

## Qwickly Attendance – Students Guide



IE University

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Inicie sesión mediante su cuenta organizativa

E-mail

Contraseña

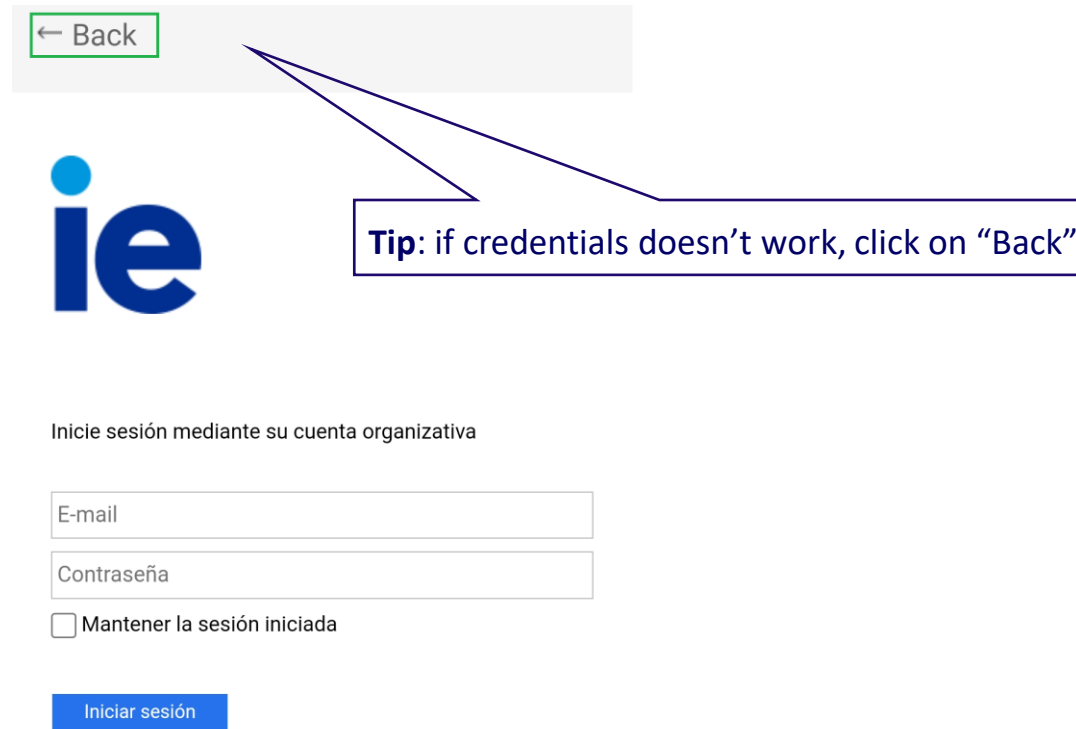
Mantener la sesión iniciada

Iniciar sesión

- ❑ 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.

