



**DARE TO DO MORE**

## How to Manage a Course

Below is the link and instructions to access the Quicktools module that will allow to manage your course.

### 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. Below the header is an orange horizontal bar. The main content area is a light gray box with a blue "Login" header. 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.

QuickTools Xenegrade

Jeanne Connolly Logout

Menu

- Dashboard
- Course List
- News
- Course Proposal
- Documents
- Change Password
- Help

Courses/News Instructions

News Headlines

Current Courses

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

- Once you select the course you will see the **Enrollment** tab which will contains the details for the course, along all the registered students where you can send emails and change the **status**.

QuickTools Xenegrade

Jeanne Connolly Logout

Menu

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Enrollments Reports Grades/Hours/Notes Daily Attendance Instructions

CIET099U23.G06.02.00 - CIET Orientation - CALP/Civics/Family Literacy  
 Start: 7/25/23 End: 7/25/23  
 Start Times: 6:00 PM End Times:8:00 PM Days: Tuesday  
 Location: LaGuardia Community College - TBD Building, -, TBD

Send Class Email

Last Name	First Name	Student No.	Status
Alfonso Arevalo	Gloria Esperanza	CE134925	Enrolled/Active
ALIAGA	Walter	CE127149	Enrolled/Active
Alvarado	Nelson	CE112467	Enrolled/Active
Padilla	Wilson	CE136986	Enrolled/Active
Paspuel	Edith	CE135781	Enrolled/Active
Perez	Tamara	CE134787	Enrolled/Active
Pesantez	Marcia	CE127258	Enrolled/Active
Pulla	Angelica	CE136533	Enrolled/Active
Quintanilla	Jaime	CE122837	Enrolled/Active
Rivera	Diego	CE135832	Enrolled/Active
Rivera	Rosa	CE112377	Enrolled/Active
Rojas	Luz	CE115855	Enrolled/Active
Romeo	Alicia	CE134801	Enrolled/Active
Sanchez	Diosmerry	CE114322	Enrolled/Active
Sanchez	Juan	CE115782	Enrolled/Active
Sanchez Peralta	Maritza	CE115851	Enrolled/Active
Socorro fragoso	Miguel Ángel	CE135833	Enrolled/Active
Solano	Karen	CE135726	Enrolled/Active
TALAHUA	DARWIN	CE123238	Enrolled/Active
Tanushi	Prengé	CE126674	Enrolled/Active
Tavara	Miguel	CE137416	Enrolled/Active
Thiha	Soe	CE137394	Enrolled/Active
Trejo	Gabriel armando	CE115465	Enrolled/Active

Total Number of Students: 55

Update Back

- Changing the student's status is based on the registration please check with Program manager to develop or use an existing procedure for changing student's status.

6. The **Reports** tab will contain a list of reports that can be used to view detailed information about the registration, attendance notes and grades.

The screenshot displays the QuickTools interface. At the top left is the QuickTools logo, and at the top right is the Xenegrade logo. Below the logos is a navigation bar with tabs for Enrollments, Reports, Grades/Hours/Notes, Daily Attendance, and Instructions. The Reports tab is selected. On the left side, there is a Menu sidebar with options: Dashboard, Course List, News, Course Proposal, Documents, Change Password, Edit Profile, and Help. The main content area shows a table of reports.

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

7. The **Grades/Hours/Notes** tab will allow you to enter information once the course has been completed.

**QuickTools** **Xenegrade**

Home Courses Logout

**Menu**

- Dashboard
- Course List
- News
- Course Proposal
- Documents
- Change Password
- Edit Profile
- Help

Enrollments Reports **Grades/Hours/Notes** Daily Attendance Instructions

**CIET099U23.G06.02.00 - CIET Orientation - CALP/Civics/Family Literacy**  
**Start:** 7/25/23 **End:** 7/25/23  
**Start Times:** 6:00 PM **End Time:** 8:00 PM **Days:** Tuesday  
**Location:** LaGuardia Community College - TBD Building, -, TBD

Last Name	First Name	Student #	Grade	Hours	Notes
Alfonso Arevalo	Gloria Esperanza	CE134925	<input type="text"/>	<input type="text"/>	<input type="text"/>
ALIAGA	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.

8. The **Daily Attendance** tab will allow you to manage daily past and present student attendance.

The screenshot shows a web browser window with the URL `quicktools.xendirect.com/laguardia/classList.cfm?schID=3`. The page header includes the "QuickTools" logo on the left and the "Xenegrade" logo on the right, with the user name "Hulya Kartal" and a "Logout" link. A "Menu" sidebar on the left lists options like Dashboard, Course List, News, Course Proposal, Documents, Change Password, Edit Profile, and Help. The main content area has tabs for "Enrollments", "Reports", "Grades/Hours/Notes", "Daily Attendance" (which is selected), and "Instructions". Below the tabs is a "Select Defaults" section with the following fields: "Entry Method" (dropdown menu set to "Enter Hours"), "Default Attendance Status" (dropdown menu set to "- Default Attendance -"), "Contact Hours/Break Time" (text input set to "3"), and "Attendance Date" (calendar icon). A "Submit" button is located at the bottom right of the form.

9. The **Documents** section will allow you to upload documents that can be shared with students.

The screenshot shows the same web browser window, but the "Documents" option in the "Menu" sidebar is circled in red. The main content area has tabs for "View Documents", "Upload Documents" (which is selected), and "Instructions". Below the tabs is an "Upload File" section with the following instructions: "1. Select a Course.", "2. Choose All Students or just one individual student from the Student dropdown.", "3. Choose a file from your computer.", "4. Click the Upload button.", "5. Share the Document with the Student?". Below the instructions are the following fields: "Course:" (dropdown menu set to "CIET099U23.G06.02.00"), "Student:" (dropdown menu set to "All Students"), "Document Title:" (text input set to "Syllabus"), "Choose File:" (button labeled "Choose File" followed by the text "Syllabus.pdf"), and "Share with Student(s):" (checkbox). An "Upload" button is located at the bottom right of the form.

- a. The documents section will have two tabs which are **View Documents** and **Upload Documents** from which you view the list of files uploaded or you can upload and share a document to an entire class or specific students to their respective student Web registration system.