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FORDHAM UNIVERSITY LONDON

Located in London, England

Study Abroad Branch of Fordham University

Qwickly Attendance Licensee since 2015

AT A GLANCE

Fordham University London, a study abroad program with approximately 600 students annually, faced challenges in managing attendance reporting using “out of the box” solutions. As a UK Visas and Immigration (UKVI) Student Sponsor License holder, accurate attendance-taking is essential, as they can be audited with little notice. Leah Janss Lafond from Fordham University London sought to streamline this process, leveraging Google Workspace, Blackboard, and Qwickly Attendance Pro.

“Now all faculty can easily find the attendance form within Blackboard.”

LEAH JANSS LAFOND
Internship Manager
& Technology Lead

THE CHALLENGE

Fordham University's London Campus faced challenges with its attendance system before implementing Google Apps Script and Qwickly Attendance Pro. The process was fragmented, with important information scattered across various documents, making attendance management inefficient. Instructors initially recorded attendance manually on paper and eventually transitioned to using Google Forms. The original paper system was a time-consuming process, requiring extensive manual processing and was prone to entry errors. Additionally, rosters only provided a snapshot in time and did not reflect real-time changes in student enrollment until the drop/add enrollment period closed after the first week of the term.

GOOGLE FORMS/APPS SCRIPT INTEGRATION

Lafond began streamlining the attendance tracking by automating key processes with Google Apps Script. This included an automation to fully generate Google Forms for attendance, integrating roster data into a master spreadsheet, and automations for absence emails, thresholds and faculty reminders. While leveraging Google's tools proved beneficial, significant challenges remained.

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QWICKLY ATTENDANCE PRO INTEGRATION

Although the system worked well, the team was not happy with the week one data inaccuracies. Some faculty members always struggled to find their Google Form, despite efforts to make that as easy as possible. The adoption of Qwickly Attendance Pro significantly improved the process by seamlessly integrating with Blackboard, allowing faculty to easily record attendance with real-time roster updates. This lessened the chance of discrepancies due to students adding/dropping courses before week one.

Lafond generates needed reports using Qwickly Attendance Pro, containing key information and metrics like course and student details, absence status, attendance data, and date recorded. She then schedules these reports to be sent to her automatically via email on a daily basis. To maximize efficiency, Google Apps Script is used in tandem with Qwickly Attendance Pro, automatically parsing and integrating the data into a central Google Sheet, eliminating manual data entry and consolidating information. Additionally, Lafond developed scripts to remove duplicate entries and format the data according to their specific requirements.

THE COMBINED USE OF GOOGLE APPS SCRIPT & QWICKLY ATTENDANCE PRO RESULTED IN:

- Significant reduction in manual workload
- Improved accuracy and efficiency of attendance reporting
- Enhanced compliance with UK Visas and Immigration requirements
- Increased faculty and staff satisfaction
- Streamlined data management and storage
- A robust and sustainable attendance system

CONCLUSION

The innovative use of Google Apps Script and Qwickly Attendance Pro transformed the attendance reporting process at Fordham University London. It is a sustainable system which allows the team to keep a central spreadsheet of student information (visa status, email, housing assignments, etc.), while offering a better overall experience to faculty. Automation and system integration led to substantial gains in efficiency, accuracy, and compliance, crucial for the University's UK Visas and Immigration (UKVI) Student Sponsor License.

To see Lafond's use of Google Scripts with Qwickly Attendance Pro, watch her presentation from Qwickly Symposium 2024 at:

[HTTPS://WWW.GOQWICKLY.COM/SYMPOSIUM/2024/](https://www.goqwickly.com/symposium/2024/)

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