VERIFICATION OF PARTICIPATION

DURING THE 1ST WEEK OF CLASSES
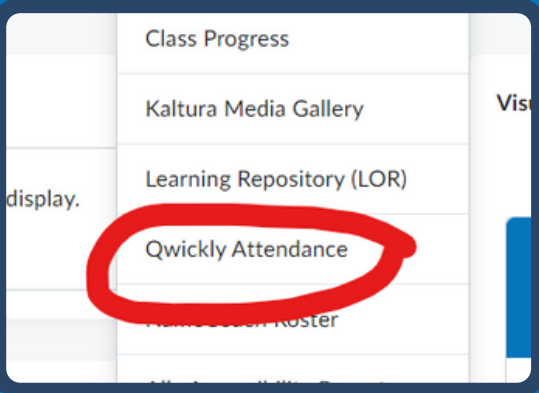
01 Take attendance (or assess engagement for asynchronous classes) for all classes in the first week.

Class Progress

Kaltura Media Gallery

Learning Repository (LOR)

Qwickly Attendance

02 Log into Brightspace site and access "Qwickly Attendance" under the Course Tools dropdown menu.

03 Mark students as **Present**, **Absent**, or **Excused** (for students who cannot attend the first week but have reached out and engaged with you beforehand). Don't forget to **submit**!

Name	Points	Absence	Color
Present	100%	0%	✓
Absent	0%	100%	✗
Excused	N/A	N/A	🚫

CONTACT THE REGISTRAR'S OFFICE FOR ASSISTANCE!