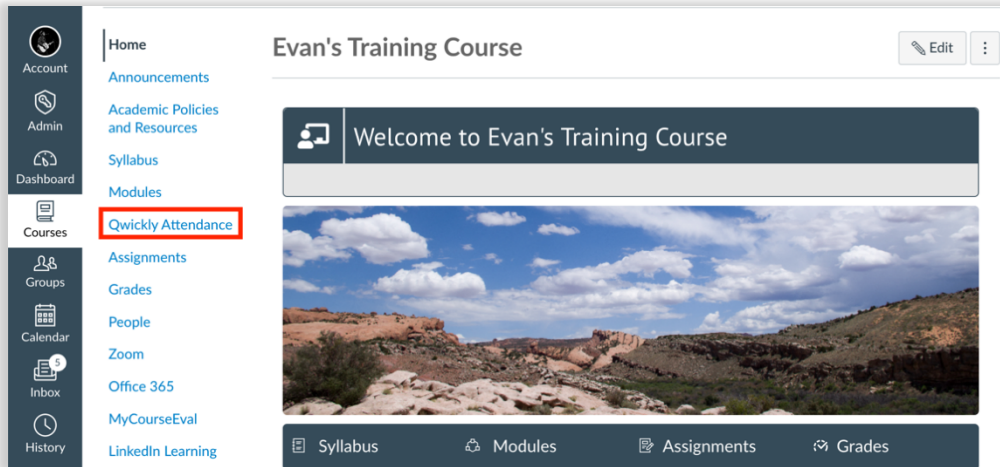




Re-Sync the Course Roster in Qwickly Attendance

If you notice that your course roster in Qwickly Attendance does not match what is listed in the Canvas roster in the people section of your course, you can use the “Sync Roster” option in Qwickly to correct this issue.

- **Note:** If you are choosing to display inactive students in your Qwickly record, this will not affect these users. They will still appear in Qwickly.



1. Sign into Canvas at 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.

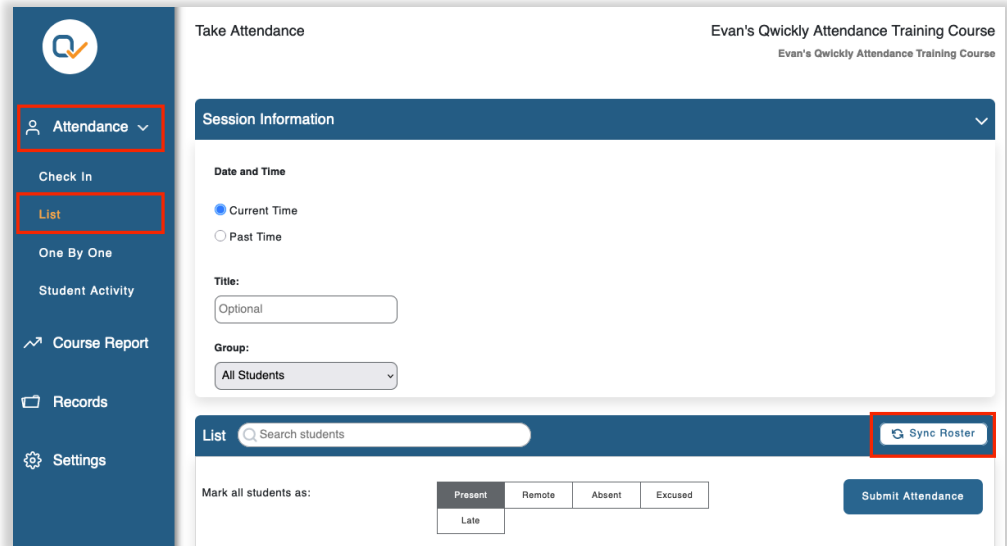
3. Qwickly will launch in a new browser window.

4. Click on the attendance option for “List” in the menu to the left.

5. The “Sync Roster” option will now appear in the top right.

6. Select this option.

7. Qwickly will then ask you to re-authorize the Qwickly tool for your course. Select “Authorize” in the prompt that appears.



8. Your roster in Qwickly will now update to reflect any changes to your Canvas course roster. This may take several minutes depending upon the number of your students in your course. After a few minutes, refer back to the take attendance screen in Qwickly to check your roster. It should now match what is listed in Canvas within the “people” section of your course.

If any issues persists, contact Academic Technology at canvaslms@colum.edu.

