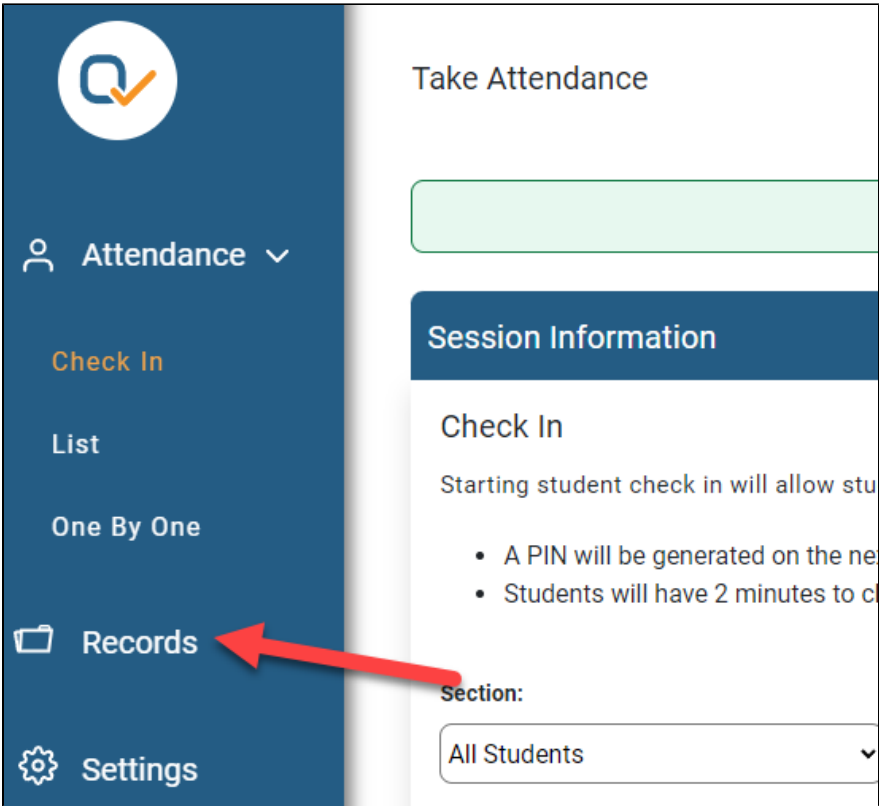


# Review and edit student attendance with Qwickly Attendance

To view your students' attendance record in Qwickly Attendance, click on the Attendance link that you created. Then, click on Records at the left.

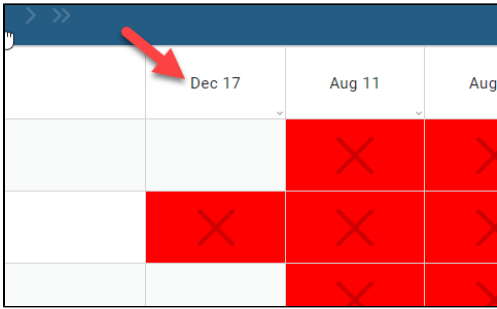


You will be then taken to the attendance records for your students. From this part of the application, you can search attendance records by student name, or scroll through records for multiple sessions.

All Students DEMO_nonMerg2 - Non-merged Course 2 DEMO_nonMerg1 - Non-merged Course 1 DEMO_merged - Demo Merged									
Search students									
View: Records Totals									
3 Sessions Page: 1/1 << < > >>									
	Dec 17	Aug 11	Aug 11						Absences
test15, fdi15 fdi15		×	×						2.00
test16, fdi16 (They/Them/Theirs) fdi16	×	×	×						3.00
test17, fdi17 fdi17		×	×						2.00
test18, fdi18 fdi18	✓	×	×						2.00

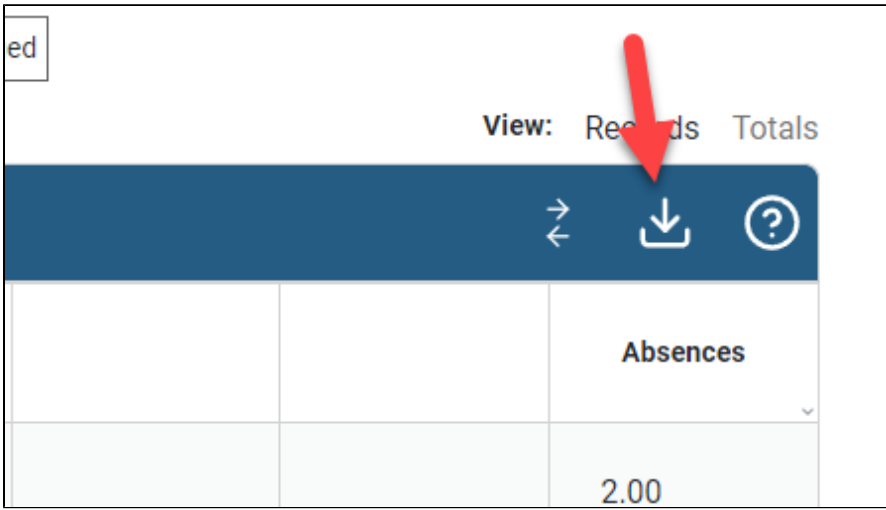
You can also:

- Delete or edit a session by clicking on the top of that session's column.



	Dec 17	Aug 11	Aug
		X	X
	X	X	X
		X	X

- View total absences and current point totals
- Export the attendance record to an Excel file using the export button.



View: **Records** Totals

Absences	
	2.00

If you wish to edit any single attendance, you can click on the space displaying the status to open an edit window. Change the attendance to the desired status, use the comments field to add pertinent details and click 'Update'.

Record Details

test15, fdi15

Record Created

Aug 11, 2022

Aug 11, 2022 at 01:39:26 PM

Not visible to student

Visible to student

Enter Comment Here

Present

Absent

Excused

Cancel

Update