



Taking Attendance Using Full List

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

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

3. Quickly will launch in a new browser window.

Name	Status	Absences To Date	Comments
1. Student	<input type="button" value="Present"/> <input type="button" value="Remote"/> <input type="button" value="Absent"/> <input type="button" value="Excused"/> <input type="button" value="Late"/>	1	
2. Student	<input type="button" value="Present"/> <input type="button" value="Remote"/> <input type="button" value="Absent"/> <input type="button" value="Excused"/> <input type="button" value="Late"/>	1	

4. Select “List” from the attendance options in the menu to the left.

5. You may filter your attendance list to view a specific group at a time, select a group from the drop-down menu. This list will show groups created in your Canvas course, if applicable. Choose “All Students” from this menu to view all students on your roster at once when taking attendance.

- Note: If you don't see this, check your course's Quickly settings to make sure that “Course Groups” is selected. See the full Quickly setup guide for detailed steps.

6. Choose to take attendance for the current time or select a custom time if you need to mark attendance for a date in the past.

7. You may choose to enter a custom session title if you would like. Session titles will always default to the date you are taking attendance for.

8. Make your attendance markings for each student. If you want to make the same marking for all students, for example, if everyone is present, select the appropriate attendance status next to the “All Students” option.

- Note: The number that appears next to a student’s name indicates how many times they have been absent in your course.

List Sync Roster

Mark all students as:

Present	Remote	Absent	Excused
Late			

Submit Attendance

Name	Status	Absences To Date	Comments								
1, Student	<table border="1"> <tr> <td>Present</td> <td>Remote</td> <td>Absent</td> <td>Excused</td> </tr> <tr> <td>Late</td> <td></td> <td></td> <td></td> </tr> </table>	Present	Remote	Absent	Excused	Late				1	
Present	Remote	Absent	Excused								
Late											
2, Student	<table border="1"> <tr> <td>Present</td> <td>Remote</td> <td>Absent</td> <td>Excused</td> </tr> <tr> <td>Late</td> <td></td> <td></td> <td></td> </tr> </table>	Present	Remote	Absent	Excused	Late				1	
Present	Remote	Absent	Excused								
Late											
3, Student	<table border="1"> <tr> <td>Present</td> <td>Remote</td> <td>Absent</td> <td>Excused</td> </tr> <tr> <td>Late</td> <td></td> <td></td> <td></td> </tr> </table>	Present	Remote	Absent	Excused	Late				3	
Present	Remote	Absent	Excused								
Late											



9. Click on the speech bubble next to a student’s name to enter a comment regarding their attendance for this particular session.

2, Student

Present	Remote	Absent	Excused
Late			

1

Did not show up. No notice given.

10. At the end of your attendance list, Qwickly will display a count of how many students are present, absent, etc. for your current attendance session.

11. Click “Submit Attendance” when ready.

4 Present	0 Remote	1 Absent	1 Excused
1 Late			

Submit Attendance