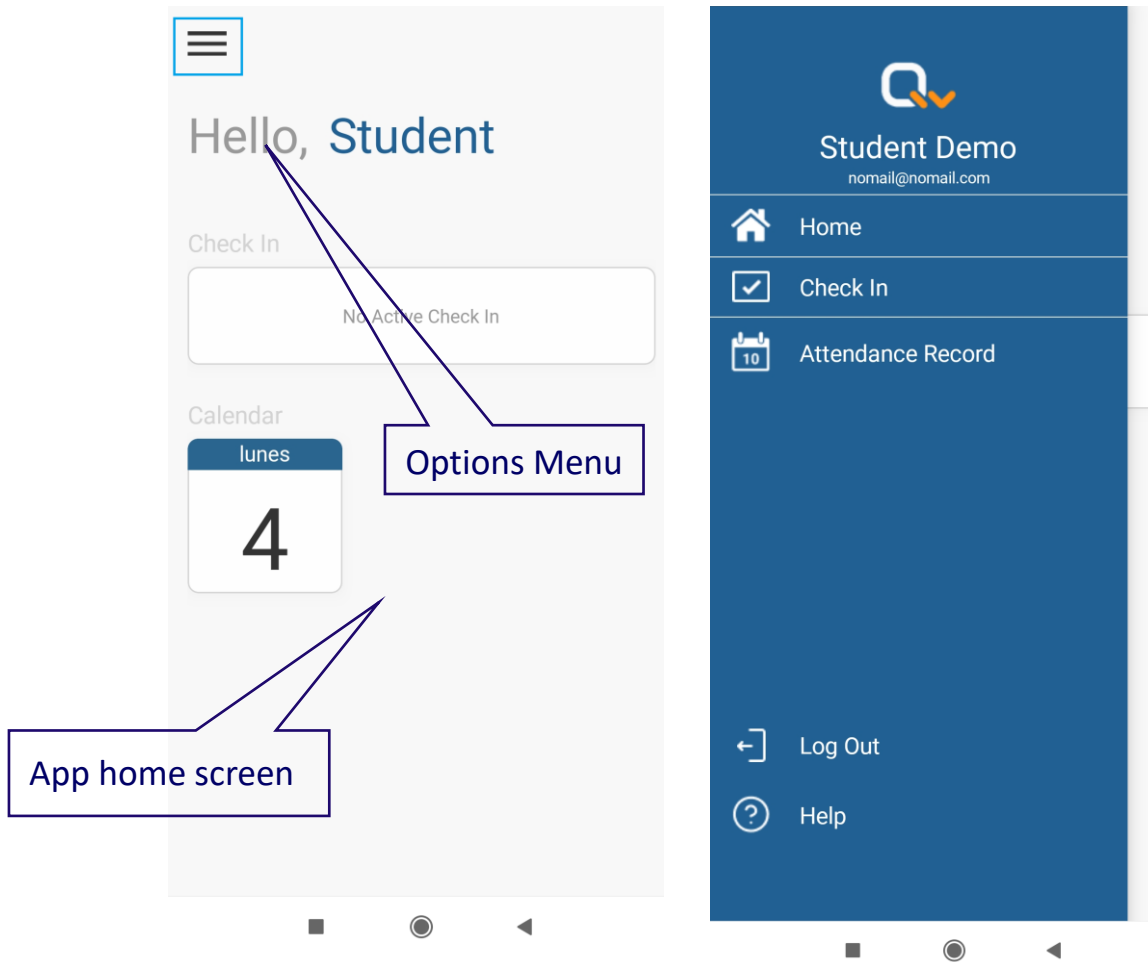
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- ❑ If after first successfully access using app, and depending on your mobile settings, when trying to login you reach directly to IE credentials webpage but access into app is not working, then you should try clicking on “Back” option to get back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



