

Blackboard Services

User Guide

(February 2017)



Blackboard

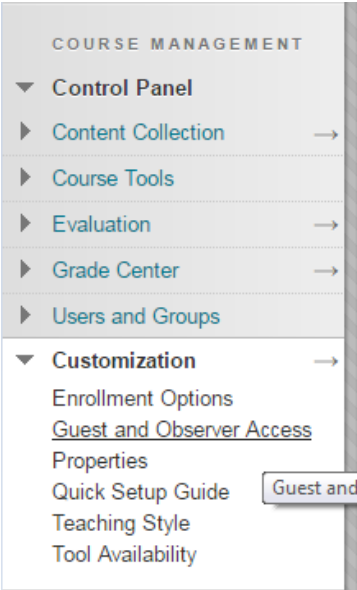
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Enable Guest Access

Instructor Action:

- a. Login into Blackboard
- b. Go to the course.
- c. Go to control panel > Customization > Guest and Observers Access



- f. Change allow guest to **"Yes"** and click submit

Guest and Observer Access

Permissions controls Guest and Observer access to the Course. [More Help](#)

Cancel **Submit**

ALLOW GUEST ACCESS

Allow guests to access this course?

Allow Guests Yes No

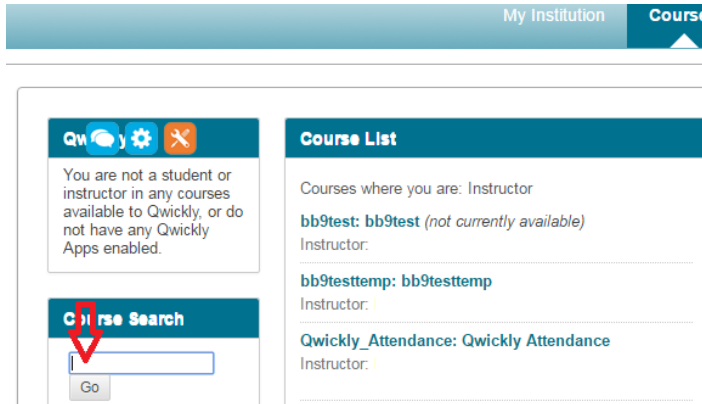
ALLOW OBSERVER ACCESS

Allow observers to access this course?

Allow Observers Yes No

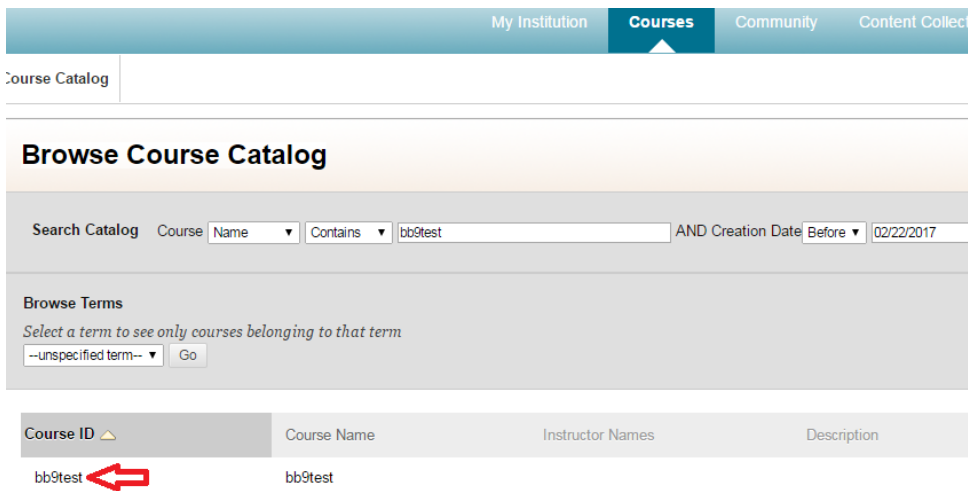
Guest Action:

- Login into Blackboard
- Go to Courses tab
- In Course Search, write the course name and click GO



The screenshot shows the Blackboard interface with the 'Courses' tab selected. On the left, there is a 'Course Search' box with a red arrow pointing to the search input field. Above it is a message: 'You are not a student or instructor in any courses available to Qwickly, or do not have any Qwickly Apps enabled.' To the right, the 'Course List' section displays search results for 'bb9test'. The results include: 'bb9test: bb9test (not currently available)', 'bb9testtemp: bb9testtemp', and 'Qwickly_Attendance: Qwickly Attendance'. Each result has an 'Instructor:' field below it.

- You will find the course under Search Results. You can access the course by clicking the course ID



The screenshot shows the 'Browse Course Catalog' page. The search criteria are: 'Course Name' contains 'bb9test' and 'AND Creation Date' is 'Before 02/22/2017'. Below the search bar, there is a 'Browse Terms' section with a dropdown menu set to '--unspecified term--' and a 'Go' button. The search results are displayed in a table with the following columns: 'Course ID', 'Course Name', 'Instructor Names', and 'Description'. The first row shows 'bb9test' in the 'Course ID' column, with a red arrow pointing to it.

Course ID	Course Name	Instructor Names	Description
bb9test	bb9test		

Content Areas

Overview

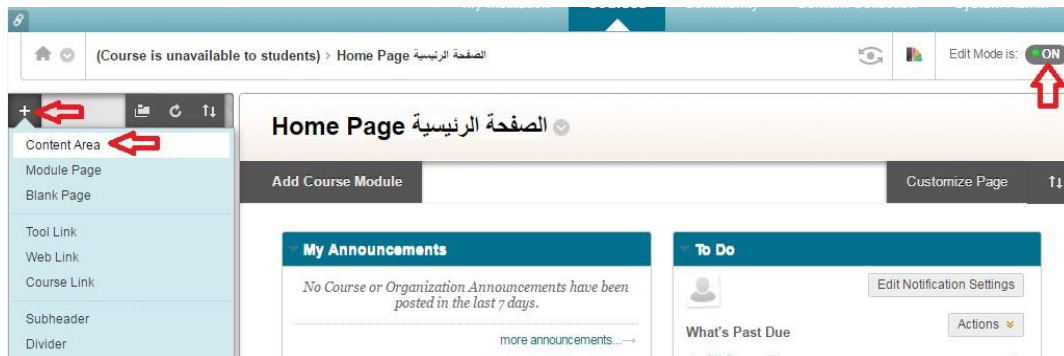
Course Content Areas are used to organize all Course content materials. A link to each Content Area creates the first level of the Course Menu tree directory. Course developers create and manage Content Areas from the Course Menu.

Add Content Area

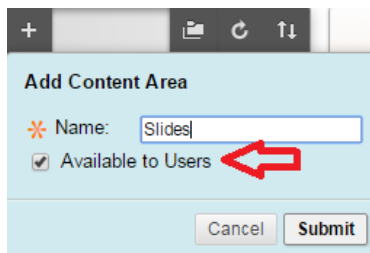
The Add New Content Area page enables the Instructor to add a new Course area to the Course and choose which Course Roles will have access to the content.

How to Add a New Content Area

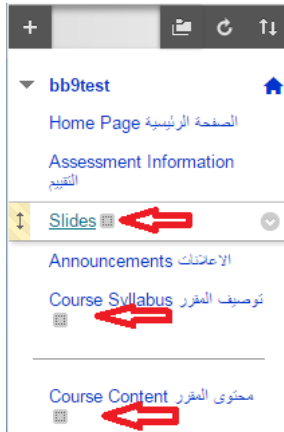
1. Edit Mode is **ON** and Student Preview mode is **OFF**.
2. Click the **Add** button (+) on the Course Menu.
3. Click **Content Area**.



4. Enter a **Name** for the Content Area.
5. Click the **Available to Users** checkbox. If you did not, then the content area will be unavailable. If the Content Area is unavailable to students, an icon of a square with a line through it appears.
6. Click **Submit**.

