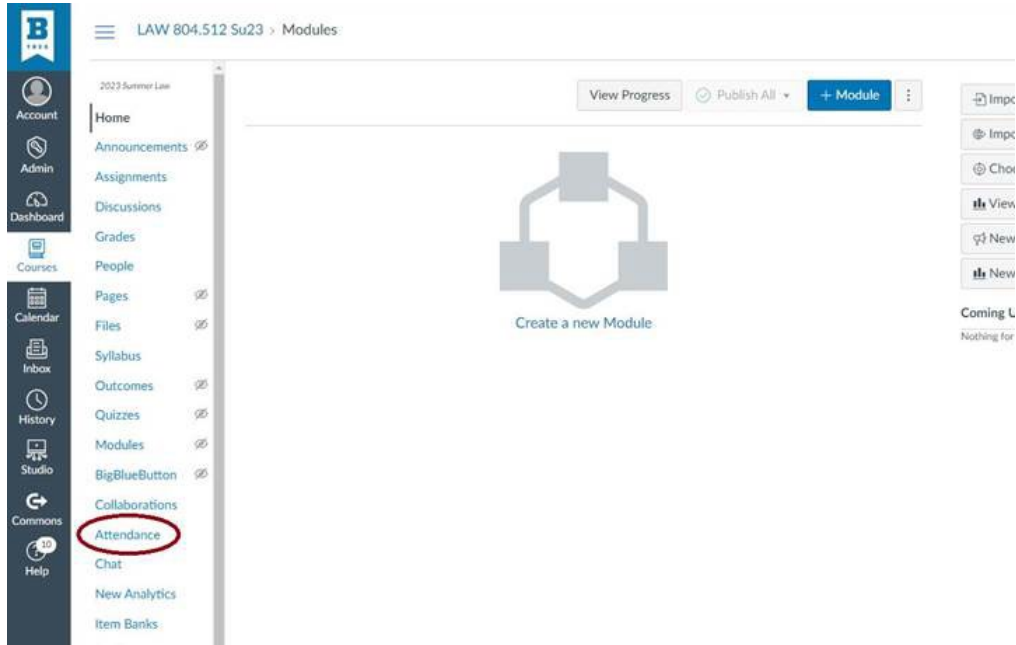
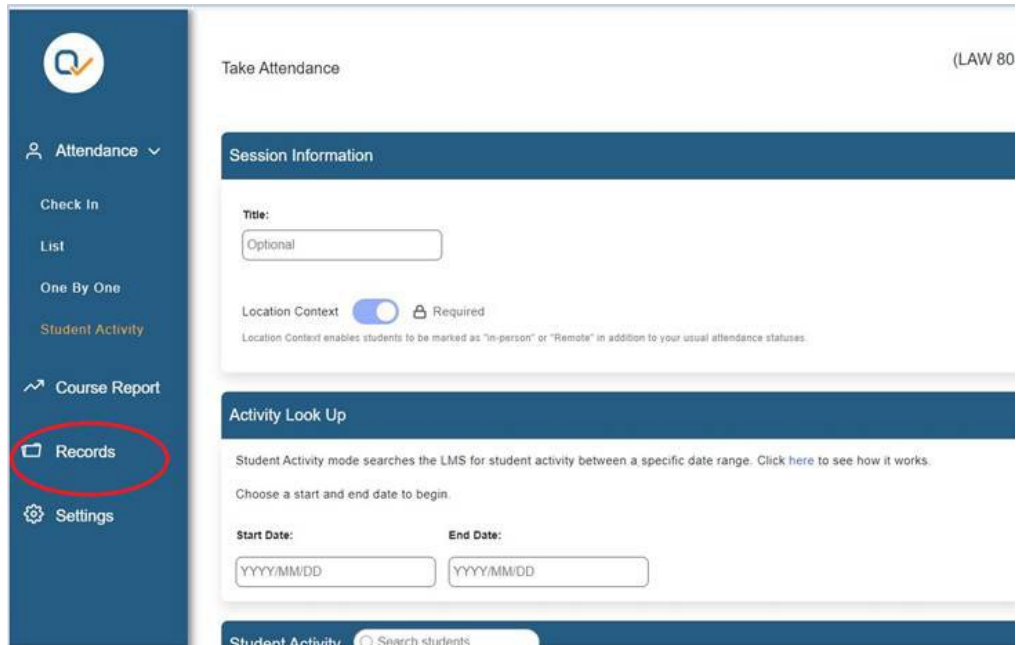


Changing an Absence to “Present” in Qwickly 4 Easy Steps

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

	Jul 25	Jul 20	Jul 18	Jul 13	Jul 11	Jul 06	Jul 04	Jun 29	Absences
Cannon, Kaylee		✓	✓	✓	✓	✓		✓	0.00
Durant, Rachel		✓	✓	✓	✗	✓		✗	2.00
Jones, Lauren		✓	✓	✓	✓	✓		✓	0.00
Kelly, Theresa	✗	✓	✗	✗	✓	✓		✓	5.00
Lujan, Alejandro	✓	✓	✓	✓	✓	✗		✓	2.00
Mack, Johanna	✗	✓	✓	✓	✓	✗		✓	2.00
Madavala, Sandaly	✗	✓	✓	✓	✓	✓		✓	1.00
Selarski, Julia	✓	✓	✗	✓	✓	✓		✓	2.00
Tanbusch, Cooper	✓	✓	✓	✓	✓	✓		✓	0.00
Ukrainets, Polina	✓	✓	✗	✗	✓	✓		✗	3.00
Vangelakos, Peter	✗	✗	✓	✗	✓	✓		✓	5.00
Zaccari, Sadina	✓	✓	✓	✓	✓	✗		✓	2.00

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

Record Details
Ukrainets, Polina
Record Created Jul 13, 2023 at 05:52:52 PM

Not visible to student Visible to student

Enter Comment Here

Present Absent Tardy Administrative

Location Context
 In-person Remote

Cancel Update