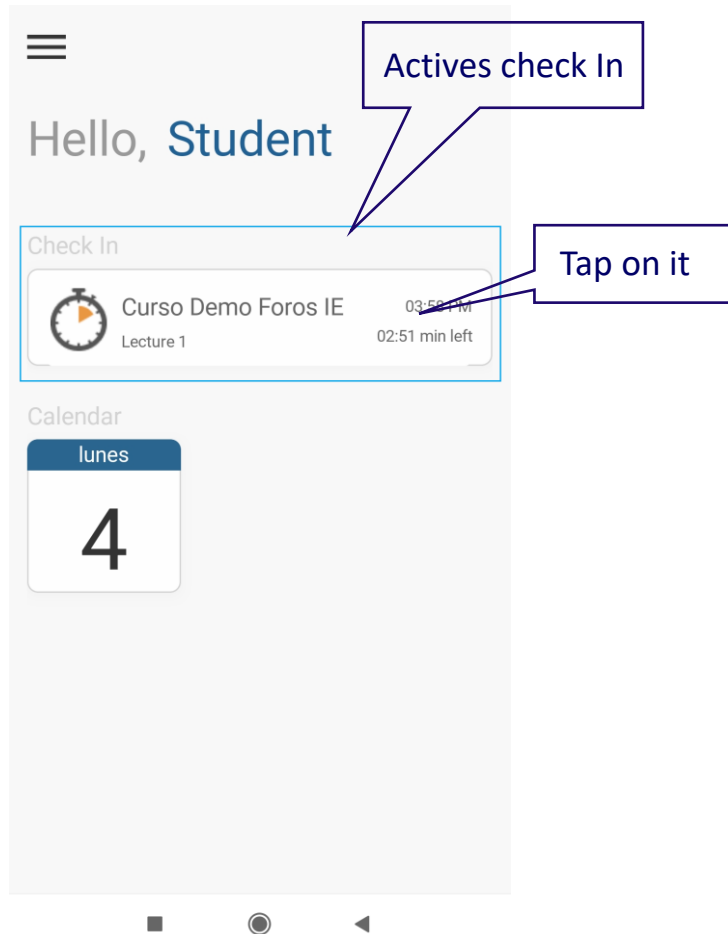
The image shows a screenshot of the IE University login page. At the top left, there is a grey bar containing a button with a left-pointing arrow and the text "Back". A green box highlights this button. A blue arrow points from the "Back" button to a tip box on the right. The tip box contains the text: "Tip: if credentials doesn't work, click on 'Back'". Below the tip box is the IE University logo, which consists of a blue dot above the letters "ie". Underneath the logo, the text "Inicie sesión mediante su cuenta organizativa" is displayed. Below this text are two input fields: "E-mail" and "Contraseña". Below the input fields is a checkbox labeled "Mantener la sesión iniciada". At the bottom of the form is a blue button with the text "Iniciar sesión".

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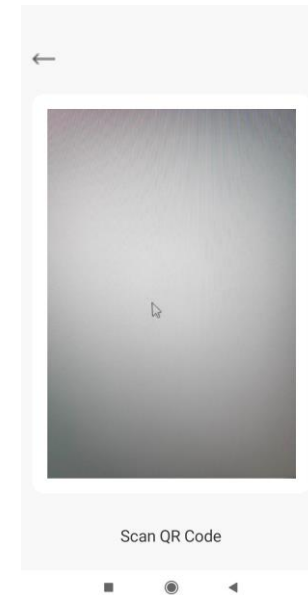


- ❑ Students can access a menu of options including check in, attendance record, log out, and help.
- ❑ Also can access to active check in processes.
- ❑ Students log into the app by searching for and selecting their school name.
- ❑ Student will use their Blackboard credentials to login and authorize 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.

