Qwickly Attendance – Students Guide

❑ Students can use the Qwickly Attendance App to check into class and to view their attendance records.

❑ Available on Apple Store and Google Play.

❑ Students log into the app by searching for and selecting their school name.

❑ Student will use their Blackboard credentials to login and authorize the app to access their account.

Search for "IE University"

IE University

IE University

Sign In

Questions?

Inicie sesión mediante su cuenta organizativa

E-mail

Contraseña

☐ Mantener la sesión iniciada
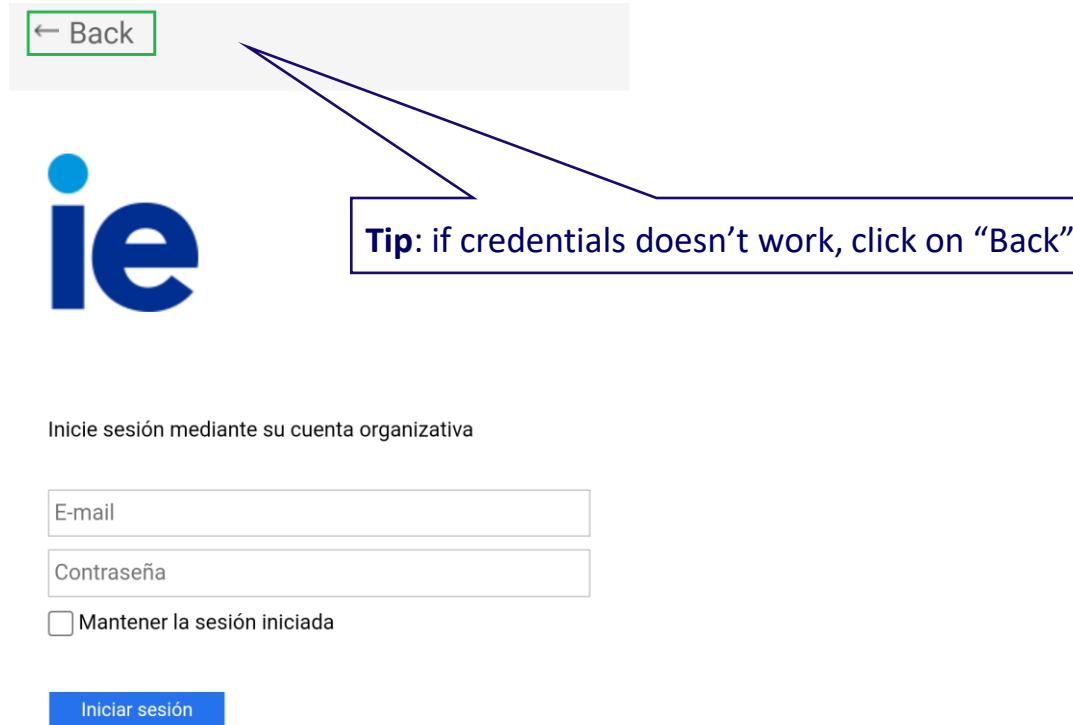
Iniciar sesión

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❏ If after first successfully access using app, and depending on your mobile settings, when trying to login you reach directly to IE credentials webpage but access into app is not working, then you should try clicking on "Back" option to get back to school name selection page and continue with login process as explained before.

