View Qwickly Attendance Record Data

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▶Show Video Walkthrough

1. Select **Course Activities** on the navbar and choose **Qwickly Attendance**. A new window will open for the Qwickly Attendance tool.
2. Select **Records** in the menu on the left-hand side of the page.
3. You will see a table that shows a list of all the students and their recorded attendance.

NOTE: If a student's name is not displaying correctly, please contact VTAC.

- The two last columns show the current attendance grade for each student and the total number of absences (including any partial absence statuses you set up).
  - If you chose to do Absence Based Grading, there will not be a Points column.
- Toward the top left-hand side of the list there are arrows to move from page to page so you can see each page of absences.
- Toward the top right-hand side of the list, you will see an icon of two arrows pointing the opposite direction to reverse the order of the columns. This will allow you to see the dates in order from either latest-to-oldest or oldest-to-latest.

4. You can select **Totals** to see the total number of each status for each student, along with their last date of attendance.

5. You can export your attendance by selecting the **Download** icon toward the top right-hand corner of the list. This will export your attendance record immediately as a .csv file to your default download location.