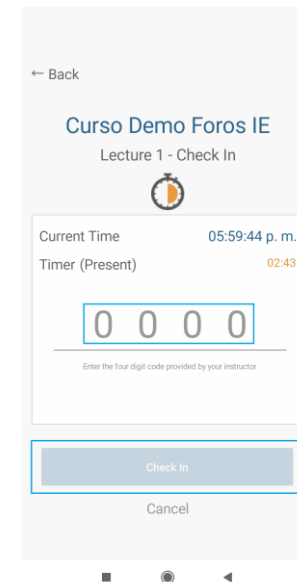
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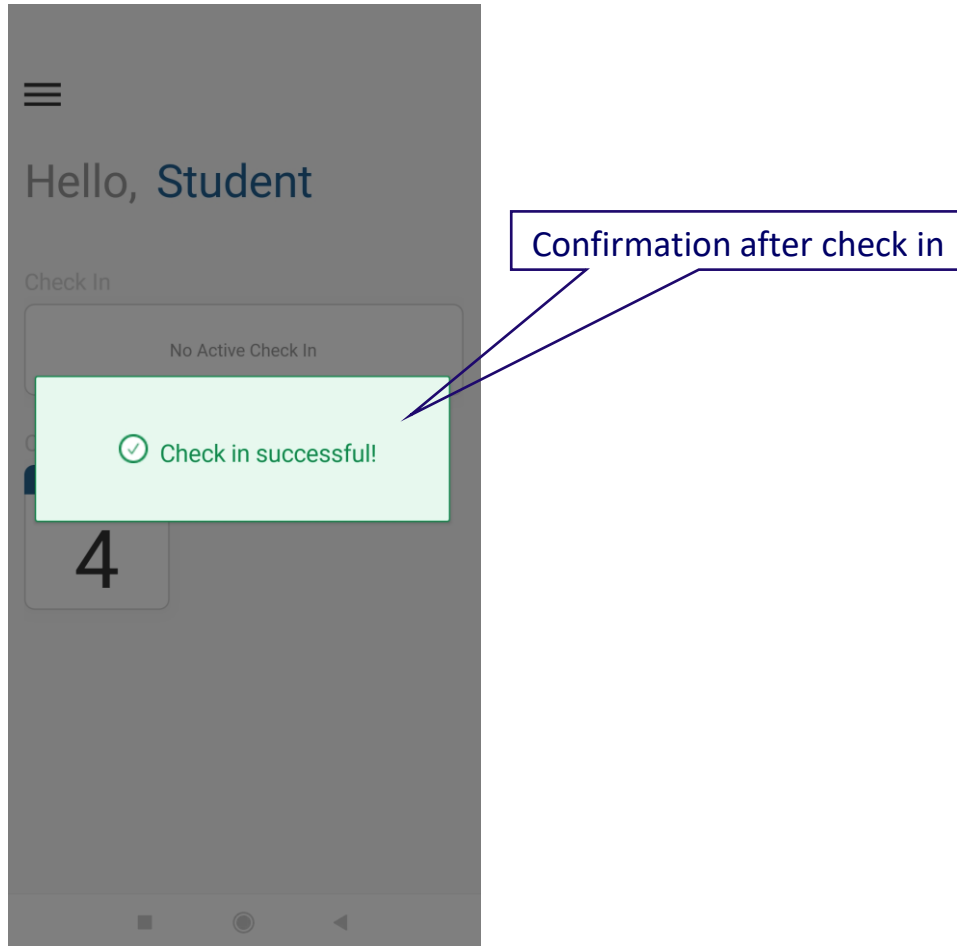
- ❑ If the instructor has required the student to scan a QR code to complete check in, the app will open the QR scanner for the student to scan the QR code the instructor displays.



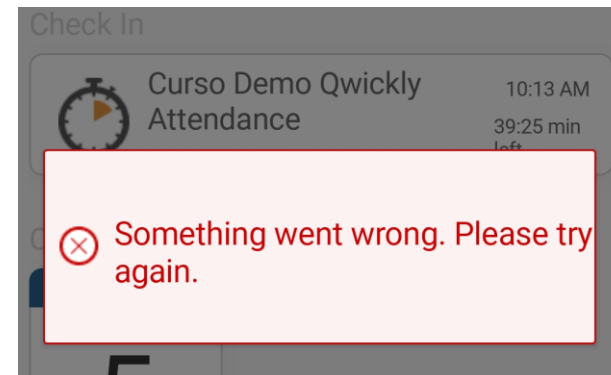
- ❑ If the instructor has required a PIN be entered to complete check in, the student will see the screen below. They will enter the appropriate pin and click the “check in” button.