← Back

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Tip: if credentials doesn't work, click on "Back"
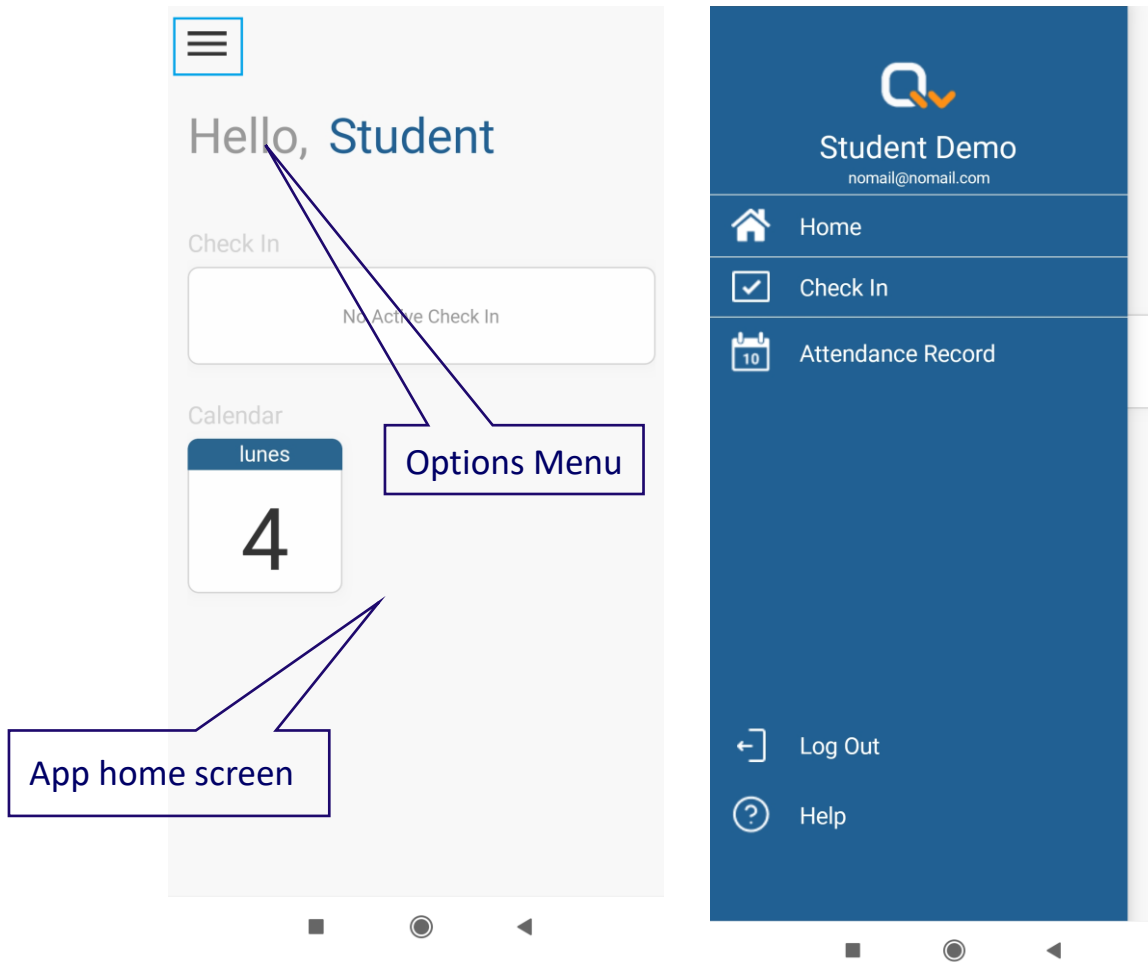
Inicie sesión mediante su cuenta organizativa
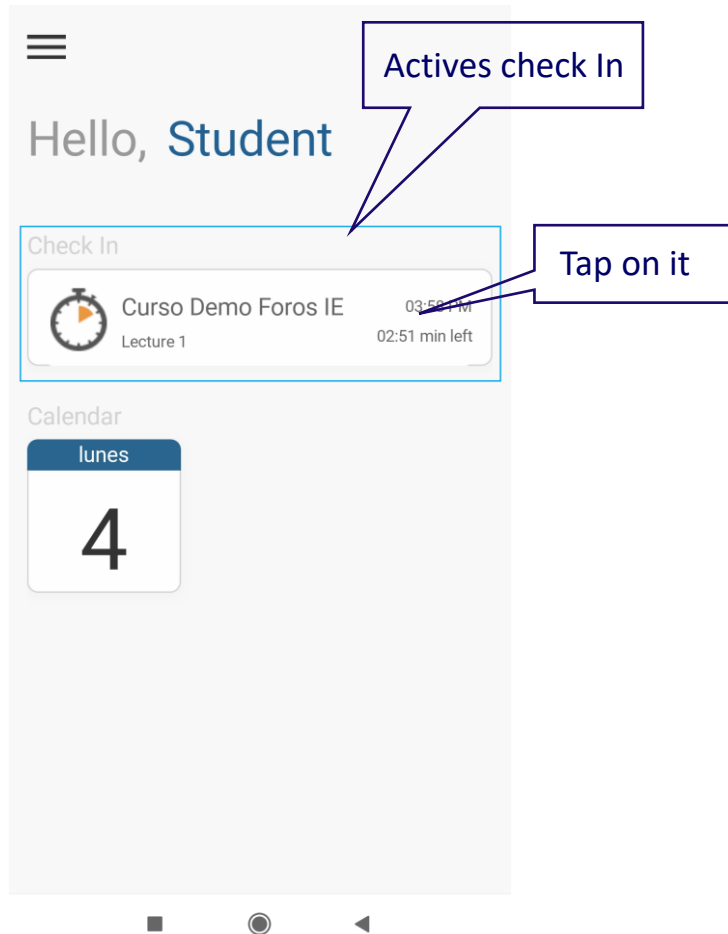
E-mail

