

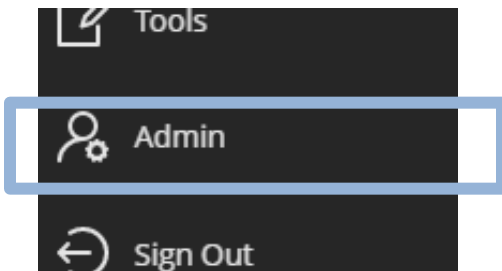
## QWICKLY: HOW ADMINISTRATORS CAN ACCESS ATTENDANCE DATA

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### Finding the Course Area

If you are an Administrator with the **'Course Administrator'** System Role in Blackboard, you will be able to access Qwickly Attendance data for any area using this process.



Select the **'Admin'** button from the left menu to access the Administrator Panel and from the Courses box select **'Courses'**.



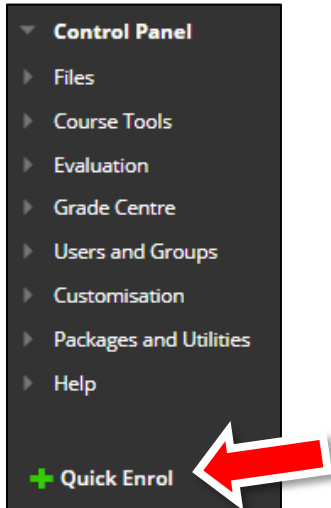
From the Courses page you can use the search options to find a course area to

enter. You can then click on an entry in the Course ID column to enter a course.

The screenshot shows a web interface for managing courses. At the top, there are three buttons: 'Create Course', 'Enrol Users', and 'Backup Actions'. Below these is a search bar with the following configuration: 'Search: Course ID Contains 2016\_fohsc\_bscn AND Date Create'. Underneath the search bar are three buttons: 'Associate', 'Availability:', and 'Delete'. The main part of the interface is a table with the following columns: 'STATUS', 'COURSE ID', and 'COURSE NAME'. The table contains one entry with the following data: '2016\_FOHSC\_BSCN\_MAR17\_MRG' in the 'COURSE ID' column and '(HONS) PRE-REGISTRATION 17 PROGRAMME AREA' in the 'COURSE NAME' column. A red arrow points to the '2016\_FOHSC\_BSCN\_MAR17\_MRG' entry in the 'COURSE ID' column.

## Accessing the data

Once in the course area you can use the '**Quick Enrol**' button to temporarily give yourself the Leader role in the course.



To access Qwickly go to **Course Tools > Qwickly Attendance** or alternatively, if it is available in the left-hand menu for students, it can be accessed there.

To access the attendance records click on the 'Records' link on the right-hand side of the page. The 'Standard Export' icon can be used to download the records in .csv format.



Please be aware that if the area is set up to use Groups then the downloaded file will only be for the Group that was selected. To download a full record for the area, the Student Grouping setting needs to be changed to '**Single List**' in the Qwickly **Settings**.

**N.B. Please remember to change this back once you have finished the export.**

When you have finished, click on the **'Quick Unenrol'** button to remove your **'Programme/Module Leader'** role access to the course.