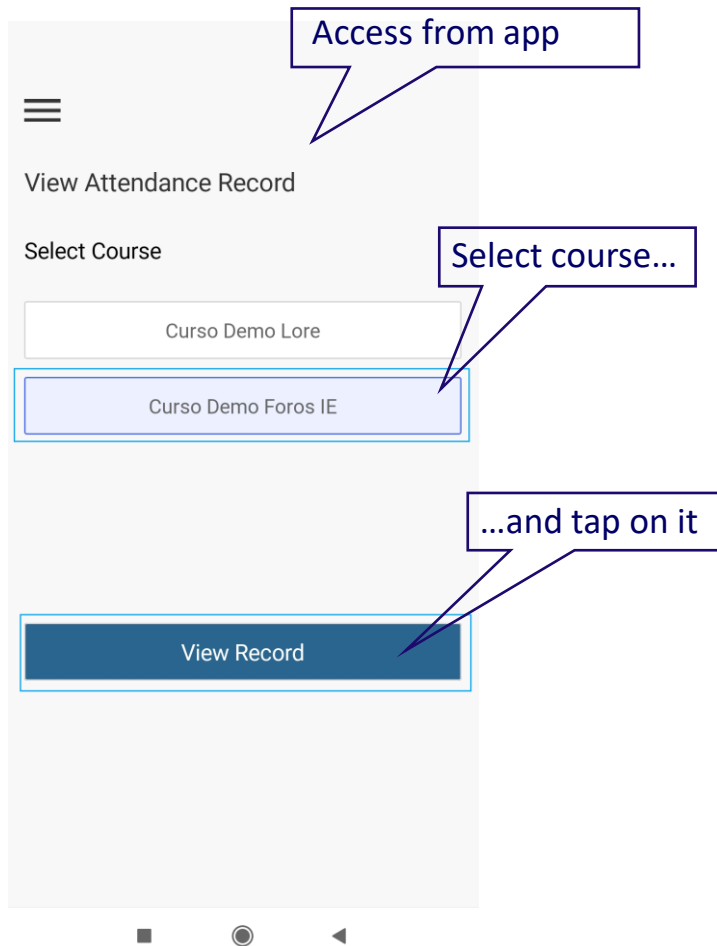
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- ❑ After successfully check in, you will receive a confirmation message.
- ❑ QR code is refresh every 2-3 seconds. If scanning QR code doesn't match at first shot, you will receive a message like *Something went wrong...* and we recommend repeat QR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



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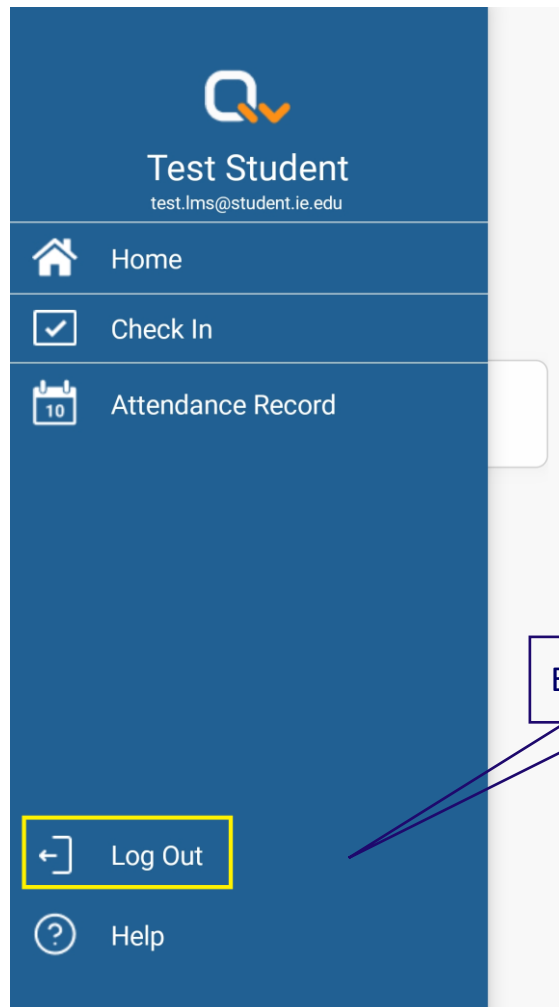
- ❑ You can request your attendance record using app (throw menu option) or from the course inside Blackboard throw the option *Qwickly Attendance*.



A screenshot of the "Attendance Record" table. The table has two columns: "Session Title" and "Status". Each row shows a session title and a green dot followed by the word "Present". A callout box labeled "Attendance record on Blackboard" points to the table.

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.