

View Qwickly Attendance Record Data

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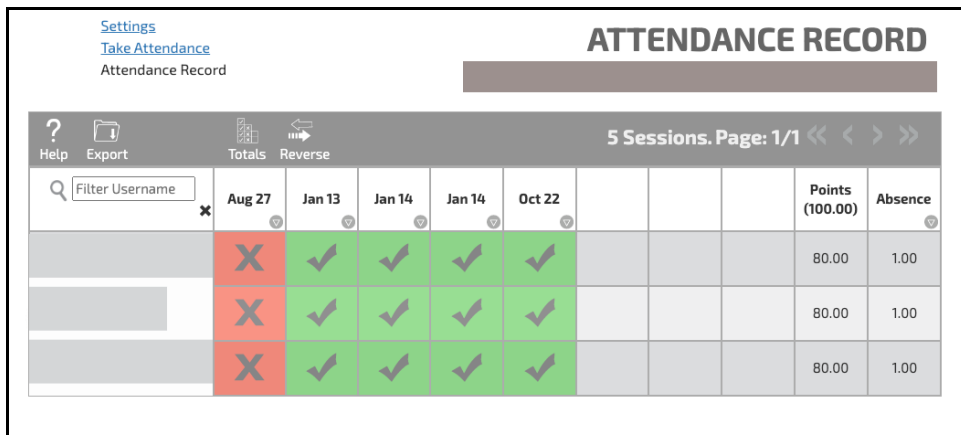
Qwickly Attendance Record

Show Video Walkthrough

1. Click **Course Activities** on the navbar and choose **Qwickly Attendance**. A new window will open for the Qwickly Attendance tool.
2. Click on the **Attendance Record** link.



3. You will see a table that shows a list of all the students and their recorded attendance.

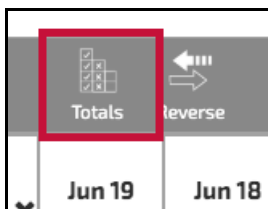


The screenshot shows the 'ATTENDANCE RECORD' interface. At the top, there are links for 'Settings', 'Take Attendance', and 'Attendance Record'. Below this is a toolbar with 'Help', 'Export', 'Totals', and 'Reverse' icons. A search bar labeled 'Filter Username' is present. The main table has columns for dates (Aug 27, Jan 13, Jan 14, Jan 14, Oct 22), 'Points (100.00)', and 'Absence'. The table contains three rows of data, each with a red 'X' in the Aug 27 column and green checkmarks in the other date columns. The 'Points' column shows 80.00 and the 'Absence' column shows 1.00 for each row.

	Aug 27	Jan 13	Jan 14	Jan 14	Oct 22				Points (100.00)	Absence
	X	✓	✓	✓	✓				80.00	1.00
	X	✓	✓	✓	✓				80.00	1.00
	X	✓	✓	✓	✓				80.00	1.00

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).
 - At the top of the screen on the far right there are arrows to move from page to page so you can see each page of absences.
 - Toward the left side of the screen, you will see an icon 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 click the totals icon to see the total number of each status for each student.



? Export		Records		
<input type="text" value="Filter Username"/>		Present	Absent	Excused
[Redacted]		4	1	0
[Redacted]		4	1	0
[Redacted]		4	1	0

5. You can export your attendance by clicking on the Export button at the top left corner of the list. This will export your attendance record immediately as a .csv file to your default download location.

? Export		Totals Reverse	
<input type="text" value="Filter Username"/>		Jun 19	Jun 18
[Redacted]		[Redacted]	[Redacted]