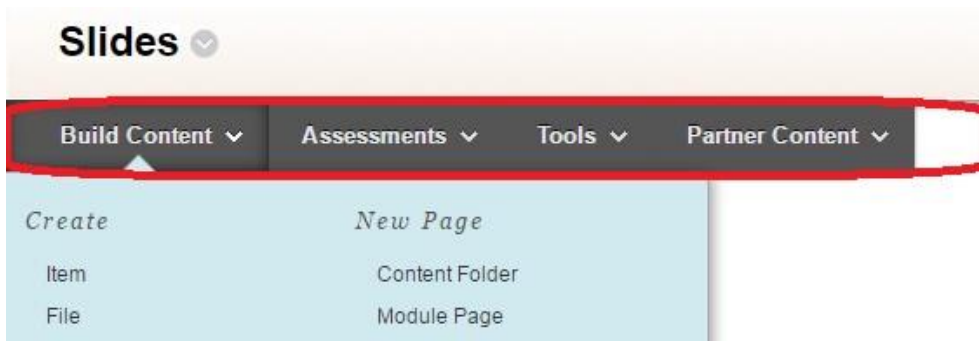


7. The new Content Area appears on the Course Menu. If the Content Area contains no content, an icon of a dotted square appears and it will not be visible to student unless it contains items.



Manage Content Areas

Once Content Areas for the Course have been created, content creation may begin. All content can be added and edited within the Content Areas. Select a Content Area on the Course Menu to open the main Content Area page.



All actions related to managing content are available from this page. This includes:

- **Build Content** - add elements such as folders, files and links.
- **Assesments** - add tests, surveys and assignments.
- **Tools** - add discussion board, blogs, journals and other tool items.
- **Partner Content** - add eBooks.

About Content Types

A Content Item is any type of file, text, image, or link that displays to users on a Content Area page. Instructors may add a number of different types of content to Course Content Areas.

All content shares a few similarities. Each piece of content has a name

and description. Many types of Content also allow the Instructor to set options such as availability and date restrictions.

Content Type Descriptions

Different types of Content may be selected from the Action Bar and associated contextual menus to be added to a Content Area page.

Content Type	Description
Item	A general piece of content such as a file, image, text, or link to which a description and other items may be attached.
Folder	An organizational element that contains Content Items. Folders allow content to be structured with a hierarchy or categories.
External Link	Link to an outside Web site or resource.
Course Link	Link to another item in a Course or in another part of the system such as Course Objectives or the Content Collection.
Learning Module	A set of content that includes a structured path for progressing through the items.
Syllabus	Content item that enables an Instructor to build a Course Syllabus by walking through a series of steps.
Module Page	A page containing dynamic personalized content modules that help users keep track of tasks, assessments, assignments, and new content added to the course.
Tool	Link to a tool in the Course, such as a Discussion Board or Virtual Classroom session.
Test	On-line evaluations of Student knowledge and skills. Test properties, such as availability and presentation options, are managed through the Course area where the Test appears. For information on creating Tests and other Assessments see the section on How to Create an Assessment
Survey	Similar to Tests, Surveys are useful to polling purposes and evaluations. Questions in Surveys cannot be assigned points and Surveys may not be graded.
Assignment	Content that Instructors may mark based on a given number of points possible, such as class work.

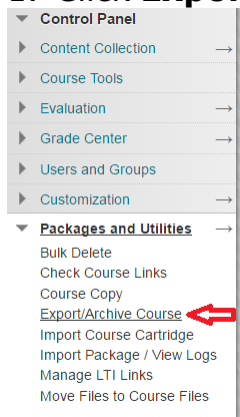
Archive Course

Overview

Archive Course creates a permanent record of a Course including all the content and user interactions. Archived Courses are saved as .zip files. Archiving a Course does not delete it from the system. Archived Courses can be downloaded and saved on a local computer or saved in the Content System.

How to Archive a Course

1. Click **Export/Archive Course** from Packages and Utilities.



2. Click **Archive** on the Export / Archive Course page.

Export/Archive Course

Export Course creates a package of course content that can later be imported into the same course or a different course. Archive Course creates a permanent record of a course including all the content and user interactions available at the time the Archive is created. Export Common Cartridge creates a package that can be shared across learning management systems. You must have the proper permissions to perform these operations. [More](#)

[Help](#)



3. Click the **Include Grade Center History** checkbox to include the Grade Center history and select Copy links and include copies of the files in the course default directory.

4. Click **Submit**

Archive Course

Archive Course creates a permanent record of a course including all the content and user interactions available at the time the Archive is initiated. [More Help](#)

Cancel **Submit**

SELECT COPY OPTIONS

✱ Source Course ID bb9test

Include Grade Center History (increases file size and processing time)

FILE ATTACHMENTS

Choose between copying only the links to files or the links and new copies of every file attached within the course. Click **Calculate Size** to make sure that the package size does not exceed the limit.

Course Files Default Directory

Copy only links to course default directory files

Copy links and include copies of the files in the course default directory

Files Outside of the Course Default Directory

Copy only links to files stored outside of the course default directory

Copy links and include copies of the files outside of the course default directory

Package Size

Calculate Size Manage Package Contents

Download the Course package

After the Archive Course page is submitted, the system creates the Course package. When the package is complete, the Instructor who initiated the operation receives an email. After the email is received, the Instructors may open the **Export / Archive Course** page in the Blackboard application and download the Course package to the local computer.

Export/Archive Course

Export Course creates a package of course content that can later be imported into the same course or a different course. Archive Course creates a permanent record of a course including all the content and user interactions available at the time the Archive is created. Export Common Cartridge creates a package that can be shared across learning management systems. You must have the proper permissions to perform these operations. [More Help](#)

Export Package **Archive Course**

Refresh

File Name	Date Created
ArchiveFile_bb9test_20170222080620.zip	2/22/17 8:06 AM

Click to download Archive

Displaying 1 to 1 of 1 items Show All Edit Paging...

Export Course

Overview

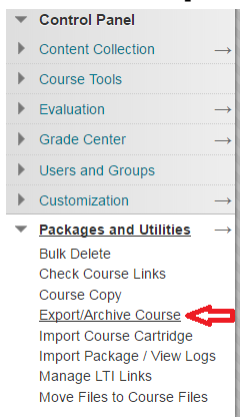
The Export Course feature creates a package of the Course content that can later be imported and used to teach another Course with the same content. It is important to note that, unlike the Archive Course feature, Export Course does not include any user interactions with the Course—it only includes the content and the tools.

Export packages are downloaded as compressed .ZIP files and are imported in the same format.

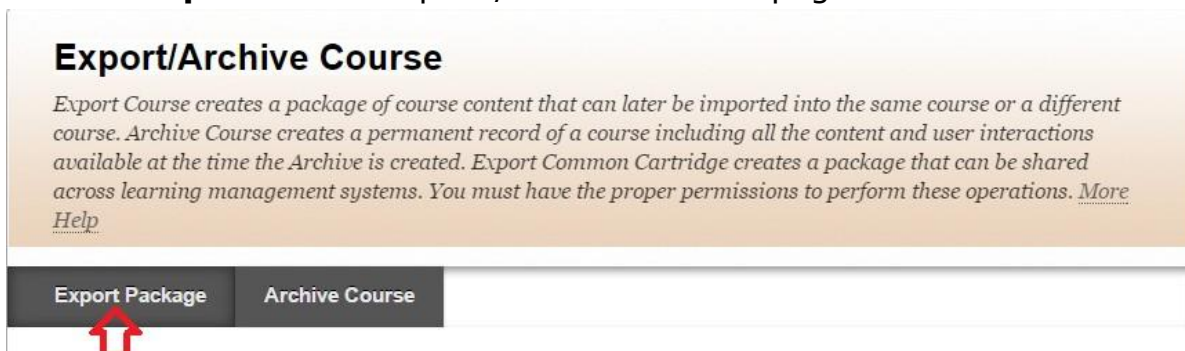
Do not unzip an Export package or remove files from the package, otherwise the package will not be imported correctly.

How to Export a Course

1. Click **Export/Archive Course** from Packages and Utilities.




2. Click **Export** on the Export / Archive Course page.



3. Select Course materials to include in the Export Package.


4. Click **Submit**

SELECT COPY OPTIONS 

Source Course ID: bb9test

FILE ATTACHMENTS

Choose between copying only the links to files or the links and new copies of every file attached within the course. Click **Calculate Size** to make sure that the package size does not exceed the limit.

Course Files Default Directory Copy only links to course default directory files
 Copy links and include copies of the files in the course default directory 

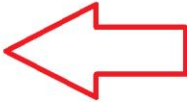
Files Outside of the Course Default Directory Copy only links to files stored outside of the course default directory
 Copy links and include copies of the files outside of the course default directory

Package Size

SELECT COURSE MATERIALS

Select materials to include in the export package. For a package to serve as an exact record, including user records, use archive instead of export.

