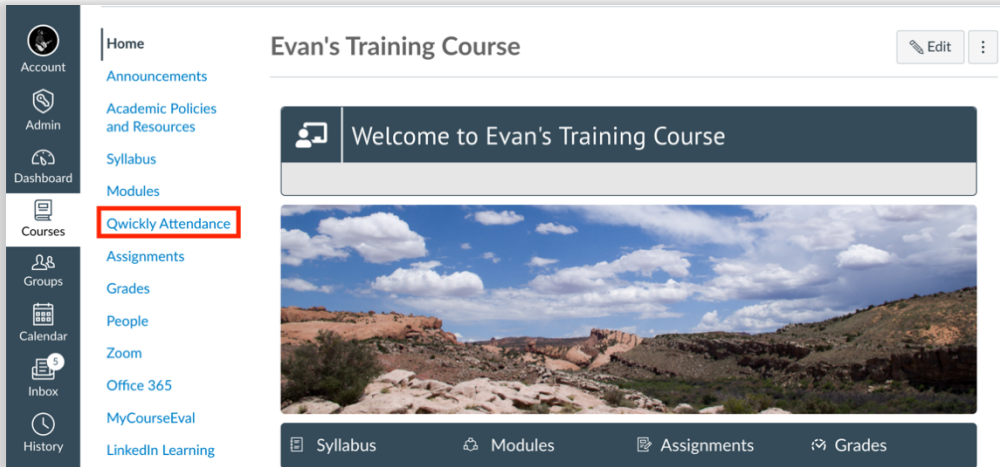




## Re-Sync Grade Scores in Qwickly Attendance

If you notice that the attendance scores provided by Qwickly Attendance do not match what is listed in the Canvas gradebook, you can use the “Sync Grades” option in Qwickly to correct this issue. This only applies to those who are choosing to use the grade center integration with Qwickly.



**1.** Sign into Canvas at [canvas.colum.edu](https://canvas.colum.edu) with your Office 365 credentials. Select the course you are using Qwickly within.

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

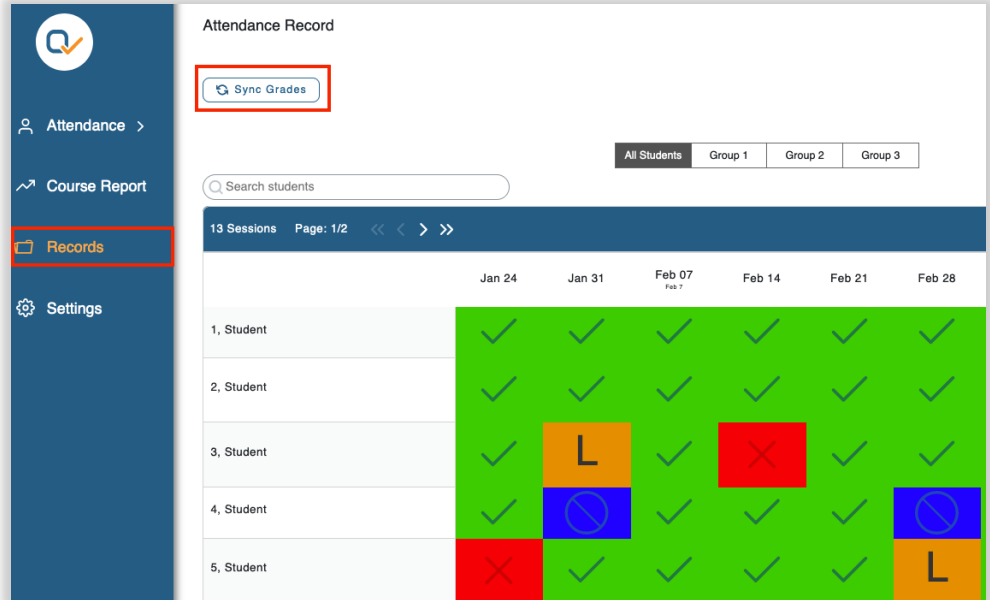
**3.** Qwickly will launch in a new browser window.

**4.** Click on the option for “Record” in the menu to the left.

**5.** The “Sync Grades” option will now appear in the top left.

**6.** Select this option. This will update the scores for the attendance assignment in the Canvas gradebook to ensure that they match what is listed in Qwickly.

**7.** Qwickly will confirm that the scores are being updated.



[www.qwickly.tools](https://www.qwickly.tools)

Your students' grades are being posted to the grade center. This may take some time, please check the gradecenter after some time.

OK

**8.** This may take several minutes depending upon the number of your students in your course. After a few minutes, refer back to the Canvas gradebook and locate your attendance assignment. Check the scores listed to make sure that they have updated. They should now match what is listed in Qwickly. If any issues persists, contact Academic Technology at [canvaslms@colum.edu](mailto:canvaslms@colum.edu).