

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.

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 'Points (10.00)' and 'Absences'. The table has 6 rows of student data. The first three columns represent dates: Sep 22, Sep 22 (marked 'Excused'), and Sep 13 (marked 'First Sep of Course'). Attendance is indicated by checkmarks (green), red X's (absent), blue circles with X's (excused), and yellow 'T's (tardy). The 'Points' and 'Absences' columns show the resulting values for each student.

	Sep 22	Sep 22 Excused	Sep 13 First Sep of Course	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.

The screenshot shows the 'Attendance Record' interface with the 'Totals' view selected. The table displays attendance statistics for 6 students. The columns are 'Present', 'Absent', 'Excused', 'Tardy', 'Last Attended', and 'Total Absences'. The 'Totals' button in the top right is highlighted with a red box.

	Present	Absent	Excused	Tardy	Last Attended	Total Absences
Student 1	2	1	0	0	Sep 22, 2022	1.00
Student 2	2	0	0	1	Sep 22, 2022	0.00
Student 3	1	1	1	0	Sep 22, 2022	1.00
Student 4	0	2	1	0	-	2.00
Student 5	1	1	0	1	Sep 22, 2022	1.00
Student 6	0	3	0	0	-	3.00
Student 7	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.

The screenshot shows a web application interface for "Attendance Record". On the left is a dark sidebar with navigation options: "Attendance", "Records", "Settings", and "Help". The main content area has a header with "Attendance Record" and a "Sync Grades" button. Below the header is a search bar for students and a filter menu with options: "All Students", "Group 1", "Group 2", "Group 1", "Group 2", and "Group 3". A table of attendance records is visible, with columns for "Presence", "Last Attended", and "Total Absences". A "Record Export" dialog box is open in the center, titled "Record Export" with a close button (X). The dialog contains the text "Select the data points you'd like to include in the download" and a list of checkboxes: "Student Name" (checked), "Attendance Status" (checked), "Student ID" (unchecked), "Instructor Comments" (unchecked), "Student Email" (unchecked), "Student Check In Time" (unchecked), and "Student Card Reader Time" (unchecked). At the bottom of the dialog are "Remember Selections" (unchecked), "Cancel", and "Download" buttons. A red box highlights a download icon in the top right corner of the table area.

Student	Presence	Last Attended	Total Absences
...	2	Sep 22, 2022	1.00
...	2	Sep 22, 2022	0.00
...	1	Sep 22, 2022	1.00
...	0	-	2.00
...	1	Sep 22, 2022	1.00
...	0	-	3.00
...	0	-	3.00