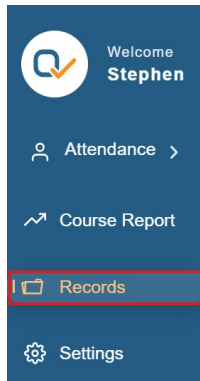


Records

Quickly's Records dashboard allows you to view student attendance data, manually edit attendance records, and sync attendance grades with Blackboard.

To access the Records dashboard, launch your Quickly course and click 'Records' on the course menu.



There are two separate ways to view attendance data: through the **"Records" view** or the **"Totals" view**.

In the **"Records" view**, instructors can see recent class sessions (up to eight at a time) and students' attendance statuses for each of the sessions in grid form. The grid also shows students' number of absences and the number of points they've earned.

6 Sessions Page: 1/1 << < > >>														
	Jun 25 6/25/25	Jun 23 6/23/25	Jun 18 6/18/25	Jun 16 6/16/25	Jun 11 6/11/25	Jun 09 6/9/25					Points (0.00)	Absences		
Clark, Joey jclark_practice_student	✓	✓	✗	✓	✗	✓					0.00	2.00		
Davis, Jessica jdavis_practice_student	✓	✓	✓	✓	✓	✓					0.00	0.00		
Harris, Alphonso aharris_practice_student	✓	✓	✓	✓	✓	✓					0.00	0.00		
Johns, Rachel rjohnson_practice_student	✓	✓	✗	✓	✓	✗					0.00	2.00		
Jones, Parker pjones_practice_student	✓	✓	✗	✓	✓	✓					0.00	1.00		
Smith, Jacob jsmith_practice_student	✓	✓	✓	✗	✓	✓					0.00	1.00		
Taylor, Ava ataylor_practice_student	✓	✓	✓	✓	✗	✓					0.00	1.00		
White, S student-white	✓	✓	✓	✓	✓	✓					0.00	0.00		
Williams, Jasmine jwilliams_practice_student	✓	✓	✓	✗	✓	✓					0.00	1.00		

If you need to change a student's attendance status for a particular date, click on the corresponding box in the grid. You will then be prompted to change the attendance status and leave a comment, if desired.

Record Details

Clark, Joey

Record Created

Jun 25, 2026

Jun 25, 2026 at 02:41:44 PM

Not visible to student

Visible to student

Enter Comment Here

Present

Absent

Excused

Cancel

Update

Instructors can also edit the session details (i.e., session name and date). To do this, click on the corresponding session date header and enter the correct information in the ‘Session Details’ box:

Jun 25

Jun 23

Jun 18

✓

✓

✗

✓

✓

✓

✓

✓

✓

✓

✓

✗

Session Details

Session Title

6/23/26

Session Date

06/23/2026 09:30:00

Session Type

Manual

Taken by

Stephen White

Delete Session

Update Session

The “Totals” view provides a more general look at student attendance data. Here you can see ‘Present,’ ‘Absent,’ and ‘Excused’ totals for each student.

3 Statuses

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	Present	Absent	Excused							Last Attended	Total Absences
Clark, Joey jclark_practice_student	4	2	0							Jun 25, 2026	2.00
Davis, Jessica jdavis_practice_student	6	0	0							Jun 25, 2026	0.00
Harris, Alphonso aharris_practice_student	6	0	0							Jun 25, 2026	0.00
Johns, Rachel rjohnson_practice_student	4	2	0							Jun 25, 2026	2.00
Jones, Parker pjones_practice_student	5	1	0							Jun 25, 2026	1.00
Smith, Jacob jsmith_practice_student	5	1	0							Jun 25, 2026	1.00
Taylor, Ava ataylor_practice_student	5	1	0							Jun 25, 2026	1.00
White, S students-awhite	6	0	0							Jun 25, 2026	0.00
Williams, Jasmine jwilliams_practice_student	5	1	0							Jun 25, 2026	1.00