- Content Areas
- الصفحة الرئيسية Home Page
- Slides
- Assessment Information التقييم
- Course Syllabus توصيف المقرر
- Course Content محتوى المقرر
- Assignments الواجبات
- Office Hours الدورات المكتبية
- Lecture Captures



Download the Course package

The Course package can be downloaded the same way explained in How to Archive a Course section.

Clearing an Assignment Attempt

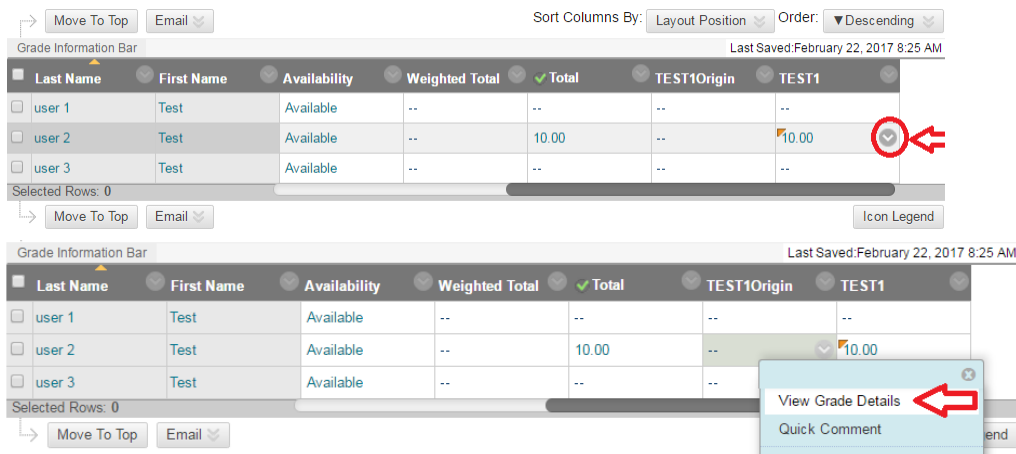
In this document, you will learn how to clear an attempt to allow a student to resubmit an assignment.

How to Clear an Assignment Attempt

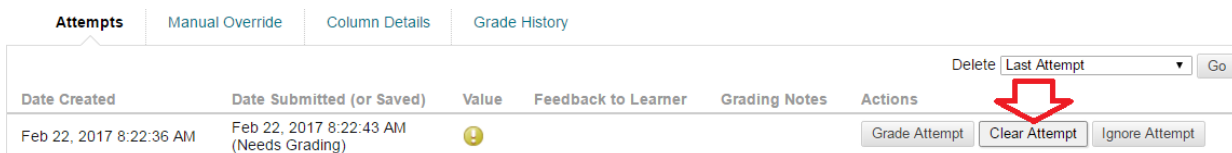
1. Click **Full Grade Center** in the **Grade Center** area on the Control Panel.



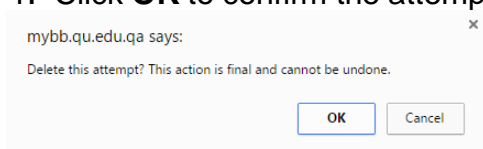
2. Select **View Grade Details** from the drop-down menu.



3. Scroll Down to **Attempts** and select the **Clear Attempt** button



4. Click **OK** to confirm the attempt deletion and the attempt will be deleted.



Tests

Overview

The **Tests** page is used to create, edit, and remove Tests.

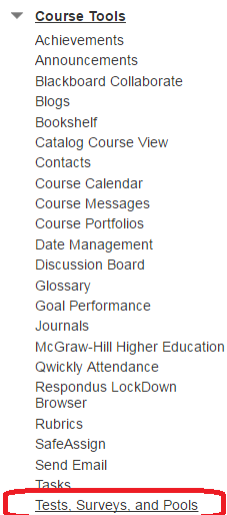
Questions to consider before creating a Test

Below are questions to consider when planning a Test:

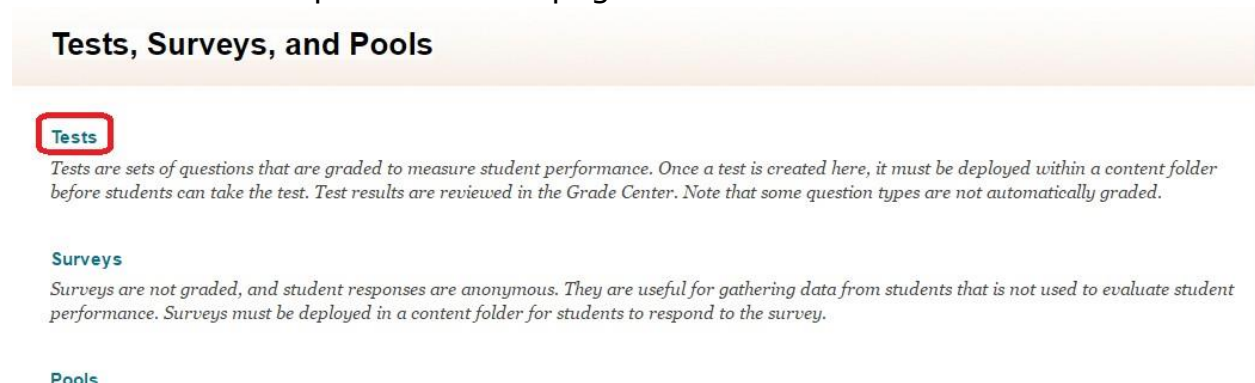
- How many questions?
- Are there instructions for this Test?
- What type of questions?
- What is the point value associated with each question?

How to Create a Test

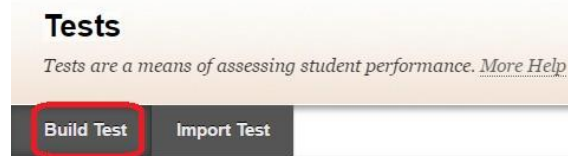
1. Click **Tests, Surveys, and Pools** in the **Course Tools** area on the Control Panel.



2. Click **Tests** to open the **Tests** page.



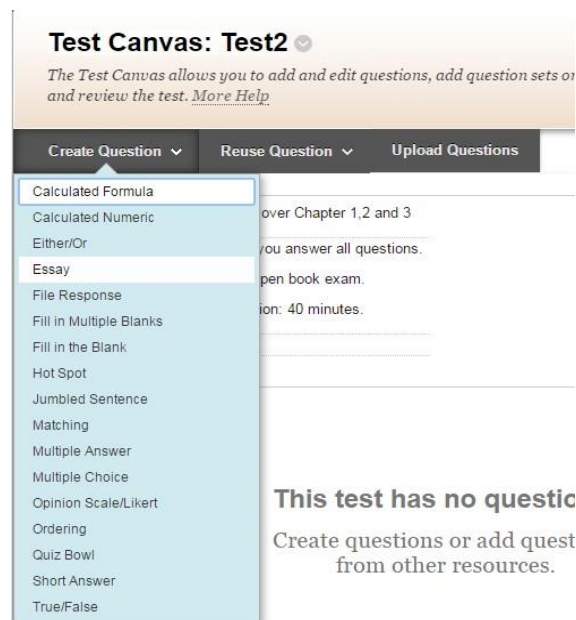
3. Click **Build Test** on the Tests page.



4. Enter a name (required), description (optional), and instructions (optional) then click **Submit**.

The screenshot shows the 'TEST INFORMATION' form. At the top right are 'Cancel' and 'Submit' buttons. The 'Submit' button is highlighted with a red box. The form has three main sections: 'Name', 'Description', and 'Instructions'. Each section has a red arrow pointing to its input field. The 'Name' field contains 'Test2'. The 'Description' field contains 'This test will cover Chapter 1,2 and 3'. The 'Instructions' field contains a numbered list: '1. Make sure you answer all questions.', '2. This is an open book exam.', and '3. Exam duration: 40 minutes.'.

5. Select a question type from the **Create Question** drop-down button on the Test Canvas.



6. Create a question.
7. Enter the Question Title and text.

* Indicates a required field.

Cancel

Submit and Create Another

Submit

QUESTION

Question Title

* Question Text

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

8. Enter answers to choose from and select the correct answer.

Number of Answers

Correct

Answer 1. Remove
 For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

 Path: p Words:7

Answer 2. Remove
 For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

9. Enter feedback that Students will see based on their answer.

FEEDBACK

Enter feedback that will display in response to a correct answer and an incorrect answer. If partial credit is allowed, answers that are partially correct will receive the feedback for an incorrect answer.