Contraseña

☐ Mantener la sesión iniciada

Iniciar sesión

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Qwickly Attendance – Students Guide

Options Menu

App home screen

Student Demo
nomail@nomail.com

- 🏠 Home
- ☑ Check In
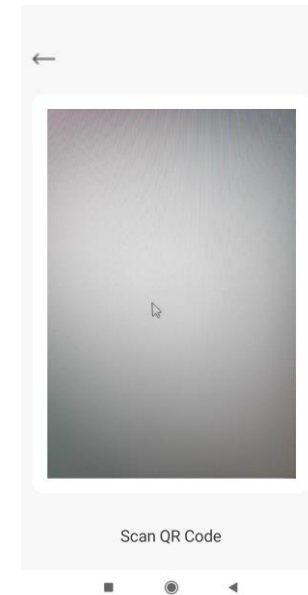- 📅 Attendance Record
- ⬅ Log Out
- ❓ Help

- ❑ Students can access a menu of options including check in, attendance record, log out, and help.

- ❑ Also can access to active check in processes.

- ❑ Students log into the app by searching for and selecting their school name.

- ❑ Student will use their Blackboard credentials to login and authorize the app to access their account.

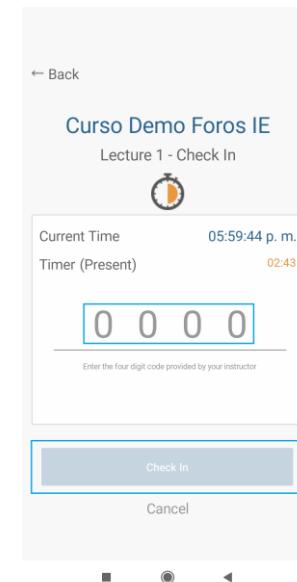- ❑ At the end of check in process we recommend to close session using *Log Out* option from the menu.

