

## Academic Technology

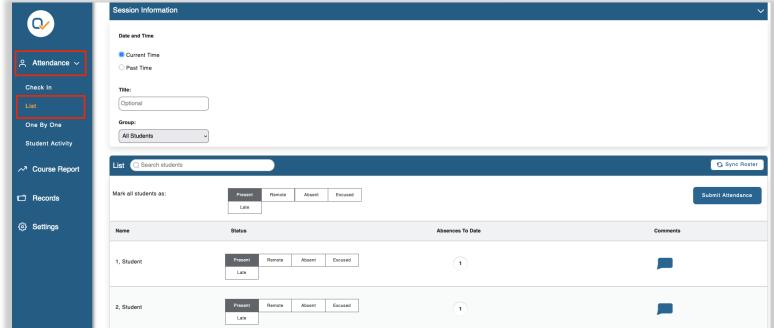
canvas.colum.edu canvasIms@colum.edu



## Taking Attendance Using Full List

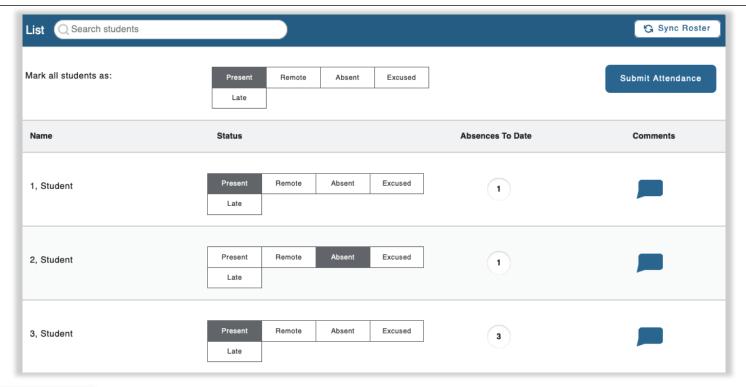


- 1. Sign into Canvas at canvas.colum.edu with your Office 365 credentials. Select the course that you are using Qwickly within.
- **2.** Click on "Qwickly Attendance" in your course navigation menu.
- **3.** Qwickly will launch in a new browser window.



- **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 Qwickly settings to make sure that "Course Groups" is selected. See the full Qwickly 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.





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



- **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.

