

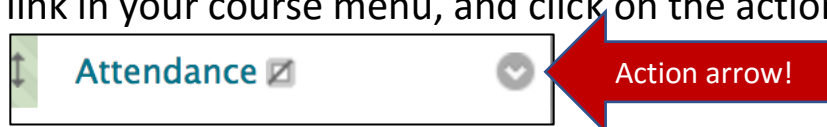
CONFIGURING THE NEW QUICKLY ATTENDANCE TOOL

For the Spring 2017 semester, MercerOnline has update the Quickly Attendance tool to version 3.6. This document provides step-by-step instructions for installing and configuring the tool. If you require assistance in configuring or using Quickly Attendance, please contact our office at (609) 570-3389 or email us at merceronline@mccc.edu.

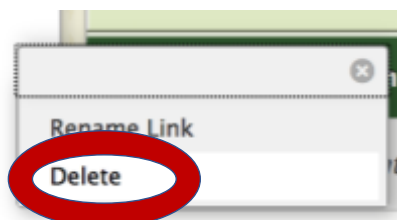
Now, let's get started!!!

STEP ONE: Delete the old Attendance link

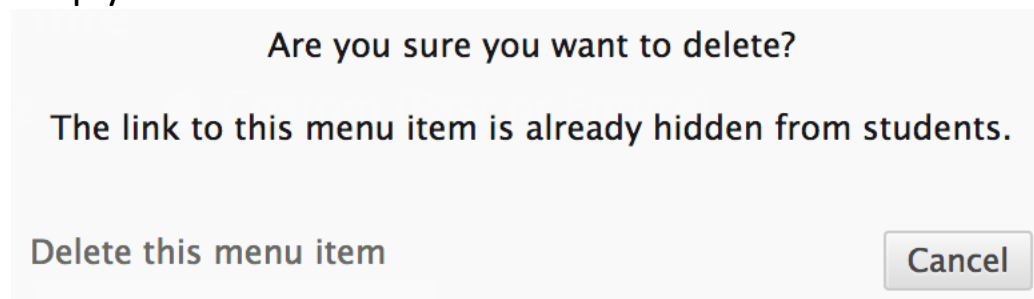
To do this, hover your mouse pointer over the existing "Attendance" link in your course menu, and click on the action arrow for the link.



Then click on the "Delete" link in the dropdown menu that appears.

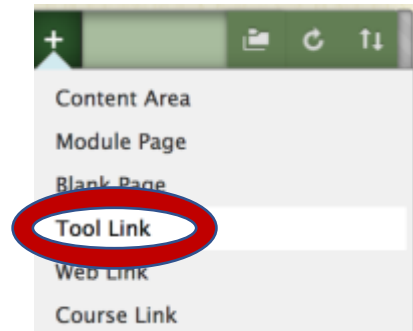


You will be presented with a prompt asking if you really want to delete the link. Click on the "Delete this menu item" option. Depending on your browser, it may not appear as a button. That's okay. You can simply click on the text and it will work.



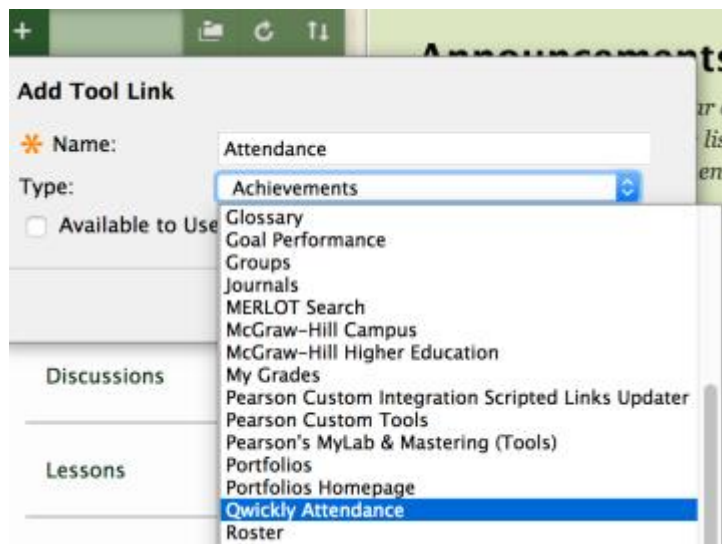
STEP TWO: Add new Attendance link

Click on the + icon that is at the very top of your course menu and select “Tool Link” from the dropdown menu.



Then, enter a name for the link (usually “Attendance”) and select “Quickly Attendance” from the drop-down menu.

Unless you want students to be able to see the attendance tool, leave the “Available to users” option unchecked.



STEP THREE: Accessing the Attendance Tool

In the course menu, you’ll now see the Attendance link you just added. To configure it, click on the link. If you used the old Quickly Take Attendance tool, your settings from the previous configuration have been imported. But the new version allows for the inclusion of “Late” and other statuses, so you may want to tweak it to make use of these. To do so, click on the “Set Up Attendance” link.

