

Student Guide to Qwickly

About Qwickly

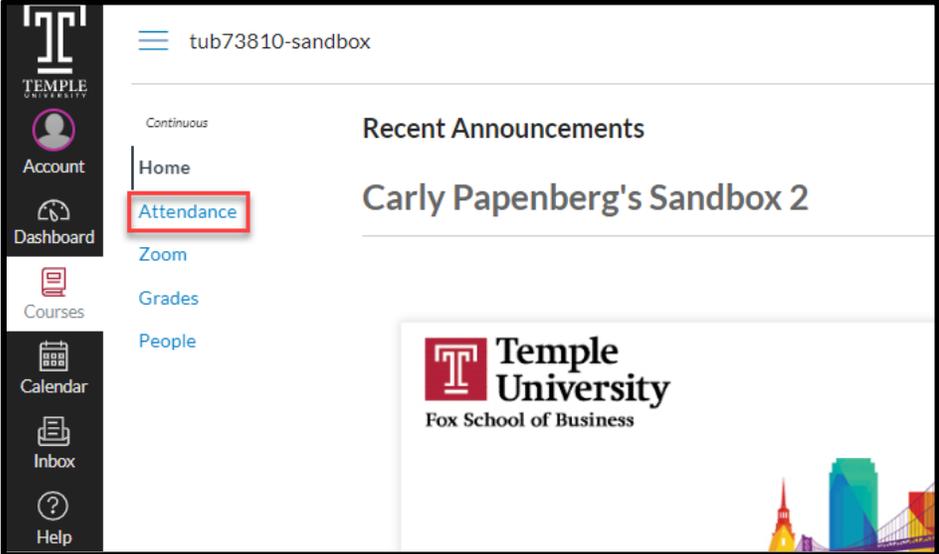
Qwickly Attendance Pro has been enabled in all Temple University Canvas courses for the fall 2020 semester. Qwickly allows faculty to take attendance within Canvas or allows students to record their attendance via the Check-In feature.

Faculty are **required** to take attendance for each class. Please check with your faculty to identify how attendance will be taken (manually by them or via the Check-in feature).

It is extremely important that you inform your faculty of any absences to class, specifically if they are related to COVID-19.

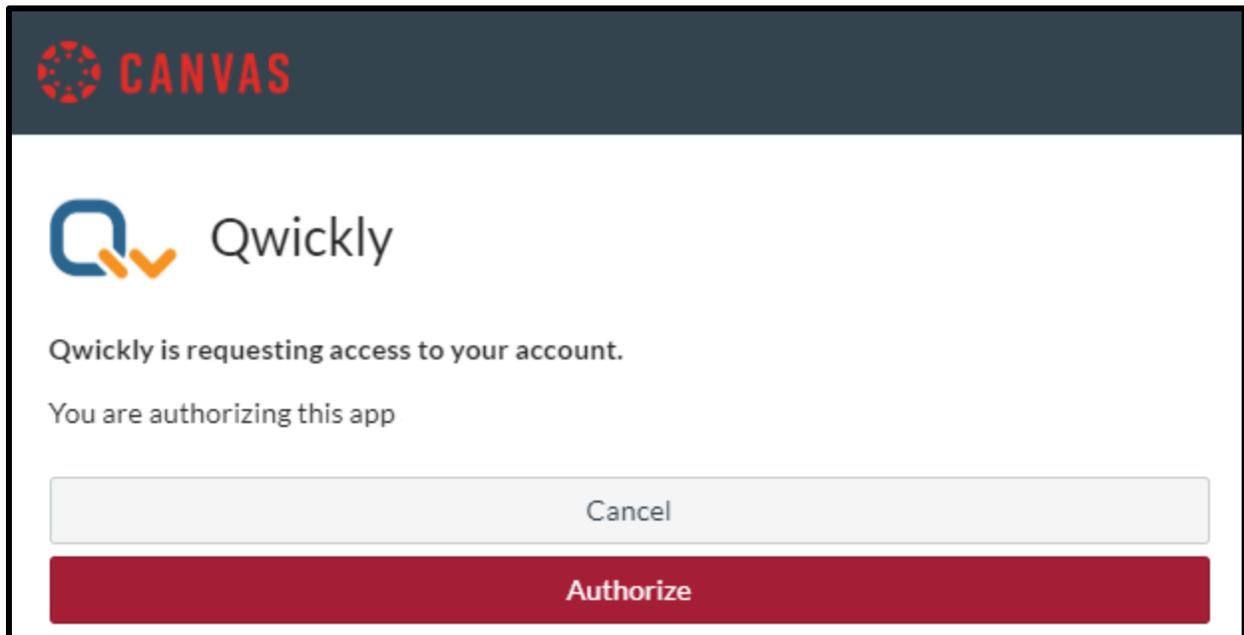
Access Qwickly Attendance Pro

Qwickly is available from the Attendance Link in your Canvas course.



The screenshot shows a Canvas course interface for 'tub73810-sandbox'. On the left sidebar, the 'Attendance' link is highlighted with a red box. Below the sidebar, there is a PDF icon labeled 'Student Guide to Qwickly - Fox.pdf'. The main content area displays 'Recent Announcements' for 'Carly Papenberg's Sandbox 2' and the Temple University Fox School of Business logo.

