



**QWICKLY**

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## FREED-HARDEMAN UNIVERSITY

Located in Henderson, Tennessee

Private Non-Profit Institution

Established in 1869

Qwickly Attendance Pro Licensee since 2018

### AT A GLANCE

#### GOAL

- Implement an attendance-taking tool university-wide.
- Address institutional and federal regulations.

#### ACHIEVEMENT

- Improved student experience with increased face-to-face interaction with other students and faculty.
- Administrators obtain daily absence reports.



“The best part is that Qwickly Attendance is customizable—you can pretty much tell it exactly what you want it to do.”

#### HOLLY ROWSEY

Director of the Center for Instructional Innovation and Distance Learning

### WHY TAKE ATTENDANCE?

At Freed-Hardeman University, all undergraduate courses are required to take attendance. Students are required to attend at least 75% of all courses in order to receive academic credit. Holly Rowsey and the team at Freed-Hardeman believe that interaction with instructors is at the heart of the student experience, which can only be achieved by attending class regularly.

### BENEFITS OF QWICKLY ATTENDANCE

Freed-Hardeman University has experienced a number of benefits since implementing Qwickly Attendance, including:

- Increased efficiency by automating many of the tasks associated with taking attendance.
- Improved accuracy of attendance records.
- Enhanced student engagement by giving students real-time feedback on their attendance.
- Increased retention by identifying students who are at risk of dropping out and providing them with the support they need to succeed.



## ATTENDANCE TAKING FEATURES

### CHECK OUT

Instructors at Freed-Hardeman University use Qwickly Attendance's check-out feature to ensure students stay for the duration of class and special events. If a student misses either a check-in or check-out time, they are marked as absent.

### COURSE MERGING

Students in Freed-Hardeman's music department are required to attend a certain number of performances throughout the semester. Instructors use Qwickly Attendance's course merging feature to merge all performances into one session, cutting down on time spent manually counting how many performances were attended each semester.

## CUSTOM STATUSES

Freed-Hardeman has established system-wide statuses, such as "Present," "Absent," and "Excused." However, the university also allows instructors to create their own course statuses, such as "Tardy," to align with their individual course policies. For example, some instructors may have a policy of allowing students to be tardy five times before it counts as an absence, while others may have a policy of allowing only two tardies. The screen below demonstrates what a present, absent, and excused status looks like in an attendance record. The attendance record below shows a green check for Present, a red x for Absent, and a blue circle with a line for Excused.

Qwickly Attendance provides the flexibility to accommodate individual instructor's policies, while making it easy for these unique statuses to be tracked in a universal system, allowing high-level administrators to confirm students are attending class 75% of the time, based on the university-wide policy.

The screenshot shows the Qwickly Attendance Record interface. The course is 'Programming Fundamentals' (QWI-CSCI). The interface includes a sidebar with navigation options: Attendance, Course Report, Emails, Records, Seating Chart, Settings, and Help. The main area displays an attendance record for 91 sessions, with a search bar and a 'Sync Grades' button. The record is viewed as 'Records' and shows a table with columns for dates and attendance status. The table data is as follows:

	Sep 12 Tutor's Lab	Aug 28	May 31	Feb 23	Feb 15	Feb 08	Nov 14	Oct 20	Points (75.00)	Absences
Bailey, Rose (She/Her) rose.bailey@gowickly.com	✓	✗	✓	✓	✓	✓	✗	✓	64.29	12.00
Bjork, Jillian bjork_login@gowickly.com	✓	✗	✗	✓	⊘	✗	✓	✓	58.04	19.00
Bower, Frank (He/Him) frank.bower@gowickly.com	✓	✗	✓	✓	✓	✓	✗	✓	62.07	15.00
Bufford, Krystina kbufford@gowickly.com	⊘	✓	✓	⊘	✓	✓	✓	✓	64.53	12.00



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## ABSENCE NOTIFICATIONS

Freed-Hardeman University uses the Absence Notifications feature to ensure students attend 75% of their classes. Qwickly Attendance can send warning and final notifications to students who are approaching the 25% absence limit. Administrators can also use Qwickly Attendance to run reports, allowing them to see which students need to be dropped from a class due to excessive absences.

Course Absence Limits Report  
All Courses  
From Spring 2023

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BIB122-01SP23 Acts of Apostles  
BIB122-01SP23

Last Name ▾	First Name ▾	Student ID ▾	Absences ▾	Limits Passed ▾
[REDACTED]	[REDACTED]	[REDACTED]	7.50	warning[7]
[REDACTED]	[REDACTED]	[REDACTED]	7.00	warning[7]
[REDACTED]	[REDACTED]	[REDACTED]	7.50	warning[7]
[REDACTED]	[REDACTED]	[REDACTED]	9.00	warning[7], final[8]

## SCHEDULE SESSIONS

Qwickly Attendance makes it easy for Freed-Hardeman instructors to pre-plan class sessions. Administrators can upload a .CSV file with information on the start/end dates and the days of the week it meets. Qwickly Attendance is able to digest the data uploaded and automatically schedule attendance sessions for the classes detailed in the file upload.

Freed-Hardeman has one class that holds 1,300 students, the entire undergraduate student population. For students in the nursing program or student-athletes who have clinicals/rotations or games on certain days, instructors can pre-exempt them from class using scheduled sessions, so applicable students are not counted as absent.

## CONCLUSION

Freed-Hardeman University is highly satisfied with the success Qwickly Attendance has brought to their university. The product has been vital to ensuring student success, increasing efficiency, and enhancing student engagement.

**WATCH HOLLY ROWSEY'S PRESENTATION  
FROM QWICKLY SYMPOSIUM 2024**

[goqwickly.com/symposium/2023/#1030](https://goqwickly.com/symposium/2023/#1030)