

Edge Hill University

Qwickly Attendance – Student Guide to Checking In

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Introduction & Key Things to Remember

Qwickly is a software tool that appears in most course areas of Learning Edge.

It is an attendance register which is used to record and monitor student attendance in courses.

So that Qwickly works correctly for you, please note the following:

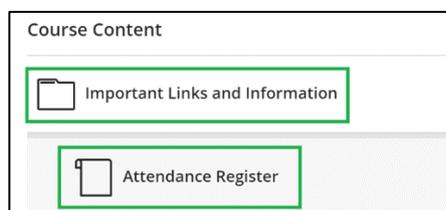
- Use a **web browser**, either on your laptop or mobile device. Do not use the Blackboard App.
- Make sure you are connected to the **Eduroam Wi-Fi** network or have a strong mobile signal. If you are struggling to connect to Eduroam, visit the Catalyst Help Desk for support.



This guide will go through the process for checking in as a student in both an Ultra and Original course.

Locating the Attendance Register – Ultra Course View

In an Ultra Course, the Quickly Attendance Register will appear as a link and will usually be in the ‘Important Links and Information’ folder:



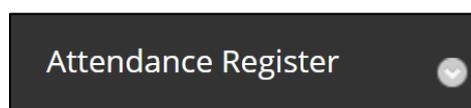
Locating the Attendance Register – Original Course View

If your course is delivered in Original, the link may appear in:

‘Home Hub’ -> ‘Module Information and Support’ -> ‘Module Attendance Register’:



Or, as a link in the left-hand menu of your Original course:



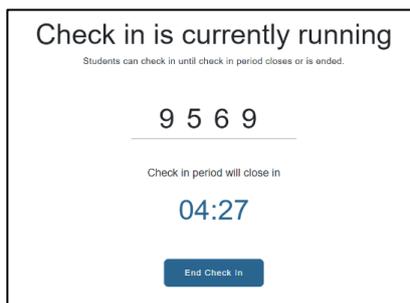
Please Note: Depending on how your department has set up the course, it may appear in a slightly different location. If you’re unable to see the Attendance Register then contact your tutor in the first instance.

Checking In

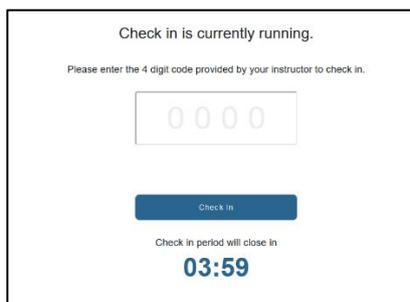
In Qwickly, your tutor can start the Check In using their own account and you're able to log your attendance during this period. This is the same for both Ultra and Original courses.

If there is no PIN required to check in, simply click the 'Check In' button during the Check In period.

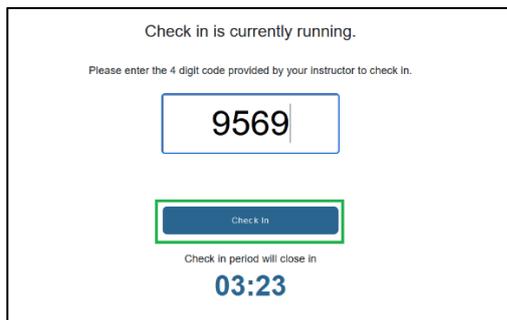
If the tutor has set it so that a PIN is required, it will appear like this on your tutor's screen:



While the Check In is running, select the attendance register link in your course. On your own web browser (Either on a desktop, laptop or mobile device), you will see this version of the screen, prompting you to enter the PIN:



Once you have entered the PIN, select 'Check In':



Check in is currently running.

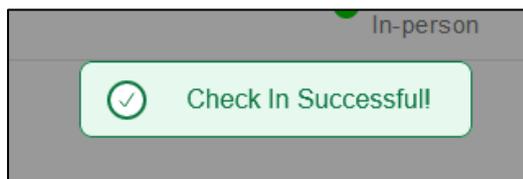
Please enter the 4 digit code provided by your instructor to check in.

9569

Check In

Check in period will close in
03:23

Once Check In is clicked, it will redirect you to the Attendance Record page saying Check in successful:



Troubleshooting Tips

[I can't find the link to Qwickly anywhere in my course?](#)

The link to Qwickly is usually labelled as 'Attendance Register' in a course area.

If you're unable to locate the link then please raise this with your tutor.

[I can't log my attendance in Qwickly?](#)

Your attendance in Qwickly can only be logged when your tutor has started the Check In. If Check In is running and you cannot log your attendance, make sure

that you are selecting the correct Blackboard course. The name of the course appears in the top right-hand corner of the Check-In screen.

Qwickly isn't loading for me?

We strongly recommend making sure that your device is connected to the Eduroam Wi-Fi network on campus in case you are in a location with a weak mobile data signal. Otherwise, Qwickly may load slowly and may prevent you from logging your attendance in time for the Check In.

If you are connected to the Eduroam network and are still experiencing an issue then please let your tutor know and they can feed this back to the relevant support team to investigate.

If you need assistance connecting to the eduroam Wi-Fi network, please visit the Catalyst Help Desk or email CatalystEnquiries@edgehill.ac.uk.

You may also find useful guidance here: [Connect to the Eduroam Wifi Network](#)

I have received an absence notification, but I was present at my session?

Please contact your tutor. The tutor may amend your attendance record if appropriate.