused</a>
العنزي, هريم (07778205)	<a href="#">Present</a> <a href="#">Absent</a> <a href="#">Excused</a>
ياعبدالله, رشا (00020850)	<a href="#">Present</a> <a href="#">Absent</a> <a href="#">Excused</a>

Status Count [Present: 3](#) [Absent: 3](#) [Excused: 1](#)

[Submit Attendance](#) 16

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[Settings](#)  
[Take Attendance](#)  
[Attendance Record](#)

### ATTENDANCE RECORD

[Attendance Record](#) 1 Sessions - Page: 1/1

المحاضرة الأولى	Absences
AlAmoud, Ashjani (07778242)	1.0
Althabiti, Mashael (07778464)	0.0
الحازمي, ليلى (00021909)	0.0
السيبي, الشواق (00016369)	1.0
السلبي, افراح (00096347)	1.0
العنزي, هريم (07778205)	0.0
ياعبدالله, رشا (00020850)	0.0



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1

2




3

4

5

6

The first time you access Quickly Attendance, you will be asked to adjust the settings [Step (5 – 9)]



Content Area

Module Page

Blank Page

**Tool Link**

Web Link

**Add Tool Link**

★ Name:

Attendance

Type:

Quickly Attendance


☒ Available to Users

Cancel

**Submit**

Home Page

Course Information


Course Content 


Activity and Assignment


**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.

**Semester**  
Choose the semester for your course. 202001 - 202001 الفصل الدراسي الأول

**Student Grouping**  
Select the method that students are organized for this course.  
☐ Single List  ☐ By Course Groups 

**Default Style**  
Choose your default style of taking attendance. You can change this view at any time when taking attendance by switching tabs.  
☒ List  ☐ One By One  ☐ Accessibility Mode  ☐ Check In ☐ Card Reader

**View Preferences**  
These options affect the way you view Attendance information in various ways.

☐ Show Absences on Take Attendance Screen



☐ Round Grades to Nearest Whole Number


☐ Show Unavailable and Disabled Students in Record

Record Order

☒ Oldest First

☐ Newest First

**Grade Center Integration**  
Choose the method of grading you would like to use. You may also change the grade center column name and the points associated with your grading method.  
☒ No Grade Center Column ☐ Total Points  ☐ Per Session 

Choose whether or not you would like a Grade Center column for absences, it's name and points.  
☒ No Grade Center Column for Absences ☐ Points Per Absence 

7

## Check In

If you opt to use student check-in, you can decide to require a 4-digit pin your students must enter number of minutes to allow students to check in. You can always the end the check-in period early.

Check In is currently turned off.

☐ require PIN

Check In Timer

☒ No PIN  minutes (0 is no timer)

## Absence Email

Choose whether or not to send an email to students when they have been marked as absent.

☐ Yes Email on Absence

☒ No Email on Absence

8

## Attendance Statuses

### System Statuses

System Attendance Statuses are built in statuses you can use to take attendance. You can not modify system

	Name	Points	Absence	Color
<input checked="" type="checkbox"/>	Present	100.00%	0.00%	✓
<input checked="" type="checkbox"/>	Absent	0.00%	100.00%	✗
<input checked="" type="checkbox"/>	Excused	0.00%	0.00%	⊘

9

## Custom Course Statuses

If you would like to use custom attendance statuses, you may add them here or modify existing statuses.

Order	Name	Points	Absence	Color	Delete
_____	_____	_____ %	_____ %		X

Add Status

Save Settings

10



Your Settings have been saved. [Return to Attendance.](#)

12



Attendance has been taken.

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[Take Attendance](#)

[Attendance Record](#)

## ATTENDANCE RECORD

1 Sessions. Page: 1/1 << < > >>						
?	Export	Totals	Reverse			
Filter Username	المحاضرة الأولى					Absence
العصري, مريم	✓					0.00
باعتدالله, رضا	✗					1.00

Attendance Record

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[Settings](#)

[Take Attendance](#)

[Attendance Record](#)

## TAKE ATTENDANCE



FULL LIST

1/1

ONE BY ONE



ACCESSIBILITY



CHECK-IN



CARD READER

### Session Date and Time

☒ Current Time

☐ Custom Time (Past or Future)

Session Title

المحاضرة الأولى

Submit Attendance

Track and grade student attendance

Write a comment about a Student

Name	Status	Comments
All Students	Present Absent Excused	
العصري, مريم	Present Absent Excused	
باعتدالله, رضا	Present Absent Excused	