Correct Response Feedback

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Correct! RAM is a form of computer data storage that can be accessed randomly.

Path: p Words: 14

Incorrect Response Feedback

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Incorrect! RAM is a form of computer data storage that can be accessed randomly.

10. Click **Submit**.

11. Repeat **Step 5** through **Step 10** until finished adding questions.

How to Make a Test Available

1. Open a Course area.
2. Edit Mode is **ON**.
3. Click any content area to have the test inside it. To add a new content area, please refer to the Content Areas document.

Home Page الصفحة الرئيسية

Edit Mode is: **ON**

Home Page الصفحة الرئيسية

Add Course Module Customize Page

My Announcements

No Course or Organization Announcements have been posted in the last 7 days.

more announcements...→

To Do

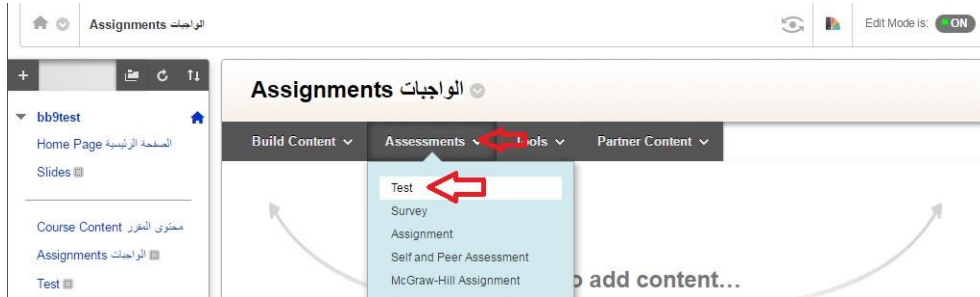
Edit Notification Settings

What's Past Due

Actions

All Items (0)

4. Select **Test** from the **Assessments** drop-down button.



5. Select the Test to add and click **Submit**.

Create Test

Creating a test deploys the test to a content area. Once a test has been deployed, change the test options to make it available for students to take. [More Help](#)



ADD TEST

Create a new test or select an existing test to deploy.

Create a New Test

Add an Existing Test

6. Edit the **Test Information**, if necessary.

7. Click **Yes** next to **Make the link available**.

TEST AVAILABILITY

Make the link available Yes No

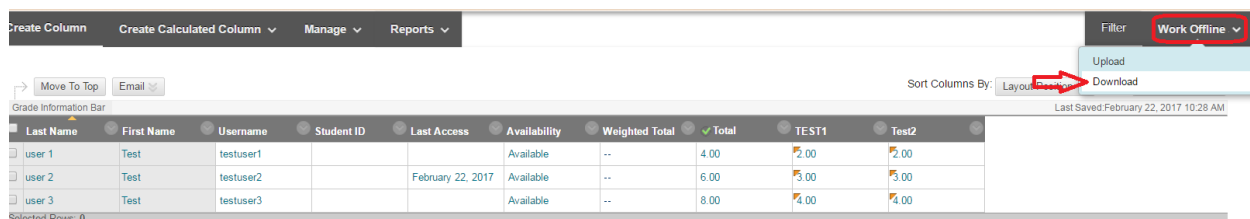
8. Click **Submit**.

Download Students' Grades

Full or partial data can be downloaded from the Grade Center. Once downloaded, Grades can be changed and added offline and later uploaded to the Grade Center. Data can be downloaded as tab delimited or comma delimited files. Downloaded files can be saved on a local computer or in a Content Collection folder.

How to Download Students' Grades

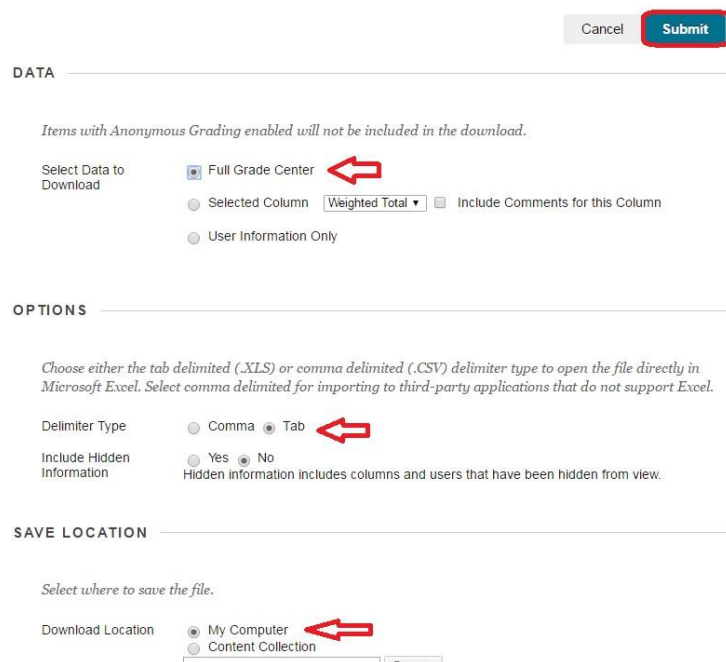
1. Click **Full Grade Center** in the **Grade Center** area on the Control Panel.
2. Select **Download** from the **Work Offline** drop-down button on the Grade Center



Last Name	First Name	Username	Student ID	Last Access	Availability	Weighted Total	Total	TEST1	Test2
user 1	Test	testuser1			Available	--	4.00	2.00	2.00
user 2	Test	testuser2		February 22, 2017	Available	--	6.00	3.00	3.00
user 3	Test	testuser3			Available	--	8.00	4.00	4.00

3. Select **Data to Download** and the **Delimiter Type**. Choose Tab as the delimiter to open data directly in Microsoft Excel.

4. Click **Submit**.




Cancel **Submit**

DATA

Items with Anonymous Grading enabled will not be included in the download.

Select Data to Download

Full Grade Center 


Selected Column Include Comments for this Column

User Information Only

OPTIONS

Choose either the tab delimited (.XLS) or comma delimited (.CSV) delimiter type to open the file directly in Microsoft Excel. Select comma delimited for importing to third-party applications that do not support Excel.

Delimiter Type

Comma Tab 


Yes No

Include Hidden Information
Hidden information includes columns and users that have been hidden from view.

SAVE LOCATION

Select where to save the file.

Download Location

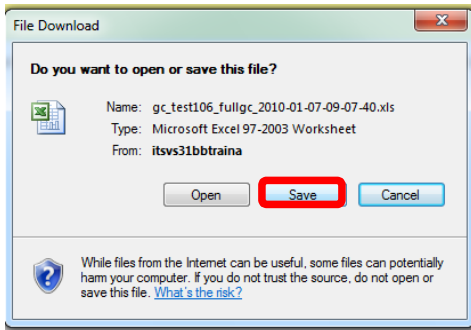
My Computer 

Content Collection

5. Click The **Download** button.



6. **Save** the file in your local computer.











Generate Tracking Report

Topic Overview

Instructors can use the Tracking Reports area to generate reports on the Course usage and activity. Instructors can view specific Student's usage to determine if Students are actively using the Course. The report appears in the form of graphical charts.

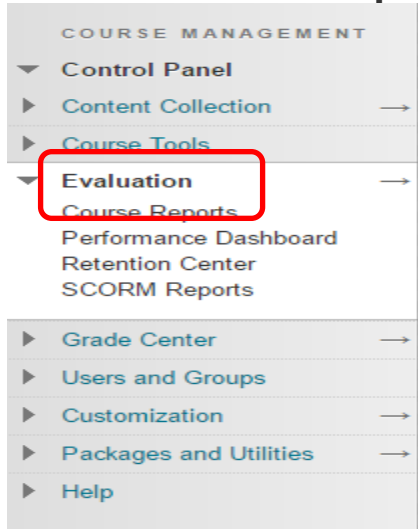
Please note that, when viewing reports that include hit or access statistics, a hit is tracked every time a request is sent to Blackboard Learn - Course Delivery. For example, when tracking use of the Communication Area: a Student accesses the Communication area (1 hit), clicks Discussion Boards (2 hits), clicks a Forum (3 hits), and clicks a message to read (4 hits).

