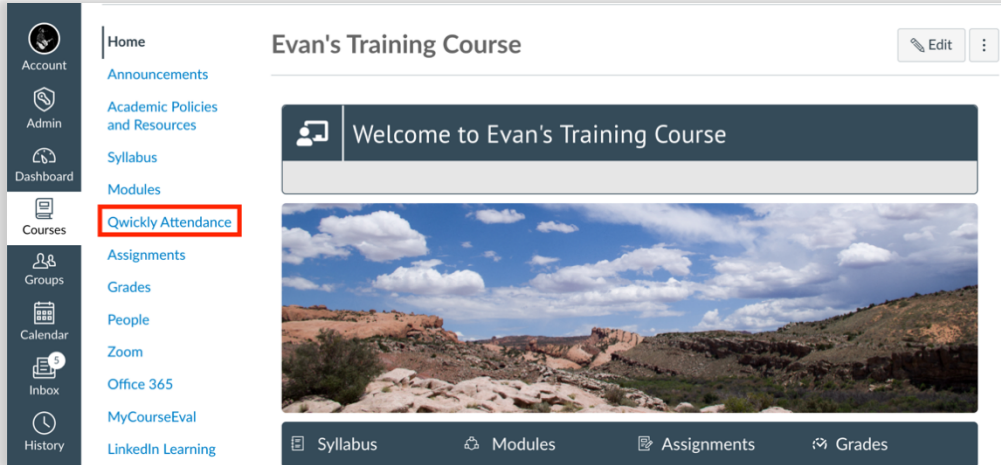




Checking Attendance Records in Qwickly



1. Sign into Canvas at canvas.colum.edu with your Office 365 credentials. Select the course that you are using Qwickly within.

2. Click on “Qwickly Attendance” in your course navigation menu.

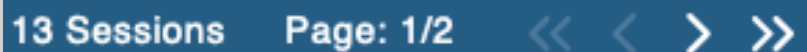
3. Qwickly will launch in a new browser window.

4. Click on the “Records” option from the menu on the left side of your screen.

5. Your attendance records for this particular course will appear. Here you can view attendance records by session. The columns to the right will show a count of a student’s absences, as well as their current attendance score if you have chosen to grade attendance. This is called the “Records” view.

	Jan 24	Jan 31	Feb 07 Feb 7	Feb 14	Feb 21	Feb 28	Mar 07 Mar 7	Mar 14	Points (100.00)	Absences
1. Student	✓	✓	✓	✓	✓	✓	✓	✓	84.62	2.00
2. Student	✓	✓	✓	✓	✓	✓	✓	R	84.62	2.00
3. Student	✓	L	✓	✗	✓	✓	✓	✓	67.69	4.00
4. Student	✓	ⓧ	✓	✓	✓	ⓧ	✓	✓	81.82	2.00
5. Student	✗	✓	✓	✓	✓	L	✓	✓	67.69	4.00

6. Up to eight attendance sessions will appear at once. Use the arrows in the top left to scroll through additional attendance sessions.



View: Records **Totals**

7. Click on the “Totals” option in the top right toolbar to switch to the “Totals” view. This will display counts of each attendance status for your students. Click on the “Records” button to switch back to the default view, which shows attendance records by session.

	Present	Remote	Absent	Excused	Late				Last Attended	Total Absences
1, Student	11	0	2	0	0				May 17, 2022	2.00
2, Student	10	1	2	0	0				May 17, 2022	2.00
3, Student	8	0	4	0	1				May 17, 2022	4.00
4, Student	9	0	2	2	0				May 17, 2022	2.00
5, Student	8	0	4	0	1				May 17, 2022	4.00

8. You may export your attendance records and totals to an Excel spreadsheet. Click on the “download” button in the top right. Once you select this, you will receive the option to include additional information in your report. Click “Download” to save a copy of the report to your computer.

Note: The exported report will show different information depending on if you are in the “Totals” or “Records” view. If you select “Export” from the “Records” view, the report will include the student’s attendance markings for each session, along with their total absences and attendance score. If you select “Export” from the “Totals” view, the report will show the student’s totals for each attendance status, along with their total absences and attendance score.



Record Export

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

<input checked="" type="checkbox"/> Student Name	<input checked="" type="checkbox"/> Attendance Status
<input type="checkbox"/> Student ID	<input type="checkbox"/> Instructor Comments
<input type="checkbox"/> Student Email	<input type="checkbox"/> Student Check In Time
	<input type="checkbox"/> Student Card Reader Time

Remember Selections