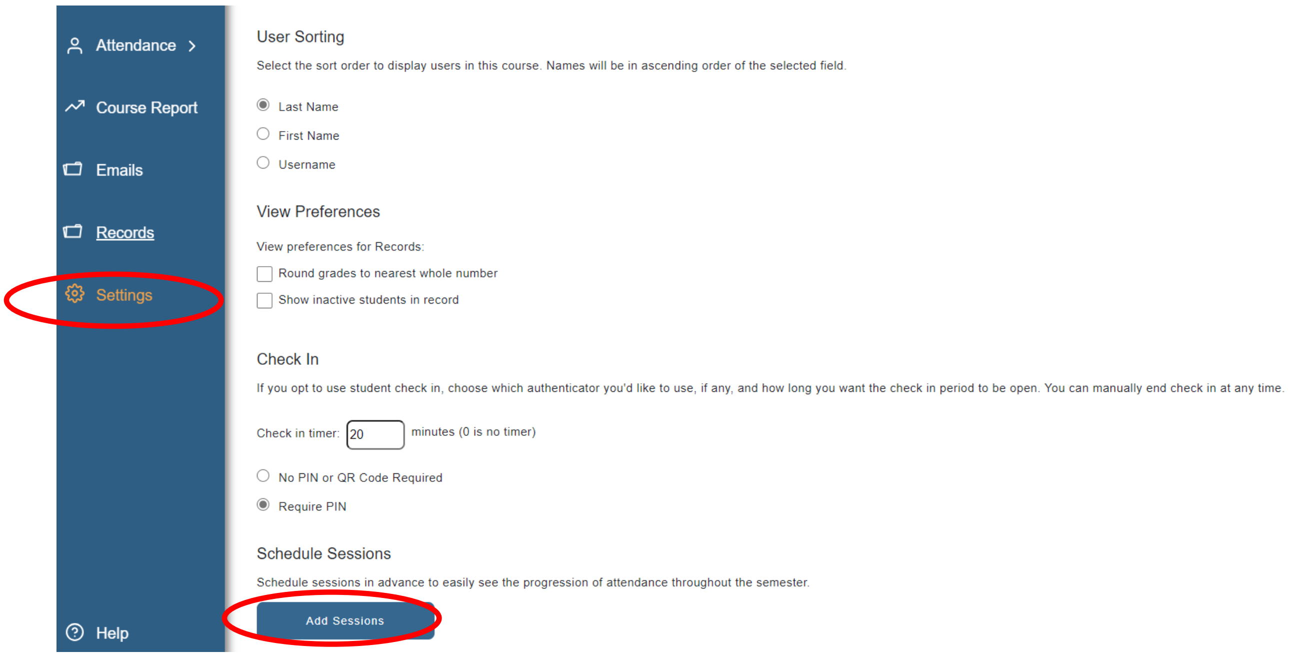
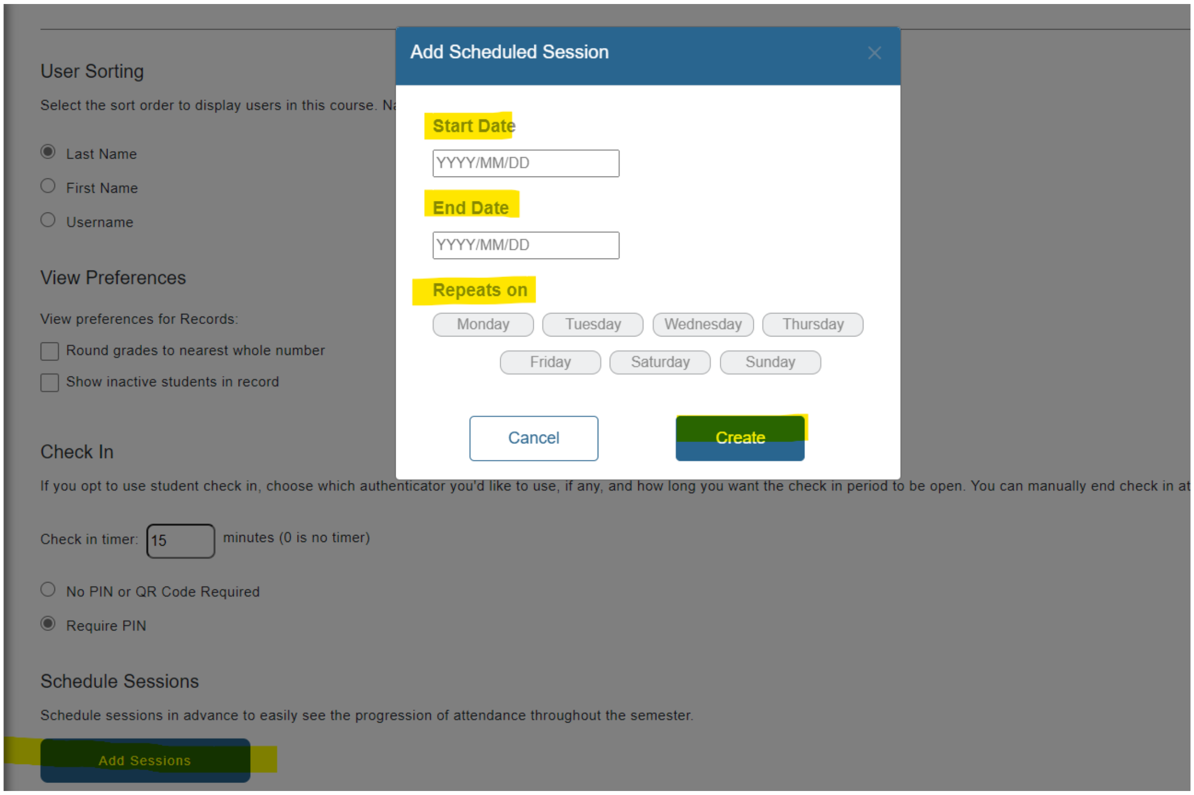
Scheduling Sessions in Qwickly

Faculty can schedule their class sessions in advance to easily see the progression of attendance throughout the semester. Doing this will also help the administrative assistants identify whether attendance has been taken in alignment with course meeting dates.

Go to Settings and under Schedule Sessions, click "Add Sessions".

You will then enter the start and end date of your course along with the days and times it meets.





Once you have completed this task, the process is done. You can then go to "Records" and view the pre-scheduled session dates for your course. Use the arrows at the top left to scroll back and forth.

	Sep 19	Sep 16	Sep 12	Sep 09	Sep 05	Sep 02