 All User Activity Inside Content Areas This report displays a summary of all user activity inside Content Areas for the course. > Last Run: Tuesday, January 5, 2015 8:09:30 PM AST
 Course Activity Overview Course Activity Overview displays overall activity within a single course, sorted by student and date. Data includes the total and average time spent per user and the total amount of activity the user had in the course. > Last Run: Thursday, February 16, 2017 9:02:48 PM AST
 Course Performance This report displays information showing how a single Blackboard Learn Course performs against a selected set of goals. Performance targets and a range of acceptable performance for the course can be determined when running the report. Data includes averages for the entire course as well as break downs for individual students and goals. > Last Run:
 Overall Summary of User Activity The report displays user activity for all areas of the course, as well as activity dates, times and days of the week. > Last Run: Wednesday, January 21, 2015 1:53:30 PM AST
 Single Course User Participation Report Displays detailed statistics on assessment and collaboration tool submissions for all users in this course during a specified timeframe > Last Run: Tuesday, January 24, 2017 1:25:06 PM AST
 Student Overview for Single Course Student Overview for Single Course displays an individual student's activity within a course, sorted by date. Data includes the total overall time the student spent in the course as well as detailed information about the student's activity, such as which items and Content Areas the student accessed and the time spent on each. > Last Run: Monday, February 6, 2017 9:56:16 AM AST
 User Activity in Forums This report displays a summary of user activity in Discussion Board Forums for the course. > Last Run: Friday, December 12, 2014 9:53:37 PM AST
 User Activity in Groups This report displays a summary of user activity in Groups for the course. > Last Run: Friday, December 12, 2014 9:51:11 PM AST

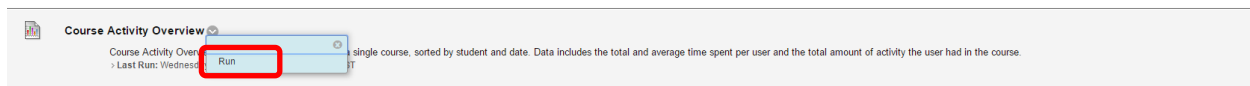
-- OK

Steps

1. Select the desired course and go to **Control Panel → Evaluation**
2. Click on **Course Reports**.



3. **Choose the report** you would like to run by highlighting over the drop down menu to the right of the name of the report and select **"run"**.



- You will be presented with the format you would like the report in.
- Change the default dates and click **Submit**

Run Reports

* Indicates a required field.

Cancel Submit

REPORT INFORMATION

Name: Course Activity Overview
Description: Course Activity Overview displays overall activity within a single course, sorted by student and date. Data includes the total and average time spent per user and the total amount of activity the user had in the course.
Elapsed Time of Last Run: 1 minute, 7.717 seconds

REPORT SPECIFICATIONS

All report types will open in a new browser window upon Submit.

* Select a Start Date: 02/01/2017
Enter dates as mm/dd/yyyy

* Select an End Date: 02/22/2017
Enter dates as mm/dd/yyyy

Click Submit to run this report. Click Cancel to quit.

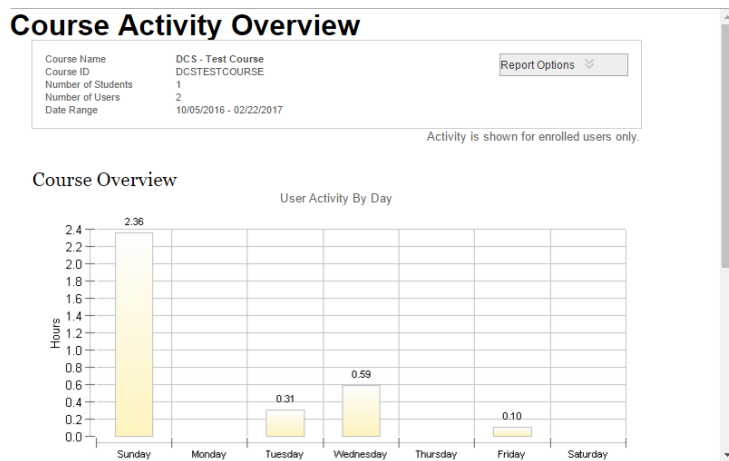
Cancel Submit

4. The report should run correctly giving you the statistics.
 - The report will take a few moments to process.

Please wait

...processing your request

- A pop up window will appear with the report.



- In the main window, Select either Save, Download or Run a new report

Successful Run: Course Activity Overview

Save to Content Collection
Save this report to the Content Collection.

Download Report
Save the file containing the report data to a local system.

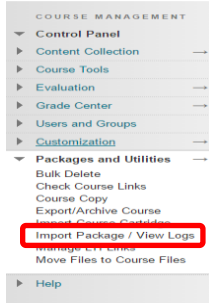
Run a new Report
Run the report again using different report criteria.

OK

- Save will save the report to the Content Collection area
- Download will prompt you to save the file to your computer (Recommended).
- Run will delete this report and prompt you to run a new report.

How to Import a Course

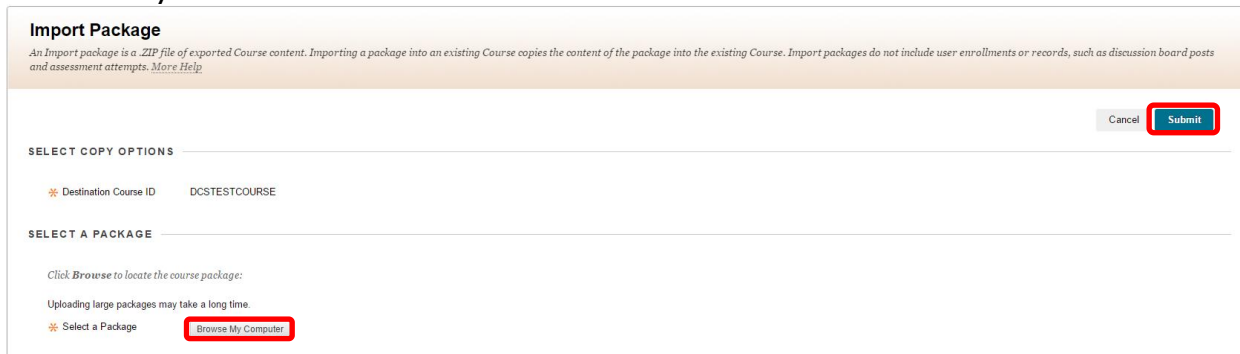
Click **Import Package/View Logs** from Packages and Utilities.



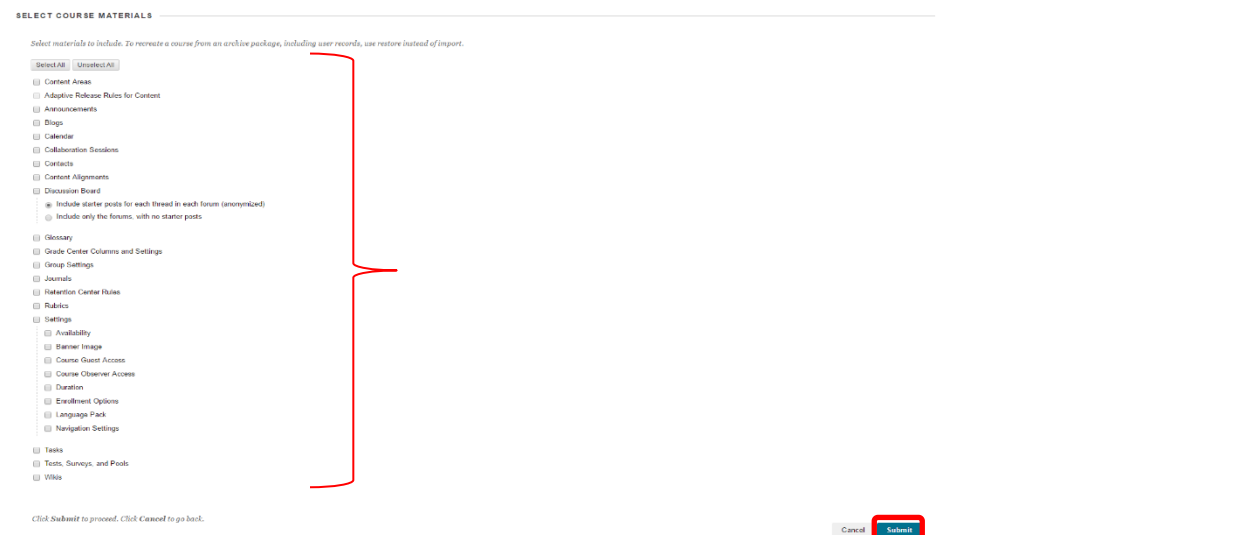
Click **Import Package** on the Import Package/View Logs page.




