

View Qwickly Attendance Record Data

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Video Demo

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.

The screenshot shows the 'Attendance Record' interface. It features a sidebar with 'Attendance', 'Records', and 'Settings'. The main area displays a table with columns for dates (Sep 22, Sep 22 Thursday, Sep 13 First Day of Class) and summary columns for 'Points (10.00)' and 'Absences'. The table contains several rows of student data with attendance status icons (checkmarks, X's, and a 'T' for tardy) and corresponding numerical values in the summary columns.

	Sep 22	Sep 22 Thursday	Sep 13 First Day of Class	Points (10.00)	Absences
Student 1	✓	✗	✓	7.00	1.00
Student 2	✓	✓	✓	10.00	0.00
Student 3	✓	✗	⊘	5.00	1.00
Student 4	✗	⊘	✗	0.00	2.00
Student 5	T	✗	✓	6.00	1.00
Student 6	✗	✗	✗	0.00	3.00
Student 7	✗	✗	✗	0.00	3.00

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).
 - 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.

Attendance Record

Sync Grades

All Students Group 1 Group 2 Group 1 Group 2 Group 3

Search students

View: Records **Totals**

4 Statuses Page: 1/1

	Present	Absent	Excused	Tardy						Last Attended	Total Absences
Student Name	2	1	0	0						Sep 22, 2022	1.00
Student Name	2	0	0	1						Sep 22, 2022	0.00
Student Name	1	1	1	0						Sep 22, 2022	1.00
Student Name	0	2	1	0						-	2.00
Student Name	1	1	0	1						Sep 22, 2022	1.00
Student Name	0	3	0	0						-	3.00
Student Name	0	3	0	0						-	3.00

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.

Attendance Record

Sync Grades

All Students Group 1 Group 2 Group 1 Group 2 Group 3

Search students

View: Records Totals

4 Statuses Page: 1/1

Record Export

Select the data points you'd like to include in the download

Student Name Attendance Status

Student ID Instructor Comments

Student Email Student Check In Time

Student Card Reader Time

Remember Selections

	Present	Absent	Excused	Tardy						Last Attended	Total Absences
Student Name	2	1	0	0						Sep 22, 2022	1.00
Student Name	2	0	0	1						Sep 22, 2022	0.00
Student Name	1	1	1	0						Sep 22, 2022	1.00
Student Name	0	2	1	0						-	2.00
Student Name	1	1	0	1						Sep 22, 2022	1.00
Student Name	0	3	0	0						-	3.00
Student Name	0	3	0	0						-	3.00