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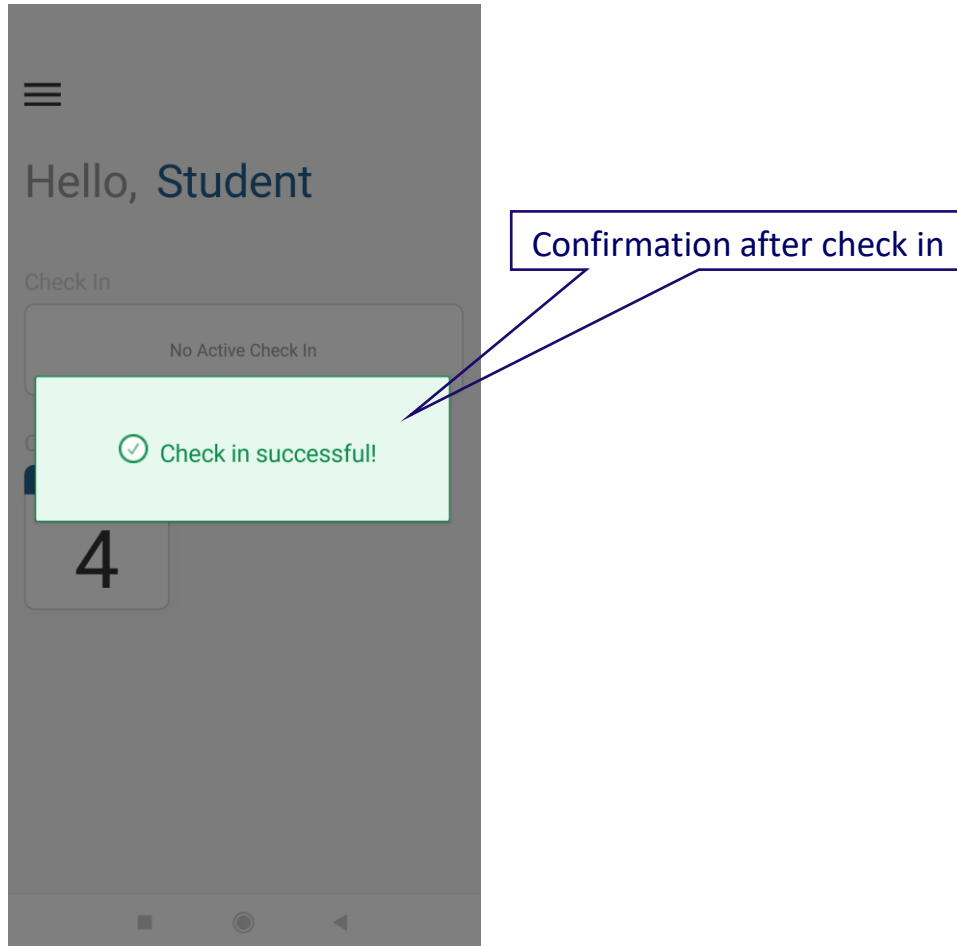# Qwickly Attendance – Students Guide

Actives check In

Tap on it

❑ If the instructor has required the student to scan a QR code to complete check in, the app will open the QR scanner for the student to scan the QR code the instructor displays.
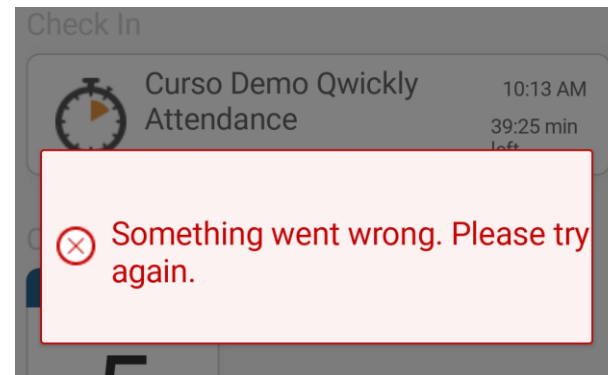

