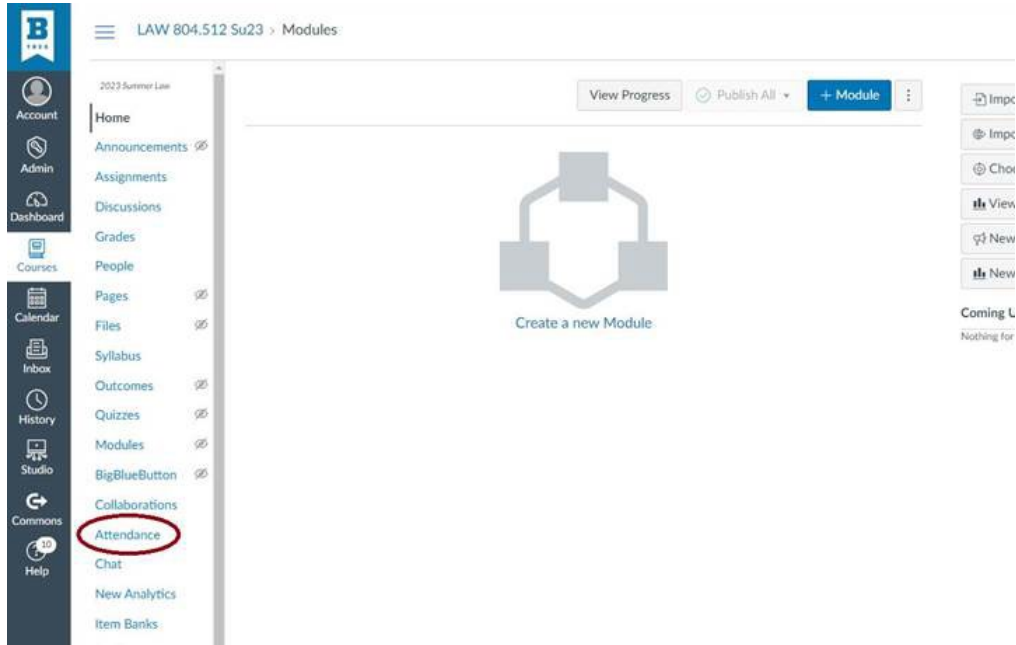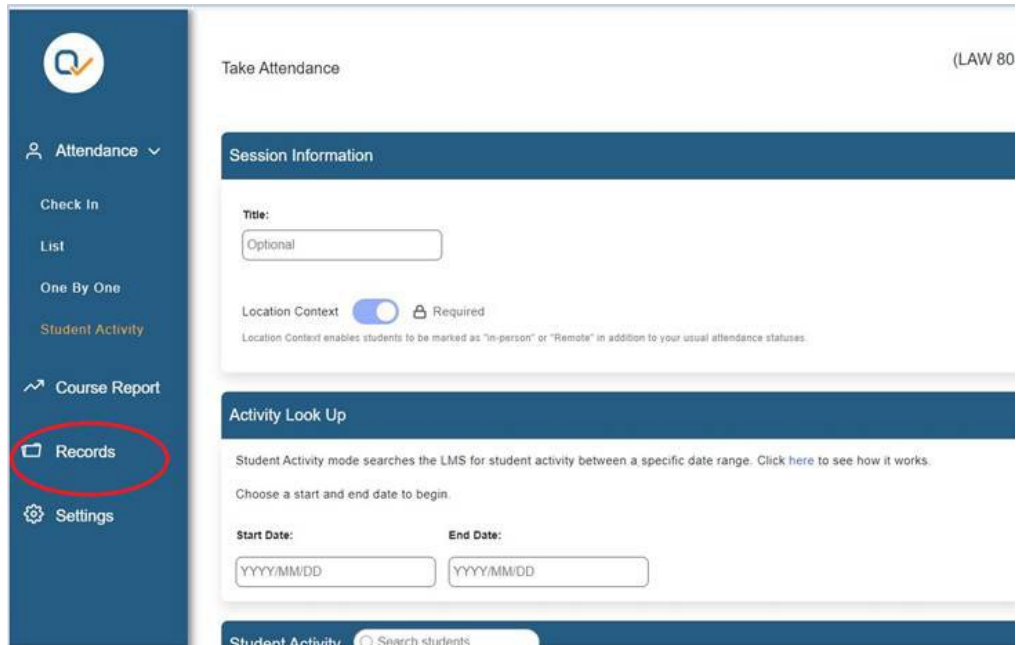# Changing an Absence to "Present" in Qwickly
4 Easy Steps

1. Click on the Attendance link on Canvas

2. Click on Records when the Qwickly page opens

3. Click on the Red "X" for the class date you would like to change for the student

4. Change the Absent to Present by selecting that box and then clicking "Update"