In the **Select a Package** field, browse to the zip file you've saved when you archived your course.



In the **Select Course Materials** section, select materials you want to include from the archived course and click **Submit**



You will receive an email indicating that the course has been imported successfully

Success: This action has been queued. An email will be sent when the process is complete. 

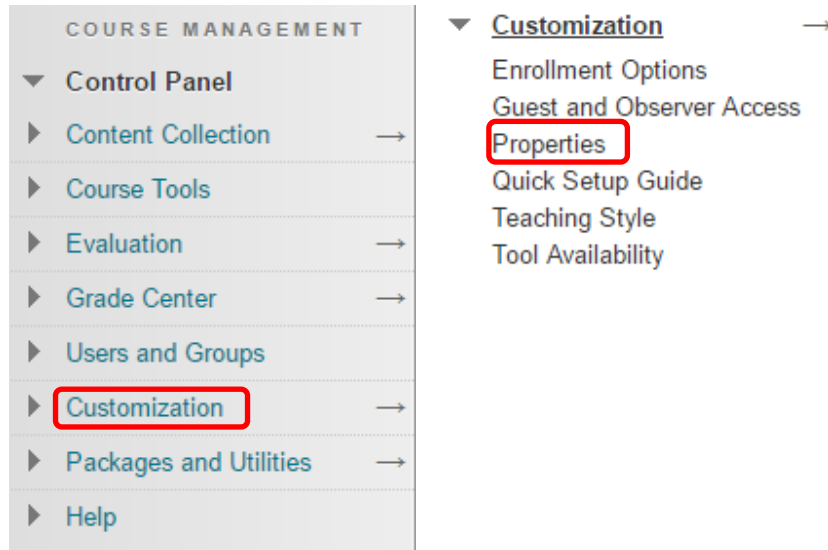
Make a Course/Organization Available/Unavailable

Creating a course/organization in Blackboard does not make it immediately available for student/participant viewing. The Blackboard default setting is "**Not Available**"

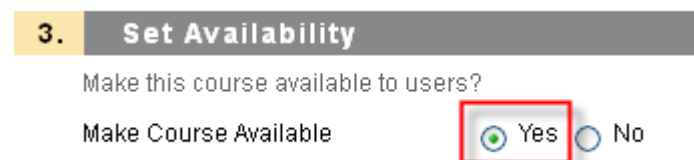
DCSTESTCOURSE: DCS - Test Course (not currently available)
Instructor: Blackboard Admin; DCS Instructor;
(Course is unavailable to students) > Home Page الصفحة الرئيسية

Which limits the view **only** to the instructor/leaders and teaching assistants/assistants. This feature allows the instructor/leaders to develop the course/organization prior to making it available to students/participants. Students/Participants will not see the course/organization on their *My Courses/Organizations* list until the instructor/leaders makes it available.

1. Go to the **Control Panel** → **Customizations** → **Properties**.

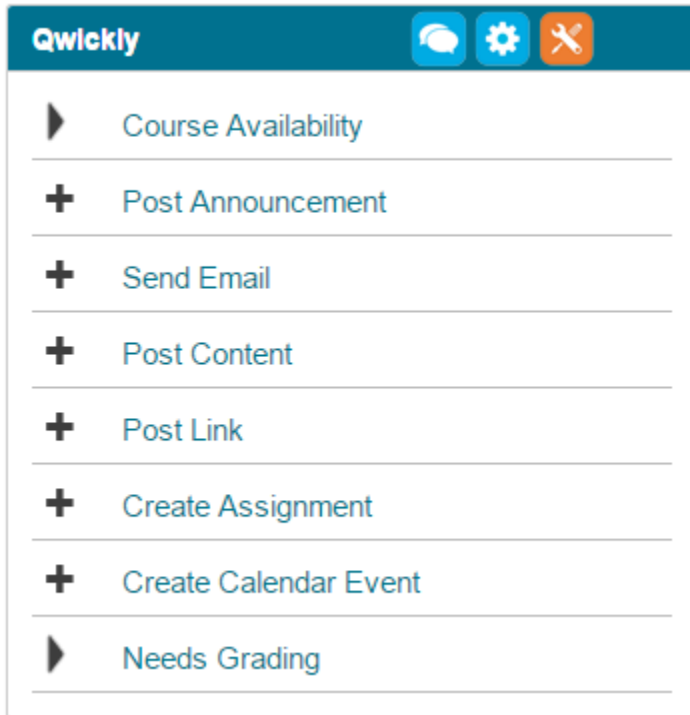


2. In the Set Availability section select **Yes** next to "Make Course Available."

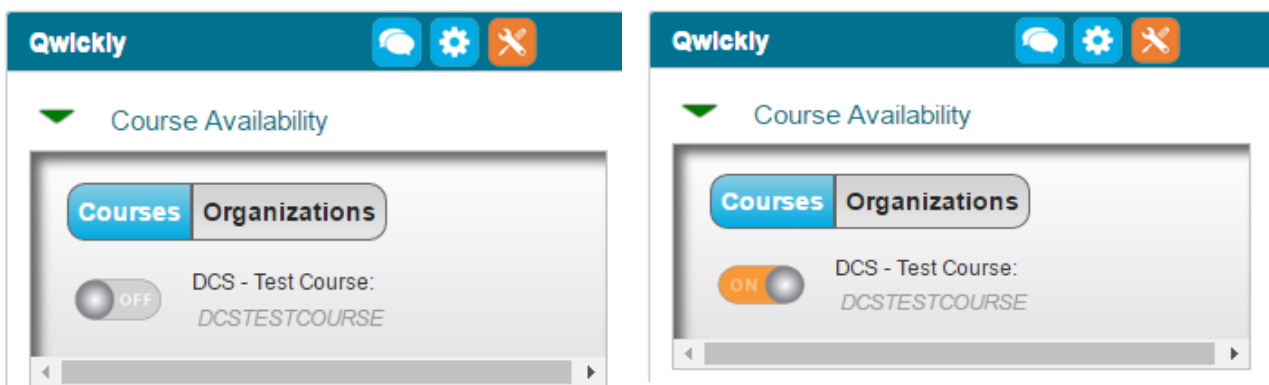


3. Click **Submit**.

The Qwickly tool lets faculty easily change the availability of course sites. Qwickly is found on the Blackboard Courses page, at the top of the left column.



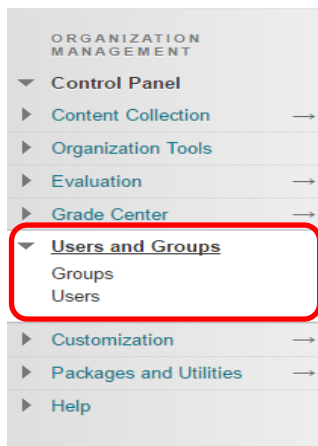
Click on "**Course Availability**" to open a list of your courses. Click the on/off button to change the Availability setting for that course site. When available, **Orange**, students can access the site. In the image below, the course site is not available, so the button is **Grey**. Click the **Grey** button to change it to **Orange** and make your course site available.



QU Leader role - Enrolling Users to Community

Step 1: Select **Users** from the Users and Groups area

Go to Control panel of the Community you are wanting to add users.



Step 2: Click the **Find Users to Enroll** button on the Users screen.

Note: Do not enter anything in the Search area on this screen. The search field here is for searching existing enrollments.



Step 3: Click the **Browse** button.

Note: if you know the username you may enter it directly in the username field, you may enroll multiple Usernames with commas separated.

ENROLL USERS

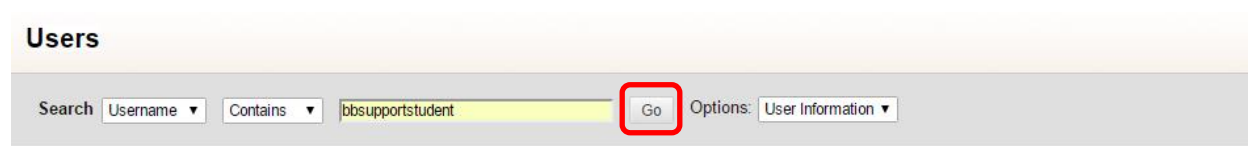
Enter one or more Usernames. Separate multiple Usernames with commas. Click **Browse** to search.

