

QWICKLY ATTENDANCE IN CANVAS

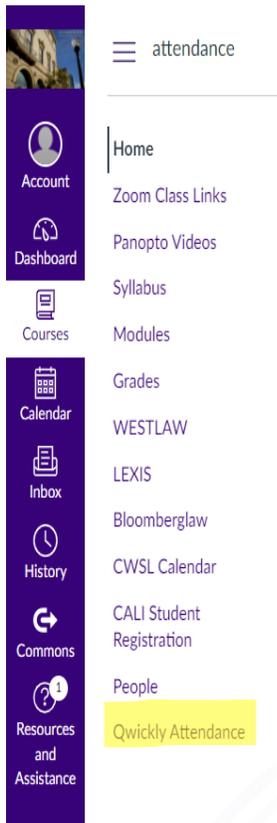
For in person classes, the majority of faculty will be tracking attendance with a tool called Qwickly Attendance which integrates with Canvas. If your faculty are using this tool, you will see the Qwickly Attendance tool on your navigation bar in Canvas.

Faculty will either 1) manually take attendance and enter the attendance information into Qwickly 2) use a feature called Student Check-in where you will enter a code into the Qwickly Attendance tab in Canvas.

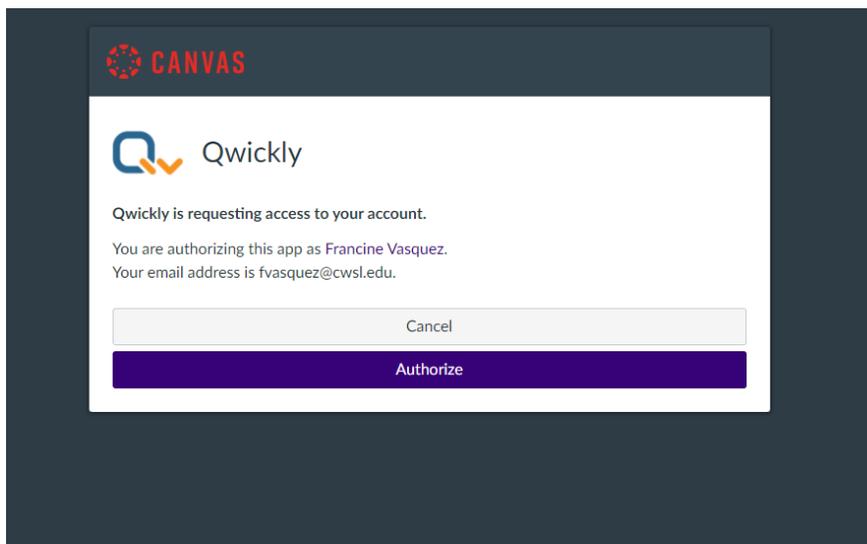
For most small enrollment classes, faculty will manually track attendance and you will not need to do anything on your end. Once your professor enters the attendance information in Qwickly, you will see your attendance for that day in the Qwickly Attendance tab in Canvas.

For large enrollment classes, faculty will use a student check-in feature. Information on how to check-in is provided below so please review before your first in-person class.

With either method, once the attendance information is captured or entered by your faculty member, you will see your attendance data in the Qwickly Attendance tab in Canvas. This will serve as your official attendance record. If you believe there is a discrepancy in the records, please reach out to your professor or attendance@cwsl.edu for assistance.



The first time you access, you will be asked to authorize your account.



Your attendance information from February 28th onward will be viewable by date in the QWICKLY ATTENDANCE TAB in Canvas.

Attendance Record

Absences: 1.00

| Session Title ▾ | Status ▾ | |
|-----------------|-----------|---|
| Feb 23 | ● Present | ⋮ |
| Feb 18 | ● Absent | ⋮ |
| Dec 16 | ● Present | ⋮ |

QWICKLY ATTENDANCE CHECK-IN STEPS

If your professor is using the Student Check-In function, when your professor launches the check-in window for the day, you will see a window in QWICKLY ATTENDANCE to enter a four-digit code. If you do not see the window below, refresh your page or click out of Qwickly Attendance and click back in. Each professor will set a check-in window. The window will be short so when the professor announces they are taking attendance for the day, you need to go to Qwickly Attendance in Canvas and check-in at that time. Your professor has discretion to determine whether to grant attendance if a student does not check-in during the check-in window or is late to class.

Check-In is currently running.

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

Check In

Check in period will close in

00:22

You will want to enter the code provided by your professor and click on the blue Check In button.

Check-In is currently running.

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

Check In

Check in period will close in

00:48

You will see the following message once you have successfully checked in.

The screenshot shows a list of student statuses. Each status is represented by a colored dot followed by the word 'Present' or 'Absent'. A green notification box with a checkmark and the text 'Check In Successful' is overlaid on the list.

| |
|-----------------------|
| ● Present |
| ● Present |
| ● Present |
| ✓ Check In Successful |
| ● Present |
| ● Absent |
| ● Present |

As Canvas is web based, you can check-in using any device you have internet access on (laptop, IPAD, phone). Please be sure to bring a device to class with you. If you have any issues checking in or forget your device, please check in with your professor for further instructions or reach out to attendance@cwsf.edu.

If you have any other questions, please contact attendance@cwsf.edu