❑ If the instructor has required a PIN be entered to complete check in, the student will see the screen below. They will enter the appropriate pin and click the "check in" button.
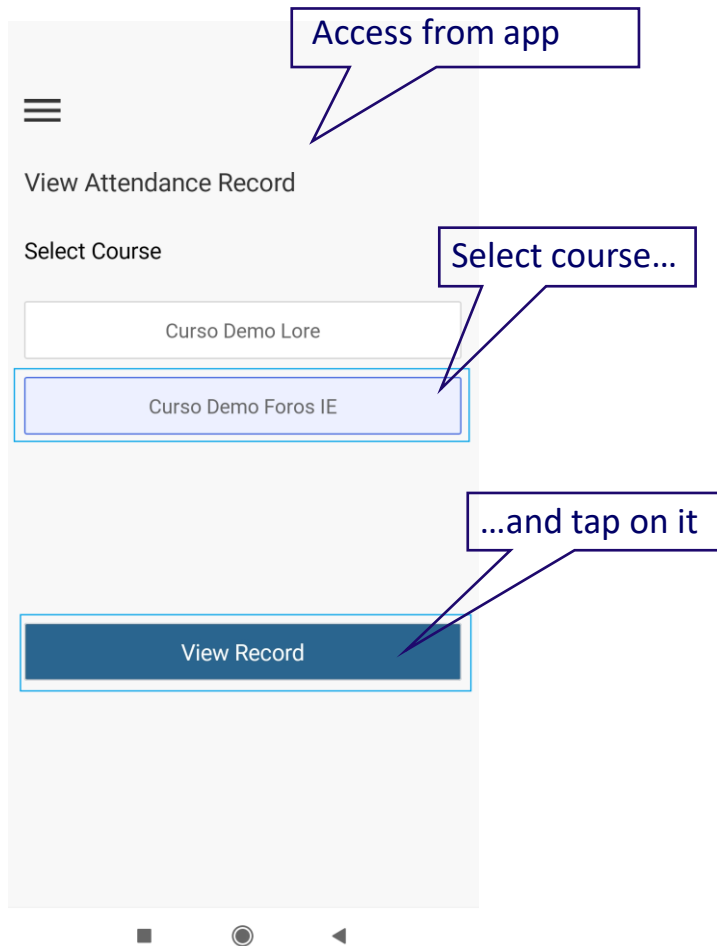

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Confirmation after check in

❑ After successfully check in, you will receive a confirmation message.

❑ QR code is refresh every 2-3 seconds. If scanning QR code doesn't match at first shot, you will receive a message like *Something went wrong…* and we recommend repeat QR code scanning process.

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Access from app

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View Attendance Record

Select Course

| Curso Demo Lore |

Select course…

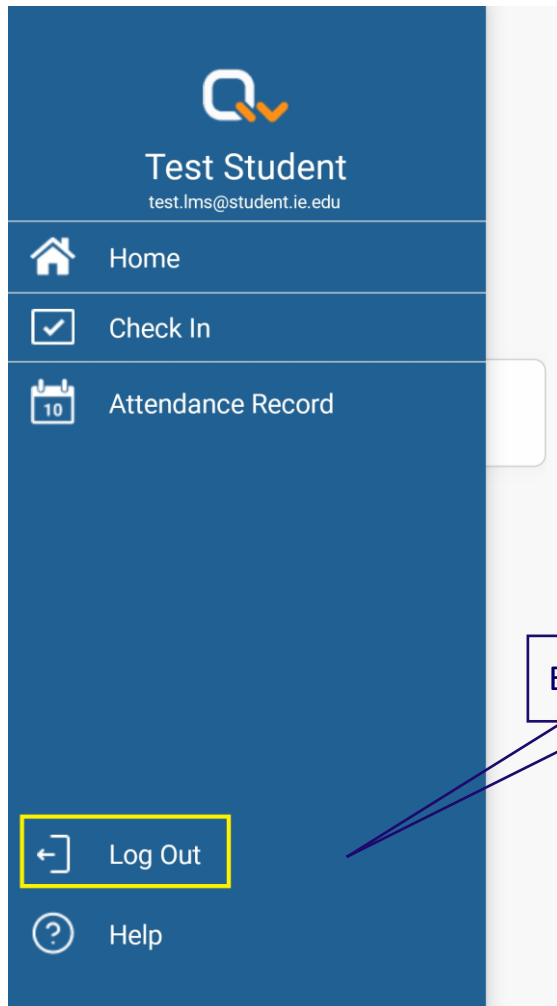| Curso Demo Foros IE |

…and tap on it

View Record

■ ◉ ◀

❑ You can request your attendance record using app (through menu option) or from the course inside Blackboard through the option *Qwickly Attendance*.

Course Content ♀

Qwickly Attendance
👁 Visible to students

Access from Blackboard

Attendance record on Blackboard

Attendance Record

Session Title ▾	Status ▾
Apr 04	● Present
Foro 1	● Present
Sesión 1/Abril 2	● Present
Apr 01	● Present
Mar 31	● Present
Mar 29	● Present

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☐ At the end of check in process we recommend ending session using *Log Out* option.

End session