* Username **Browse...**

Role

Enrollment Availability Yes No

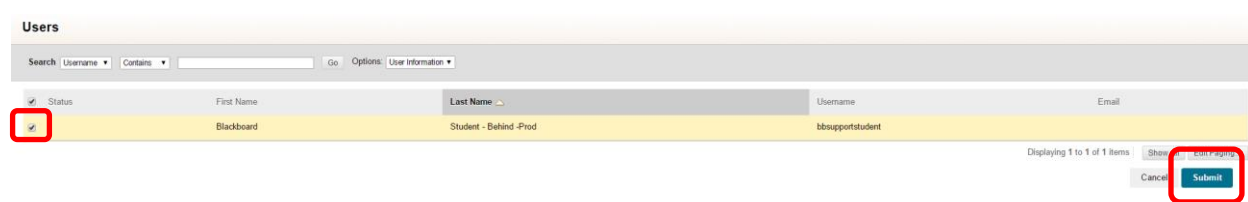
Step 4: In the new window that opens, search for the user. The criteria typically used are **Username** and **Contains**, with the user's Username as the search term. Use the set of criteria that seems most appropriate and Click **Go**.



Users

Search Username Contains bbsupportstudent Go Options: User Information

Step 5: You will most likely have more than one user to select from. Check the box to the left of the desired user's name and click **Submit**.



Users

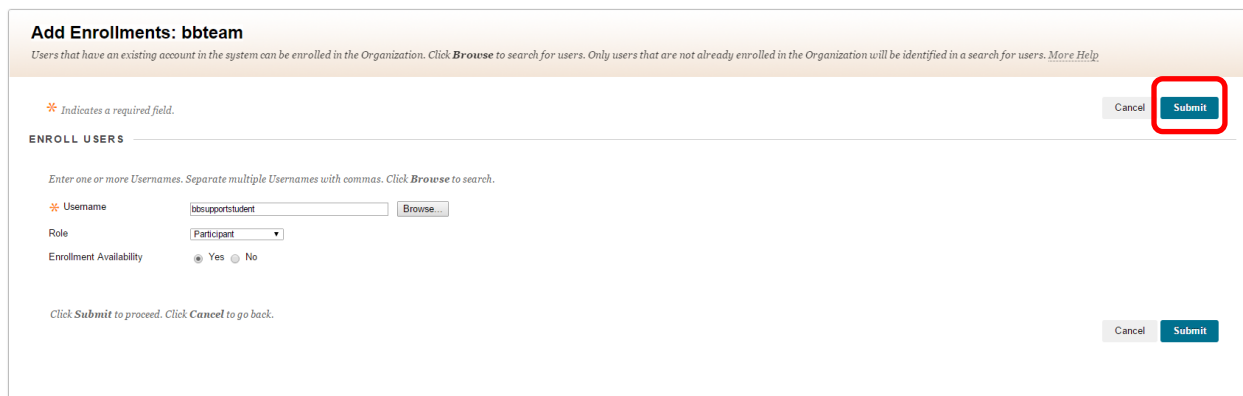
Status	First Name	Last Name	Username	Email
<input checked="" type="checkbox"/>	Blackboard	Student - Behind Prod	bbsupportstudent	

Displaying 1 to 1 of 1 Items

Cancel Submit

Step 6: The new window that opened will close and you should be returned to the main Blackboard window.

If you need change the user's role in the course to something other than student you can do so on the current screen using the **Role** drop down list. Otherwise, click **Submit**.



Add Enrollments: bbteam

Users that have an existing account in the system can be enrolled in the Organization. Click **Browse** to search for users. Only users that are not already enrolled in the Organization will be identified in a search for users. [More Help](#)

* Indicates a required field.

ENROLL USERS

Enter one or more Usernames. Separate multiple Usernames with commas. Click **Browse** to search.

* Username bbsupportstudent Browse...

Role Participant

Enrollment Availability Yes No

Click **Submit** to proceed. Click **Cancel** to go back.

Cancel Submit

Blackboard: Qwickly Attendance Tool

Qwickly will enable you to track your student attendance in Blackboard Learn. Qwickly can be configured to enable your students to check in during a specific time period, track attendance in the Grade Center, and more.

Activate the Qwickly Attendance Manager in your Blackboard Course

1. Log in to Blackboard at <https://elearning.qu.edu.qa>
2. Select your preferred course.
3. From the **Course Menu** on the left, select the **+** icon, and then select **Tool Link**.

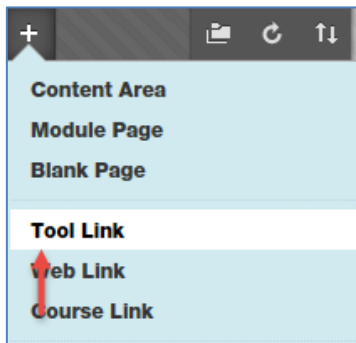


Figure 1: The Add Tool Link in the Course Menu

4. In the **Add Tool Link** box, enter a name for the **Tool Link**, such as **Attendance**.
5. From the **Type** drop down menu, select **Qwickly Attendance**.
6. Select the **Available to Users** checkbox.
7. Select **Submit**.

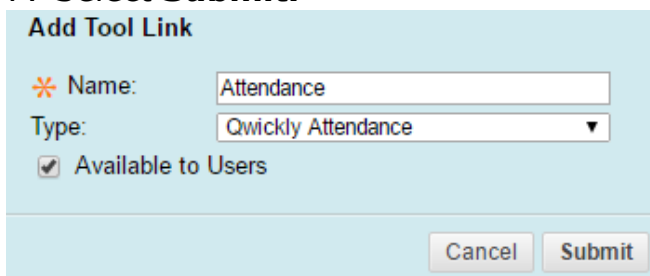
A screenshot of the 'Add Tool Link' window. The window has a light blue header with the text 'Add Tool Link'. Below the header, there are three fields: 'Name' with a red asterisk icon, 'Type' with a dropdown arrow, and 'Available to Users' with a checked checkbox. The 'Name' field contains the text 'Attendance', and the 'Type' dropdown menu is set to 'Qwickly Attendance'. At the bottom right of the window, there are two buttons: 'Cancel' and 'Submit'.

Figure 2: The Add Tool Link Window with Suggested Settings

8. The **Attendance** tool will be added toward the bottom of your **Course Menu**.
9. You may click, and then drag the **Attendance** tool to your desired location on the **Course Menu**.

Configure your Qwickly Attendance Page

You will be able to access Qwickly to take attendance, create and/or change your preferred attendance options. Your students will access the Qwickly link to view their individual attendance records.

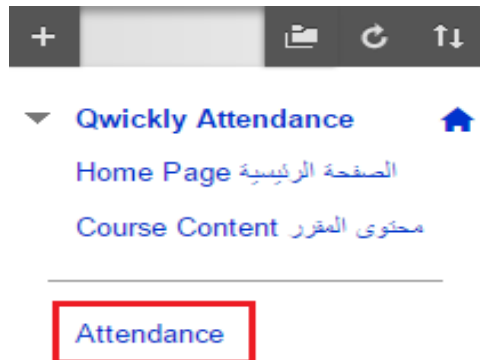


Figure 3: The Attendance Link in the Course Menu

1. Click your newly created **Attendance Link** to enter **Qwickly**.

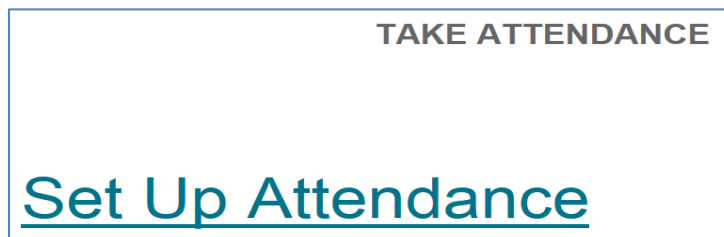


Figure 4: The Qwickly Set Up Attendance Link

2. Select Qwickly **Set up Attendance** link.

Attendance Settings

You have the option to select the default way your attendance list will appear on screen when you take attendance. You will always have the option to change your preferred style directly on the attendance screen before you take attendance.

