

Qwickly

ATTENDANCE

Printable Attendance Roster

User Guide

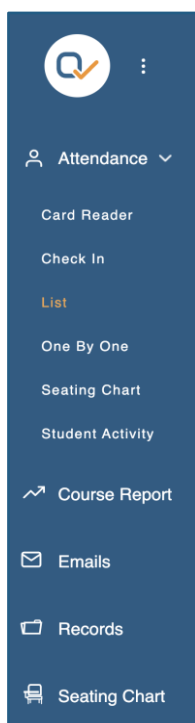


Within Qwickly Attendance, instructors have the ability to print out their student roster with various data points and features included. This action can be completed from any of Qwickly's Attendance-taking modes, located on the left hand side of your screen on the main navigation menu.

Instructor

Enter into an Attendance Mode

Depending on how your institution has configured the system-level settings, you will see a list of attendance-taking modes on the left hand side of your screen upon launching Qwickly Attendance. Select one of these modes (under "Attendance") to find the option to print your attendance roster.



From here, you will need to scroll down on your screen to the blue bar that contains the **Print** icon. Clicking this icon will open up a print preview screen within Qwickly Attendance.

The screenshot shows the 'List' mode interface. At the top, there is a 'List' tab and a search bar labeled 'Search students'. To the right, there is a 'Print' icon (a printer symbol) highlighted with an orange box, and a 'Sync Roster' button. Below the search bar, there is a 'Mark all students as' dropdown menu. To its right, there are four buttons: 'Present', 'Absent', 'Excused', and 'Tardy'. Below these buttons, there are two radio buttons: 'In-person' (selected) and 'Remote'. At the bottom left, there is a 'Submit Attendance' button.

This screenshot shows the **Print** icon in List Mode

Select Print Options

The print preview screen will show a table of print options, along with a print preview below. As you select the checkbox options, you will notice the print preview will update in a live view to give you an idea of what your page will look like when printed. Use the checkboxes to decide what you'd like to include on your printout.

The screenshot shows the 'Print View' interface. At the top, it says 'Print View' and 'Human Anatomy' with 'ANAT-1200' below it. There is a 'Return To Take Attendance' button. Below this is a 'Select Print Options' section with a table of checkboxes.

Course	Session	Student	Other
☒ Course Name	☒ Session Date	☒ Student Name	☒ Comment box
☒ Course ID		☒ Student Email	☒ Sign in line (1)
☒ Course Section Label		☒ Student Pronouns	☒ Sign in line (2)
		☒ Student Photos	☒ Status Options
		☒ Student Display Name	

At the bottom of the table, there is a note: 'This is a print preview! Make sure to have background/graphics checked and margins set to default'.

Print preview checkbox options

 Khang, Preston (Preston) pkhang@goqwickly.com Preston Khang	Sign in: _____ _____	Comments: _____
Present Absent Excused Tardy		
 Murdock, Matthew mmurdock@goqwickly.com	Sign in: _____ _____	Comments: _____
Present Absent Excused Tardy		
 Parker, Peter pparker@goqwickly.com Pete	Sign in: _____ _____	Comments: _____
Present Absent Excused Tardy		
 Persaud, Paris ppersaud@goqwickly.com	Sign in: _____ _____	Comments: _____
Present Absent Excused Tardy		

Print preview checkbox options, shown in live preview (all options selected)

Once your page is to your liking and ready for printing, scroll to the bottom of the page and click the **Print** button.

 Zehr, Virginia (Virginia) vzehr@goqwickly.com Virginia Zehr	Sign in: _____ _____	Comments: _____
Present Absent Excused Tardy		
 acheson, willie (will) (They/Them) wacheson@goqwickly.com william	Sign in: _____ _____	Comments: _____
Present Absent Excused Tardy		

Print

For additional questions on Printable Attendance Roster or other features within Qwickly Attendance, please visit our [Product Resources](#) website page or submit a support ticket [here](#).