



DARE TO DO MORE

How to Access Course Reports

Below is the link and instructions to access the Quicktools module that will allow to access course and students detailed reports.

Instructions

1. Please contact your program manager as they will provide credentials for you to login via e-mail.
2. On your web browser & go to the Quicktools link <https://qt.xendirect.com/laguardia/index.cfm>
3. Enter your credentials for Quicktools

A screenshot of the QuickTools login interface. At the top, there is a blue header with the "QuickTools" logo and name. Below the header is an orange horizontal bar. The main content area is a light blue box titled "Login". Inside this box, there are two input fields: "Username" with the text "acevedosrp1" and "Password" with a masked password ".....". Below the password field is an orange "Login" button. At the bottom of the login box, there are two links: "Forgot Username?" and "Forgot Password?".

* Regarding the password we advice you to either change your password once you have successfully logged in or click on the forgot password at Quicktools main page in order for the system to send you an e-mail with a link to set the password.

- Upon login you will be taken directly to page with the courses, select the course from the list or access the **Course List** link found on the left side Menu panel, in order to access the preferred student roster.

The screenshot shows the Xenegrade QuickTools interface. At the top, there are logos for 'QuickTools' and 'Xenegrade'. Below the logos, a navigation bar shows the user's name 'Jeanne Connolly' and a 'Logout' link. On the left, a 'Menu' panel lists various options: Dashboard, Course List, News, Course Proposal, Documents, Change Password, and Help. The main content area has two tabs: 'Courses/News' (selected) and 'Instructions'. Under the 'Courses/News' tab, there is a 'News Headlines' section and a 'Current Courses' section. The 'Current Courses' section contains a table with the following data:

Course Code	Course Title	Start	End	Start-End Times
Offered				
05PLMFAML1W20	CAPP Plumbing	07/15/2020	04/21/2021	
PLUM101W20.T23.1	Plumbing 1	01/06/2021	04/30/2021	04:30 PM-09:30 PM
TELC100W21.T12.01.00	Intensive English Program	01/08/2021	03/19/2021	08:45 AM-12:45 PM

- Once you select the course you will see a list of tabs please select the **Enrollment** tab the **Reports** tab which will contain a list of reports that can be used to view detailed information about the registration, attendance notes and grades. Select the report that you would like to view.

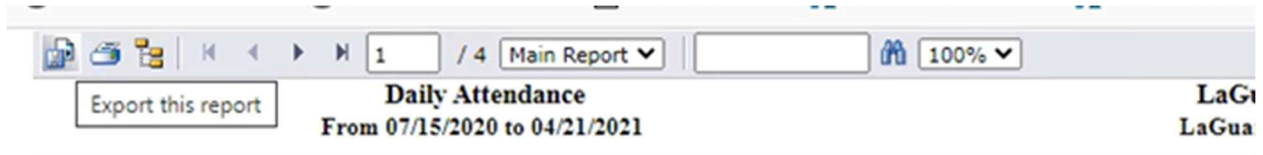
The screenshot shows the Xenegrade QuickTools interface with the 'Reports' tab selected. The top navigation bar shows the user's name 'Jeanne Connolly' and a 'Logout' link. On the left, the 'Menu' panel lists various options: Dashboard, Course List, News, Course Proposal, Documents, Change Password, Edit Profile, and Help. The main content area has five tabs: 'Enrollments' (selected), 'Reports', 'Grades/Hours/Notes', 'Daily Attendance', and 'Instructions'. Under the 'Reports' tab, there is a table with the following data:

Report	Description
Attendance_Daily	Daily Attendance Records by Client.
Client_Classification	Client Classifications with Medical/Allergy and Contact info
Enrollment_List	Enrollment List with Contact Info
Enrollment_Notes	Enrollment Notes
Enrollment_QuickList	Enrollment QuickList
Course_eval_analysis	Evaluation Analysis
Course_eval	Individual Evaluation Forms
Course_eval_results	Aggregate Evaluation Responses
Roster_14Classes	14 Class Attendance Roster
Roster_BiWeekMF	2 Week Attendance Roster Mon-Fri
Roster_BiWeekMS	2 Week Attendance Roster Mon-Sun
Roster_5Week	5 Week Attendance Roster
Roster_Daily_Signin	1 Day Attendance Roster with Signature Area
Roster_Monthly	1 Full Month Attendance Roster
Roster_NumClasses	Attendance Roster with Columns Per Day
Roster_Total_Row	Attendance Roster with Totals Columns
Roster_WeekMS	1 Week Attendance Roster Mon-Sun
Roster_WeekMF	1 Week Attendance Roster Mon-Fri

