

# View Qwickly Attendance Record Data

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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.

	Sep 22	Sep 22 Thursday	Sep 13 Friday (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.

	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 the 'Attendance Record' interface. A 'Record Export' dialog box is open, allowing users to select data points for download. The dialog includes the following options:

- Student Name
- Attendance Status
- Student ID
- Instructor Comments
- Student Email
- Student Check In Time
- Student Card Reader Time

At the bottom of the dialog, there is a 'Remember Selections' checkbox, a 'Cancel' button, and a 'Download' button. The 'Download' button is highlighted with a red box in the original image.

The background interface shows a table with columns for 'Last Attended' and 'Total Absences'. The table data is as follows:

Student Name	Present	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