

Qwickly Attendance

Setting up Groups with Qwickly

Introduction

Qwickly Attendance allows instructors to take their online registers by Groups. This feature allows users to keep attendance when a single Blackboard course area is used to maintain two or more groups.

Please ensure you have set up your register by following the [‘Qwickly setup and configuration’ \(LTD3083\) document](#) before using this guide.

Section 1: Configure Student Groups in Blackboard

The first step is to set up your student groups in Blackboard, if you already use this feature then proceed to Section 2 of this guide.

Information on how to set up Groups can be found in the [online video package](#) paying particular attention to the ‘Creating Groups’ and ‘Creating Group Sets’ videos. Alternatively, Help can be found on the following Blackboard pages: [Create Single Course Group](#) and [Create a Group Set](#).

Section 2: How to take a register by Groups

Go to your course and navigate to Quickly Attendance. You may have it added to the left-hand menu or within a Content Area.

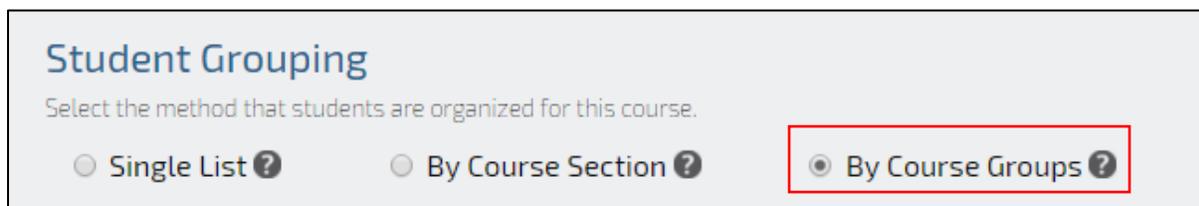
In the top of the main screen select 'Setting'.

[If you have never set up your register before, select 'Set Up Attendance' to continue].



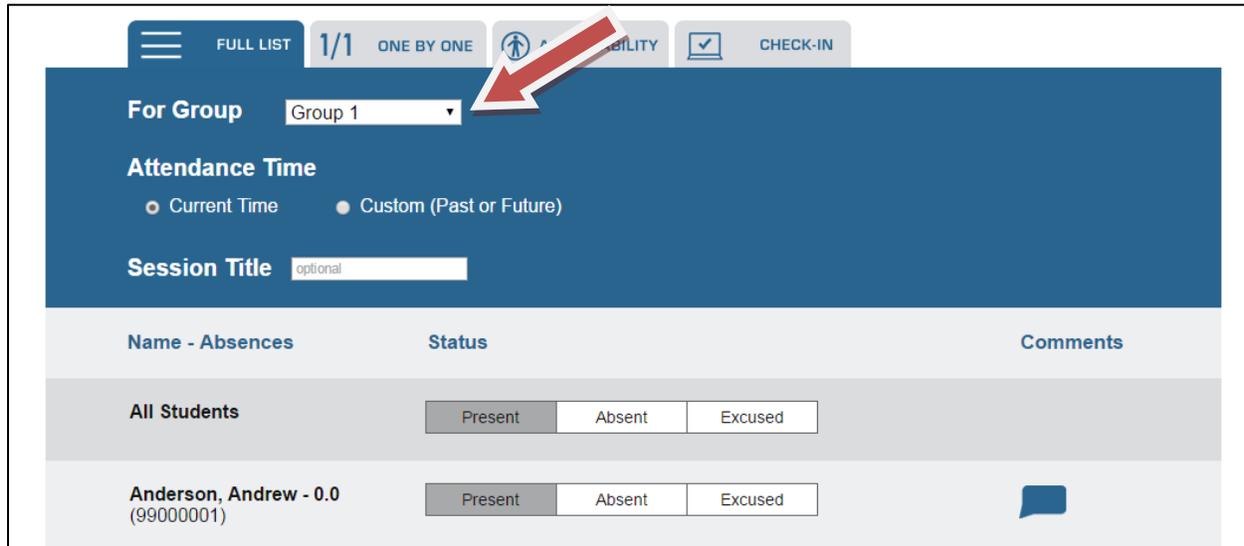
Within the Settings menu you will now be able to see a section called 'Student Grouping'. Here you can split your register against the groups made in Blackboard.

Ensure you only select 'By Course Groups' – do not use 'By Course Section'.

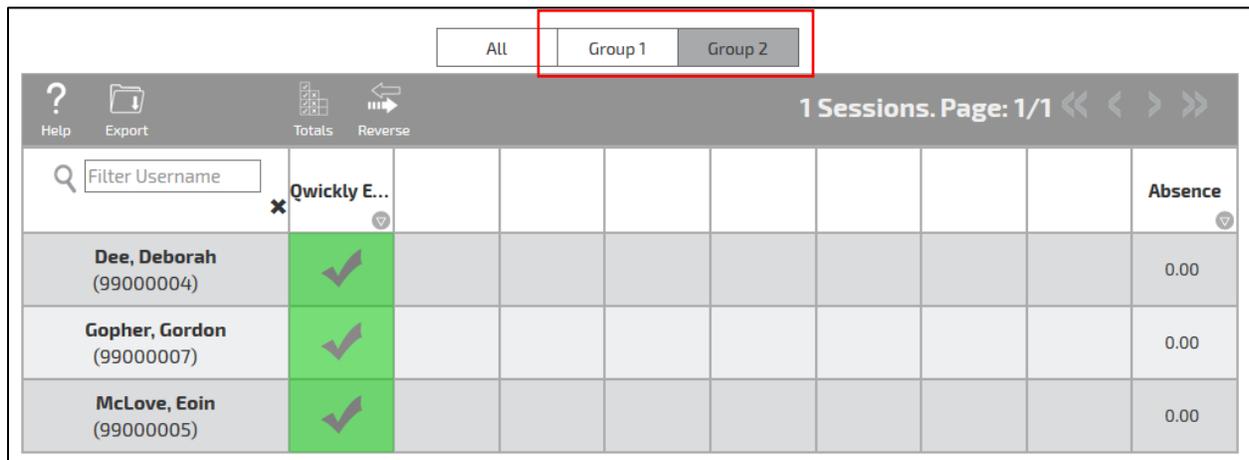


Click 'Save Settings' at the bottom of the screen to return back to your register.

Once you have returned to the main register, you will now be able to select a different register for each group from the drop down menu.



The Group feature is also available to view within the attendance statistics from the 'Attendance Record'.



When viewing information in this area, you will be able to view each group from the tabs displayed at the top of the table (see above).