1. Select the “Attendance” link from your course navigation.
2. The first time you access the “Attendance” link you will need to “Authorize” Qwickly. Note you will only be asked to do this once.



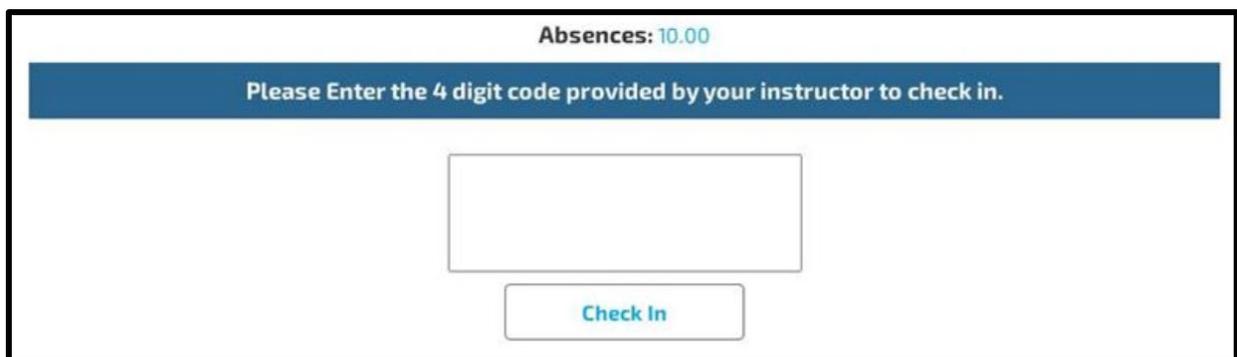
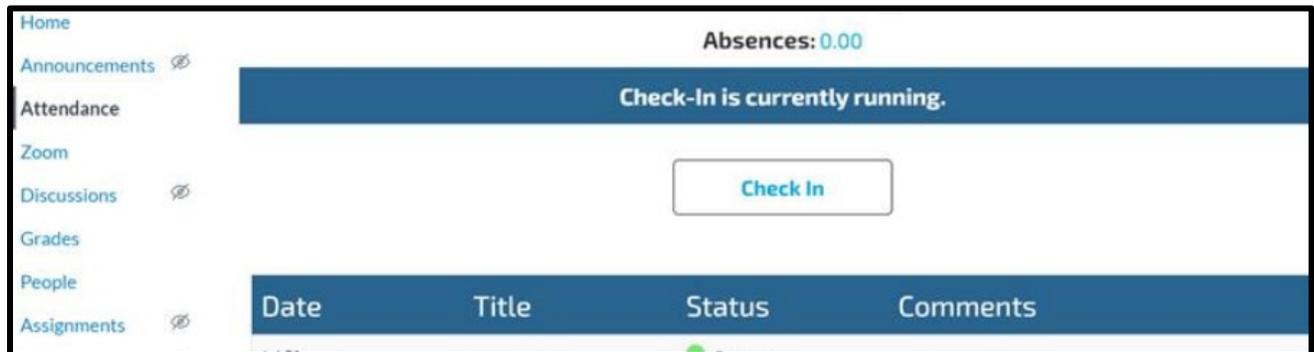
3. Upon logging in, you will see your attendance record.

ATTENDANCE RECORD
Carly Papenberg's Sandbox 2

Layah A Bogen
Absences: 10.00

Date	Title	Status	Comments
Jul 31		● Present	
Jul 31		● Present	
Jul 31	Test on 7/31	● Absent	
Jul 30		● Absent	
Jul 30		● Absent	
Jul 30	Test on 7/30	● Absent	
Jul 29	Qwickly Demo 7/29	● Absent	
Jul 28		● Virtual	
Jul 27		● Absent	
Jul 27		● Present	
Jul 27		● Present	
Jul 17		● Absent	
Jul 17	July 17 Session	● Present	

4. If you are required to “Check-in” to your class, you will be prompted to “Check-in” **or**, enter a 4-digit code and “Check-in.”



In addition to logging in on a computer, you can access Qwickly and “Check-in” via the free Canvas Student App (<https://community.canvaslms.com/docs/DOC-4048>) for iOS or Android.

QR codes are also presented as a check-in option in Qwickly and you may be required to scan the QR code shared in order to log as “present” for a course. The QR codes are dynamic and change every 3-5 seconds. Do not share a QR code with anyone.

Note: if you forget to “Check-in” or miss the “Check-in window” your faculty can adjust your attendance record. Please notify them right away to make the necessary adjustment to your attendance record.

Attendance Statuses

Please note the attendance status options for when faculty manually check in students. When **CRA** is selected, health services will automatically be contacted to follow up with the student.

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
Present	100.00%	0.00%	✓
Absent	0.00%	100.00%	X
Excused	0.00%	0.00%	∅
CRA	0.00%	0.00%	C
Tardy	50.00%	50.00%	T
Virtual	100.00%	0.00%	V