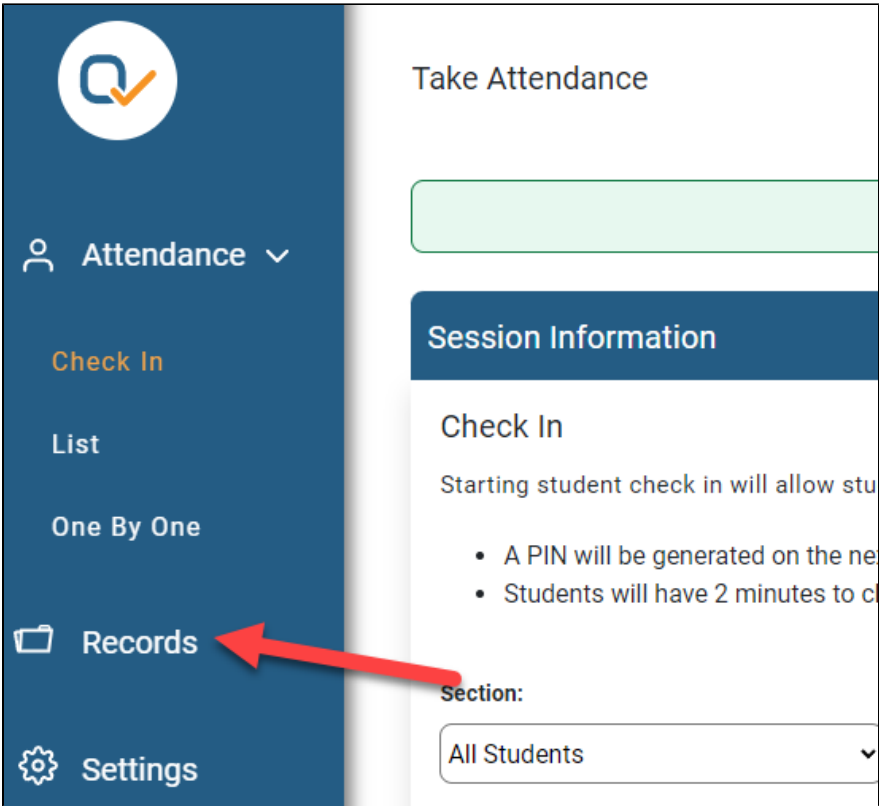# Review and edit student attendance with Qwickly Attendance

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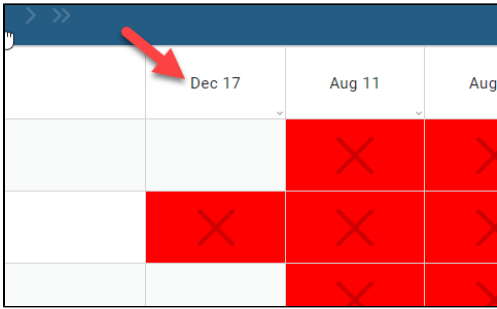

You will be then taken to the attendance records for your students. From this part of the application, you can search attendance records by student name, or scroll through records for multiple sessions.
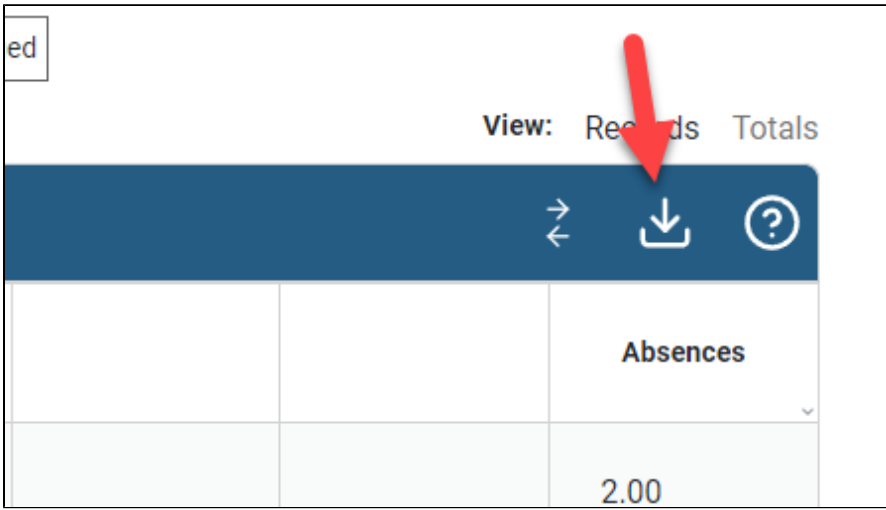

You can also:

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

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

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'.