Default Style

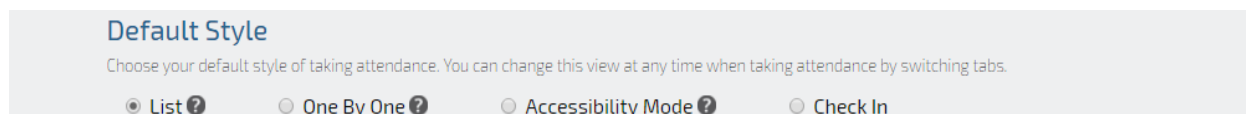


Figure 5: Set the Default Attendance Style

You can change the default style in the Attendance Settings are easily switch the style at the Attendance page.

- **List:** Display all of the students on the attendance sheet at once in alphabetical order. The attendance status options that you will select appear on the on the row that coincides with each student (*preferred method*).
- **One By One:** Display each student, one at a time, and then select an arrow key to advance to the next.
- **Accessibility Mode:** Display all of the students on the attendance sheet at once in alphabetical order. The attendance status options that you will select appear on the row that coincides with each student on a drop- down menu.
- **Chick In:** Instructors can allow students to check in to class on their own devices. Checking in allows instructors to skip manually taking attendance and gives students credit for being in class. For extra security, Qwicky Attendance can automatically generate a 4 digit pin for students to enter.

Grading

Figure 6: Example of the Creation of a Grade Book Column that will Add 5 points for each Class Attended

Grading Method

- **No Gradebook Column:** No grading for attendance.
- **Create a column in the Grade Center to track points for attendance.**
 - **Total Points:** Points can be set to be a total for the length of the course. Students will receive percentage of those points based on attendance.
 - **Per Session:** The points can be set for each session attended. The points will add up each time a student attends.
 - **Per Absence:** The points can be set for each session absent. The points will add up each time a student absent.

- o **No Grade Center Column – No Grade Center Column for Absences:** Grading will not be used for attendance. Please note, a **View Record** link will be created for you after you have set up Qwickly that will enable you to view your attendance lists.

NOTE: The Attendance and absence grades will be added automatically to Total in Grade Center.

Check In

If you plan to let your students check in on their own from their laptop or mobile device, you will have the option to select your preferred student check in options.

Check In
 If you opt to use student check-in, you can decide to require a 4-digit pin your students must enter when checking in. Choose a number of minutes to allow student to check in. You can always the end the check-in period early.

Require PIN Check In Timer
 No PIN minutes (0 is no timer)

Figure 7: The Check In Window

- Requires a 4 digit pin and enable the number of minutes to allow students to check in.
- Requires no pin and set the amount of time to enable students to check in.
- Please note, you will select the **Start Check In** link on the Take Attendance to start student check at the start of your class.

[Settings](#)
[Take Attendance](#)
[Attendance Record](#)

TAKE ATTENDANCE

FULL LIST 1/1 ONE BY ONE ACCESSIBILITY CHECK-IN

Session Title

Start Check In >

Starting student check in will allow students to check in on their own devices through a web browser, but will prevent you from manually taking attendance.
 - A PIN will be generated on the next screen that students will need to enter.

Figure 8: The Start Check In Screen

To enable students to check in on their own, you will select the Start Check In link located on the Take Attendance page during class time. Please note, selecting this option overrides the manual attendance process.

TAKE ATTENDANCE

Check In is currently running.

Students can check in until the check in period closes or is ended.

2 0 9 1

End Check In

Absence Email

Absence Email ?

Choose whether or not to send an email to students when they have been marked as absent.

Yes Email on Absence

No Email on Absence

Dear {-first-} {-last-},

Your instructor has marked you absent for {-date-} in your course {-course-}.

You have marked as absent {-absences-} times in course {-course-}.

Figure 9: Configure Email Messages to be sent to your Students when they are Marked Absent

You have the option to provide an acknowledgement to your students that they missed class. If for some reason your student has been accidentally marked absent, you will have the option to return to your attendance list and mark the student as present in the attendance record. Please note, the change will take a few minutes to display in the Grade Center.

If you already did your Attendance setup, you can add the {-absences-} parameter to show the total number of absences in the email as well {-first-} and {-last-} for Student first and last name

NOTE: You may use Arabic language in the email

Make sure you exactly type the correct parameter {-first-} | {-last-} | {-absences-} | {-date-} | {-course-}

Attendance Statuses

Default System Statuses

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
<input checked="" type="checkbox"/>	Present	100%	0%	✓
<input checked="" type="checkbox"/>	Absent	0%	100%	✗

Custom Course Statuses
If you would like to use custom attendance statuses, you may add them here or modify existing statuses.

Order	Name	Points	Absence	Color	Delete
-------	------	--------	---------	-------	--------

Figure 10: Default System Status

The default system status that includes points if you intend to grade students for course attendance. The default system status can be changed in the Custom Course Statuses area. To modify an existing status or add a new status, select the Add Status button.

Custom Course Statuses

Custom Course Statuses
If you would like to use custom attendance statuses, you may add them here or modify existing statuses.

Order	Name	Points	Absence	Color	Delete
<input type="text" value="4"/>	<input type="text" value="Late"/>	<input type="text" value="0"/> %	<input type="text" value="25"/> %	<input type="text" value=""/>	<input type="button" value="X"/>

Figure 11: Example of the Addition of a Tardy Status with an Associated Point Value

You can make custom attendance statuses that have points and absence values associated with them. The example in Figure 11 illustrates the addition of a Late status worth 25% of the days Absence, and be considered 4 Late = 1 absence. Complete all of the fields presented, including the selection of a color that will be associated with the newly added status on your attendance records.

After you have completed all of the fields, select the Save Settings button to save your settings. Please note, the color that you have selected in the previous step will appear in the Color field after you have saved your settings.

[Settings](#)
[Take Attendance](#)
[Attendance Record](#)

ATTENDANCE SETTINGS



Figure 12: Return to the Attendance Page

After you have completed your attendance settings, select the **Return to Attendance** link to return to your **Take Attendance** page.

Take Attendance

After you have selected and saved your attendance settings, the names of your students will appear on your attendance list. In order to take attendance for subsequent classes, select the Attendance link located on your Course Menu to return to the Take Attendance page.

Name - Absences	Status	Comments
All Students	<input type="button" value="Present"/> <input type="button" value="Absent"/>	
Student - Test, BB - 2.0 (bbstudent)	<input type="button" value="Present"/> <input type="button" value="Absent"/>	

Figure 13: Taking and Submitting Attendance on the Take Attendance Screen

1. To take attendance, select the required status option for each student and add a comment if you prefer.
2. Select **Submit Attendance**.
3. After you have submitted your attendance, the Take Attendance screen will notify you that attendance has been taken.
4. Proceed to select the **Attendance Record** link to view the attendance record for each of your students.

Attendance has been taken.

Figure 14: The Take Attendance Screen after Attendance Has Been Taken

The Attendance Record

The Qwickly Attendance tool tracks **Points** for **Attendance** and **Absences** that you defined in the **Grading** area of your Qwickly **Attendance Settings** page and the points and values for absences that you defined in the Attendance Status area.

Instructor can modify **Attendance Details** for any student by clicking on the attendance sign and **Session Details** can be modified by clicking on the session name.

Filter Username	Class 1	Class 2	Points (100.0)	Absences out of 2
Student -Test, BB bbstudent	✓	✗	50.0	1.0

ATTENDANCE DETAILS

Class 3 - Student -Test, BB

Present
Absent
Excused

[Save Record](#)

SESSION DETAILS

Session Title:

Date Taken: 2017/02/07 00:00:00

Method Taken: Manual

All

[Save Details](#) [Delete Session](#)

Figure 15: Example of a Qwickly Attendance Record

- **Present (Green checkmark):** Student receives points for Attendance in the Grade Center (if selected) and Qwickly counts the user as in-class.
- **Absent (Red X):** Student receives no points for Attendance in the Grade Center (if selected) and Qwickly counts the student as absent from the class.
- **The Points Column:** Only the Points column is added to the Full Grade Center.
- **The Absences Column:** Is used to calculate the points for the Absence.

The Blackboard Grade Center

If attendance is graded, a new column will automatically be added to the Full Grade Center.

Last Name	First Name	Username	Student ID	Last Access	Availability	Attendance	Absences	Weighted Total	Total
Student-Test	BB	bbstudent		August 30, 2016	Available	50.00	1.00	--	51.00

Figure 16: Example of Attendance Grades in the Blackboard Grade Center

The **Attendance** column score will automatically be included in the Grade Center **Total** column. The new column will default the display to Score (points). This could be changed to display percentage.

Kindly if you have further query, don't hesitate to contact ITS Helpdesk @ 3456 or by email helpdesk@qu.edu.qa