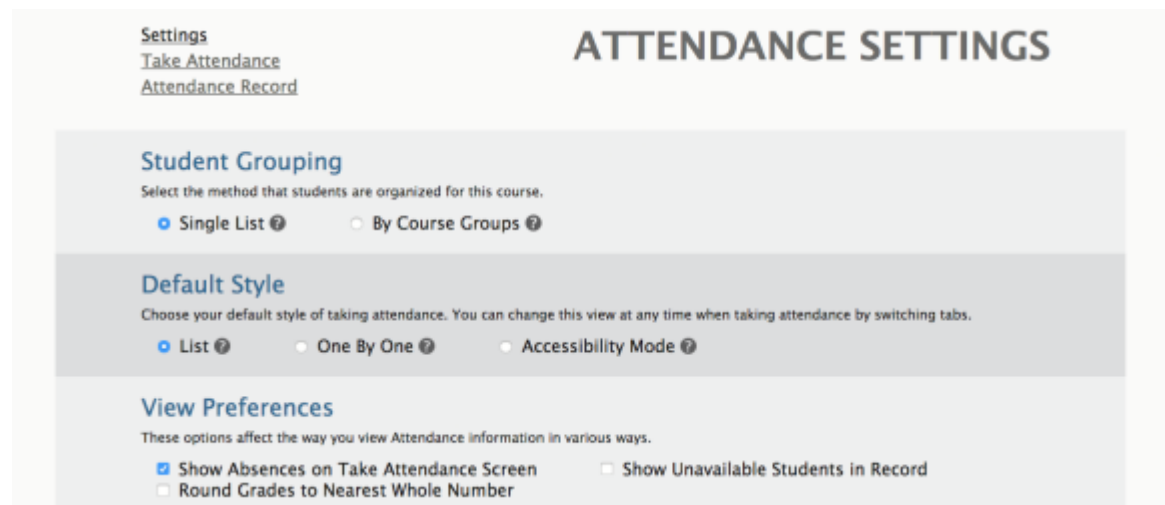
Set Up Attendance

Your records from Quickly Take Attendance have been imported.

STEP FOUR: Configuring the Attendance Tool

The new version of Quickly Attendance contains several new options and has a much nicer visual design. Faculty who use merged sections in Blackboard can now take attendance “by Course Group”. In merged sections, groups have been pre-configured for each section. Selecting this option will present your rosters for each individual section of the merged section.

The settings screen also allows for customization of the way the attendance screen is presented. You can choose to see students in a list, or go through them one at a time. You can also display absences on the “Take Attendance” screen, round up grades (if attendance is used in grading) and show “Unavailable” students. (MCCC do not have “unavailable” students in Blackboard, so this option should not be used.)



The screenshot shows the 'ATTENDANCE SETTINGS' page. At the top left, there are links for 'Settings', 'Take Attendance', and 'Attendance Record'. The main title 'ATTENDANCE SETTINGS' is centered at the top. Below the title, there are three sections: 'Student Grouping', 'Default Style', and 'View Preferences'. Each section has a title, a description, and a list of options with radio buttons. The 'Student Grouping' section has two options: 'Single List' (selected) and 'By Course Groups'. The 'Default Style' section has three options: 'List' (selected), 'One By One', and 'Accessibility Mode'. The 'View Preferences' section has four options: 'Show Absences on Take Attendance Screen' (checked), 'Round Grades to Nearest Whole Number' (unchecked), 'Show Unavailable Students in Record' (unchecked), and 'Show Absences on Take Attendance Screen' (checked).

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

ATTENDANCE SETTINGS

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 [?](#)

View Preferences

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

☒ Show Absences on Take Attendance Screen ☐ Show Unavailable Students in Record
☐ Round Grades to Nearest Whole Number

If attendance counts towards the students' grades, this can be configured in the "Grading" section of this screen. Additionally, e-mail can be sent to students who were marked absent by selecting "Yes Email on Absence" in the "Absence Email" section.

The screenshot shows two sections: "Grading" and "Absence Email".

Grading
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

Column Name: Points:

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

The latest version of the Qwickly Attendance tool allows faculty to mark students as "Late" and to create their own custom statuses ("asleep", "texting throughout class", "present but not paying attention", etc.)

Each of these options is fully customizable by creating Custom Course Statuses. We have configured 4 by default, Present, Absent, Late, and Excused.

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%	Green with checkmark
<input checked="" type="checkbox"/>	Absent	0%	100%	Red with X
<input checked="" type="checkbox"/>	Late	50%	50%	Yellow
<input checked="" type="checkbox"/>	Excused	0%	0%	Blue with question mark

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
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