Columbia
COLLEGE CHICAGO

| Academic
Technology

canvas.colum.edu
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Checking Attendance Records in Qwickly

1. Sign into Canvas at canvas.colum.edu with your Office 365 credentials. Select the course you would like to check attendance records within.

2. Click on "Qwickly Attendance" in the course navigation menu.

3. Qwickly will launch in a new browser window.

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Absences: 1.00

Title	Status	Comments
Apr 05	🟢 Present	
Mar 29	🟢 Present	
Mar 08	🔴 Absent	
Mar 01	🟢 Present	

4. Qwickly will display your attendance records for the particular course that you have selected. Your attendance records, along with the dates that attendance was recorded will be shown, along with a count of total absences for the selected course.

5. To check attendance records for a different course, repeat these steps from within the Canvas course that you would like to check your attendance records within.