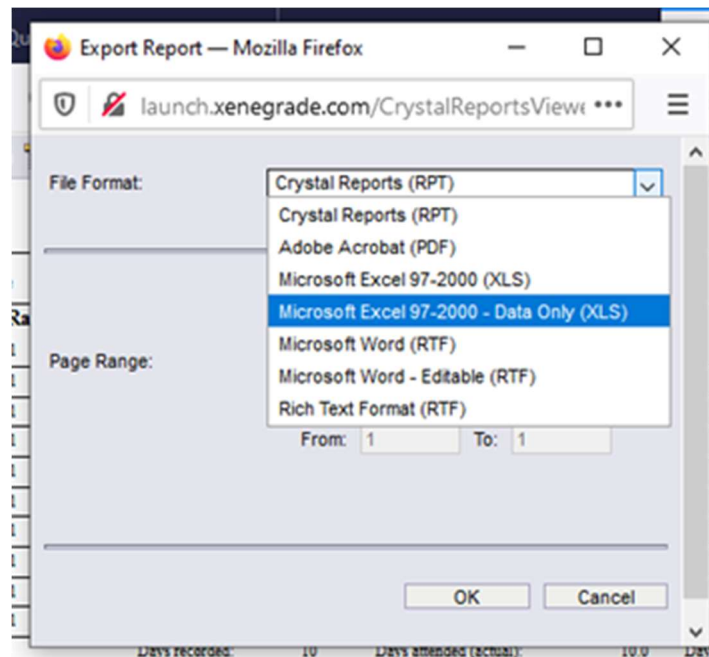
6. The report will open on another web page tab and the data will be available.

Client Name	Client ID	Grade	Home School	Course	Period	Title	Session	Current Status	Attendance Date/Time	Attend Code	Credit	Time	Normal Hours	
Corona, Raul														
Corona, Raul	ACE100013			05PLMFAML1W20		CAPP Plumbing	Winter 2020	Active	12/2/20 (Wed)	AT	1.0		3.00	
Corona, Raul	ACE100013			05PLMFAML1W20		CAPP Plumbing	Winter 2020	Active	12/3/20 (Thu)	TE	1.0		2.00	
Corona, Raul	ACE100013			05PLMFAML1W20		CAPP Plumbing	Winter 2020	Active	12/4/20 (Fri)	AT	1.0		4.00	
Corona, Raul	ACE100013			05PLMFAML1W20		CAPP Plumbing	Winter 2020	Active	12/9/20 (Wed)	AT	1.0		3.00	
Corona, Raul	ACE100013			05PLMFAML1W20		CAPP Plumbing	Winter 2020	Active	12/15/20 (Tue)	AT	1.0		3.00	
Corona, Raul	ACE100013			05PLMFAML1W20		CAPP Plumbing	Winter 2020	Active	12/17/20 (Thu)	AT	1.0		3.00	
Corona, Raul	ACE100013			05PLMFAML1W20		CAPP Plumbing	Winter 2020	Active	12/21/20 (Mon)	AT	1.0		3.00	
Corona, Raul	ACE100013			05PLMFAML1W20		CAPP Plumbing	Winter 2020	Active	1/4/21 (Mon)	TU	1.0		1.00	
Corona, Raul	ACE100013			05PLMFAML1W20		CAPP Plumbing	Winter 2020	Active	1/5/21 (Tue)	AT	1.0		3.00	
Corona, Raul	ACE100013			05PLMFAML1W20		CAPP Plumbing	Winter 2020	Active	1/6/21 (Wed)	LE	0.5		2.00	
Days recorded:		10	Days attended (actual):		10.0	Days absent (actual):		0.0	Days tardy/late (actual):		3.0	Total Hours:		27.00
			Days attended (credit):		9.5	Days absent (credit):		0.0	Days tardy/late (credit):		0.5			

7. At the top left corner the icon to export the report will be present.



8. The following pop up window will show up and the file format for the document can be changed to what is desired and follow to press ok to download the file.



a. Once the file has been exported it in the format you would like open from the folder you have selected to download.