![LaGuardia Community College — 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

* 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.

4. 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.

5. 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.
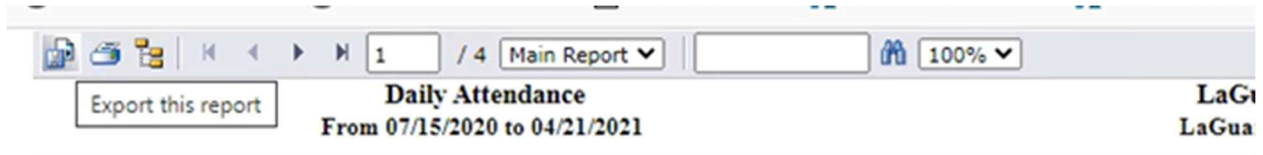
6. The report will open on another web page tab and the data will be available.

Daily Attendance
From 07/15/2020 to 04/21/2021

LaGuardia Community College
LaGuardia Community College - ACE

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/left early (actual):	3.0	Total Hours:	27.00
		Days attended (credit):	9.5	Days absent (credit):	0.0	Days tardy/left early (credit):	0.5		

Davidson, Dulcie

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

| | 1 | / 4 Main Report ✓ | | 100% ✓ |

Export this report   **Daily Attendance**   LaGu
                        From 07/15/2020 to 04/21/2021   LaGua

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.

Export Report — Mozilla Firefox

launch.xenegrade.com/CrystalReportsViewe

File Format: Crystal Reports (RPT)
  Crystal Reports (RPT)
  Adobe Acrobat (PDF)
  Microsoft Excel 97-2000 (XLS)
  Microsoft Excel 97-2000 - Data Only (XLS)
  Microsoft Word (RTF)
  Microsoft Word - Editable (RTF)
  Rich Text Format (RTF)

Page Range: From: 1   To: 1

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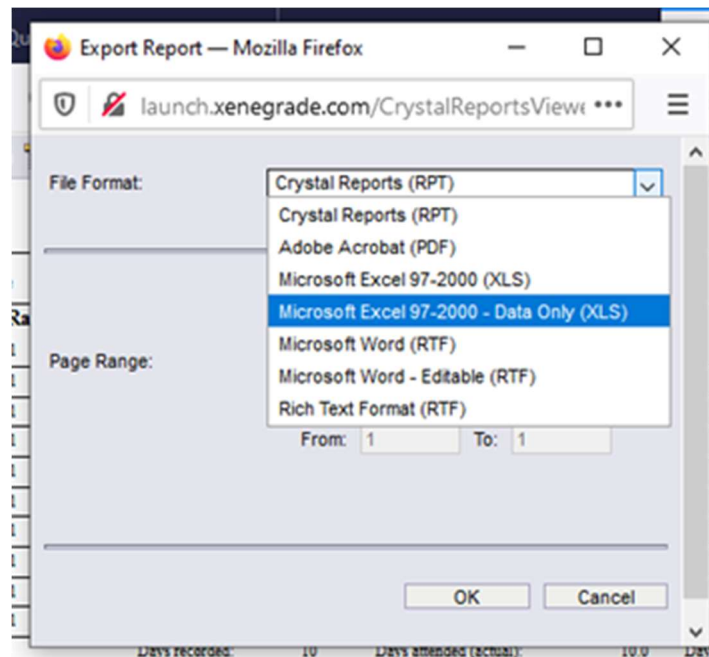
   a. Once the file has been exported it in the format you would like open from the folder you have selected to download.