



DARE TO DO MORE

How to Grade Students

Below is the link and instructions to access the Quicktools module that will allow to grade your students.

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 a thick orange horizontal bar. The main content area is a light gray box with a blue "Login" title. It contains two input fields: "Username" with the text "acevedosrp1" and "Password" with a masked password of seven dots. Below the password field is an orange "Login" button. At the bottom of the form, there are two links: "Forgot Username?" and "Forgot 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.

Course Code	Course Title	Start	End	Start-End Times
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

5. Once you select the course you will see multiple tabs select the **Grades/Hours/Notes** tab which will allow you to enter information once the course has been completed.

Last Name	First Name	Student #	Grade	Hours	Notes
Alfonso Arevalo	Gloria Esperanza	CE134925	<input type="text"/>	<input type="text"/>	<input type="text"/>
ALTAGA	Walter	CE127149	<input type="text"/>	<input type="text"/>	<input type="text"/>
Alvarado	Nelson	CE112467	<input type="text"/>	<input type="text"/>	<input type="text"/>
Avila	Milton	CE131671	<input type="text"/>	<input type="text"/>	<input type="text"/>
Balandra	Andrés	CE135857	<input type="text"/>	<input type="text"/>	<input type="text"/>
Beltran	Alexa	CE123325	<input type="text"/>	<input type="text"/>	<input type="text"/>
Biswas	Pranab	CE133640	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bustamante	Elvira	CE115148	<input type="text"/>	<input type="text"/>	<input type="text"/>
Camacho Montealegre	Danica Maritza	CE122058	<input type="text"/>	<input type="text"/>	<input type="text"/>
Capera	Cristian	CE115324	<input type="text"/>	<input type="text"/>	<input type="text"/>
Carrero de Rengifo	Deisy Coromoto	CE136520	<input type="text"/>	<input type="text"/>	<input type="text"/>
Casafranca	Flor	CE137018	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cedeno	Valery Daneth	CE115919	<input type="text"/>	<input type="text"/>	<input type="text"/>
Chavez	Ney	CE113302	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cho	Yadana	CE134012	<input type="text"/>	<input type="text"/>	<input type="text"/>

- a. The options available will allow you to do the following:
 - i. **Grade:** Provide a final grade to the course.
 - ii. **Hours:** Provide completed hours to the course.
 - iii. **Notes:** Provide highlights or recommendations for the student.

6. Once you have entered the grades, hours and notes for each student scroll to the bottom of the page to submit all the information entered.

ESTUDIANTE	GRUPO	CE	Grado	Horas	Notas
TALAHUA	DARWIN	CE123238	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tanushi	Prenge	CE126674	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tavara	Miguel	CE137416	<input type="text"/>	<input type="text"/>	<input type="text"/>
Thiha	Soe	CE137394	<input type="text"/>	<input type="text"/>	<input type="text"/>
Trejo	Gabriel armando	CE115465	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Number of Students: 55