

QWICKLY ATTENDANCE

Quick-Start Guide | Canvas LMS Integration — Basics for ACU Faculty



01 INITIAL SETUP & AUTHORIZATION

- ◆ **Access the tool:** From any Canvas course, click Qwickly Attendance in the left-hand course navigation menu.
- ◆ **Authorize page:** On first use, Canvas displays an Authorize page — click Authorize to grant Qwickly permission to read your course roster and post grades to the Gradebook. This is a one-time step per course.
- ◆ **User sorting:** Sort the student list by last name, first name, or username
- ◆ **View preference:** we recommend selecting “show total absences” and “show inactive students in record.”

02 ATTENDANCE TRACKING METHODS

- ◆ **Check In:** Students check themselves in from a link, QR code, or passcode the instructor displays during class.
- ◆ **List:** Instructor works down a simple roster, marking each student present/absent/tardy/excused in sequence.
- ◆ **One by One:** Instructor calls each student individually and records their status one at a time — useful for smaller classes.
- ◆ **Seating Chart:** Instructor marks attendance directly on a visual seating chart matching the classroom layout.

Skip step 3 if you are not attaching a grade to attendance.

03 GRADING METHODS

- ◆ **Absence-Based Grading:** Deducts points only when a student is marked absent. Be sure to make the value a negative number when marked absent.
- ◆ **Session-Based Grading:** Awards points for every session based on the status recorded, giving a running participation-style grade.
- ◆ **Sync to Gradebook:** Under Settings > Grading, select the corresponding Canvas Gradebook column (or let Qwickly create one) so attendance points post and update automatically after each session. Syncing is required for both grading types.

04 RECORDS & COURSE REPORTS

- ◆ **Records tab:** The Records tab gives a quick look at a single student's attendance history across the term — every session and status at a glance.
- ◆ **Reports tab:** The Reports tab rolls attendance up to the course level, showing overall trends and attendance rates for the whole class.

05 AUTOMATIC EMAILS

- ◆ **Absence notifications:** Configure Qwickly to automatically email students who are marked absent or tardy after a session.
- ◆ **Threshold alerts:** Set a rule (e.g., after 3 absences) to auto-notify the student.

Need help? Contact cat@acu.edu for Qwickly or other Canvas support needs.