



**DARE TO DO MORE**

## How to Monitor Student Attendance

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

### 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" title. It contains two input fields: "Username" with the text "acevedosrp1" and "Password" with masked characters "\*\*\*\*\*". Below the password field is an orange "Login" button. At the bottom of the form, 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 log in to the system, click on a tab called Daily Attendance as shown below

Tools x +

quicktools.xendirect.com/laguardia/classList.cfm?schiD=3

QuickTools Xenegrade

Hulya Kartal Logout

Menu

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

Enrollments Reports Grades/Hours/Notes Daily Attendance Instructions

Select Defaults

Entry Method

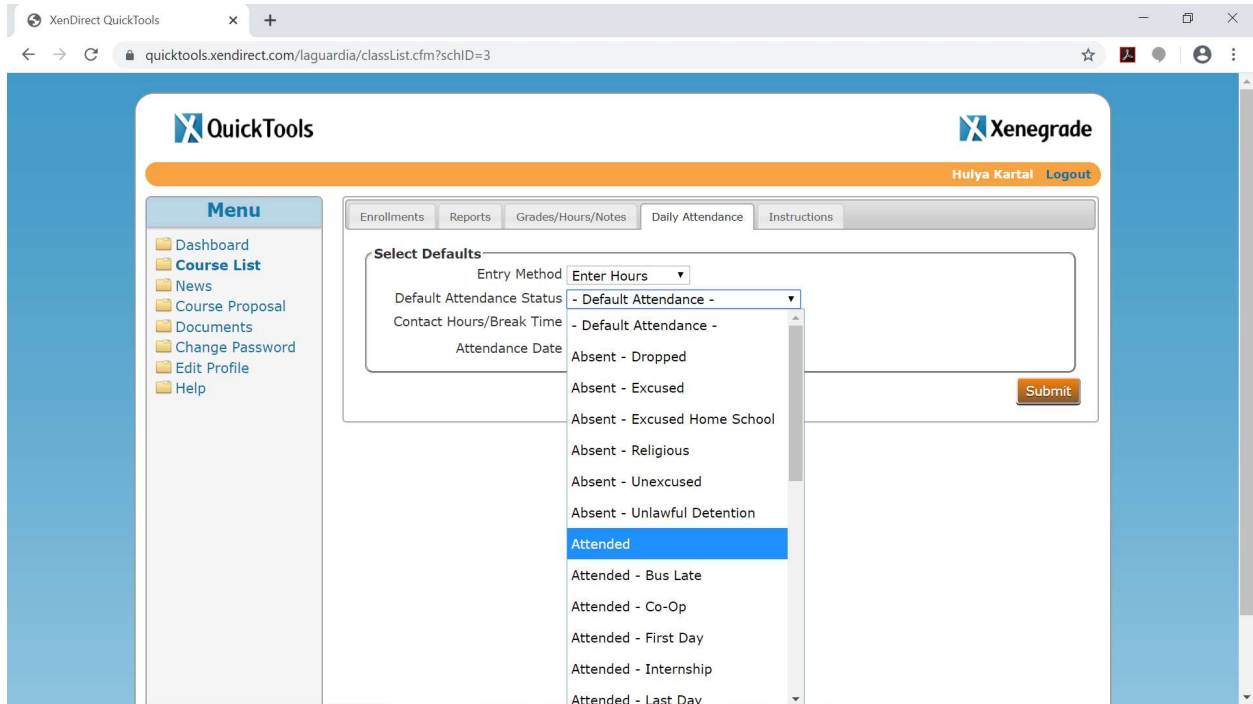
Default Attendance Status

Contact Hours/Break Time

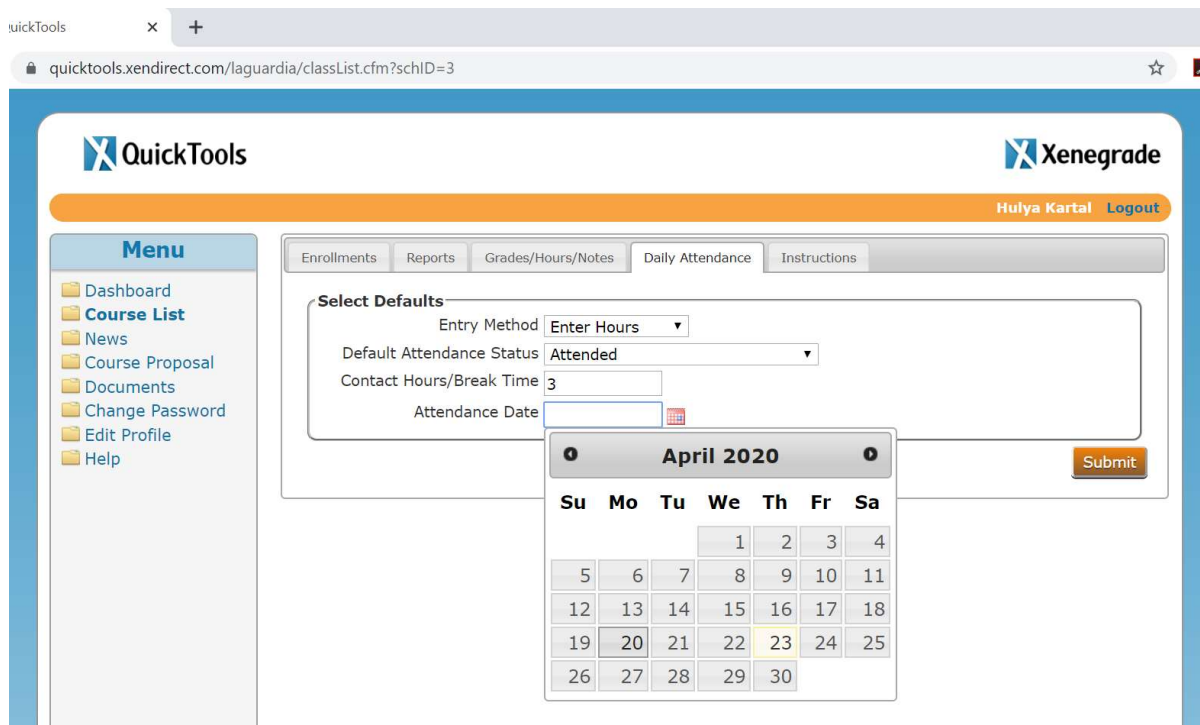
Attendance Date

Submit

6. Click on the option called Default Attendance Status; it is a dropdown button to list numerous choices to choose from. We recommend you to choose, "Attended."



7. Then click on the last option, Attendance Date to choose your class date, ie. April 20<sup>th</sup>. Click on Submit to move on



8. A new screen will appear listing your students and their Attendance Status, "Attended." The column, Attended Status is a drop down list

The screenshot shows a web application interface for managing attendance. On the left is a 'Menu' sidebar with 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, and Instructions. The 'Daily Attendance' tab is active, displaying the following information:

**Attendance Date:** Monday, April 20, 2020  
**REFR101S20.T05.01 - Refrigeration Machine Operator License Preparation**  
**Start:** 4/20/20 **End:** 12/16/20  
**Start Times:** 6:00 PM **End Time:** 9:00 PM **Days:** Monday, Wednesday  
**Location:** LaGuardia Community College - C Building, -, C413

Student Name	Hours	Attendance Status
Acosta, Jonathan	3	Attended
Avent, Derrick	3	Attended
Berrios, Adonis	3	Attended
Braithwaite, Othniel	3	Attended
Burke, Scott Joseph	3	Attended
Calvo, Richard	3	Attended
de la rosa, nouel	3	Attended
Gamab, Gerardo	3	Attended
Harris, Richard	3	Attended
POTTS, ROYCE	3	Attended
Remolino, Josh	3	Attended
Reynoso, Noel	3	Attended
SEYDOU, LIONEL	3	Attended
Tloczkowski, Joseph	3	Attended

A 'Submit' button is located at the bottom right of the table.

9. If you want to change the status from "Attended" to one of the available ones, simple click on the option. You can also change the class hours if any of your students was substantially late. Click on Submit to save your attendance hours and status.

This screenshot shows the same attendance management interface as above, but with a dropdown menu open over the 'Attendance Status' column. The dropdown menu is titled '- Select Attendance -' and lists the following options:

- Absent - Dropped
- Absent - Excused
- Absent - Excused Home School
- Absent - Religious
- Absent - Unexcused
- Absent - Unlawful Detention
- Attended
- Attended - Bus Late
- Attended - Co-Op
- Attended - First Day
- Attended - Internship
- Attended - Last Day
- Attended - Off Campus/Field Trip
- Holiday
- Home Instruction
- Illness - Family Death/Illness
- Illness - Medical/Health Leave
- Attended

The 'Attended' option is currently selected and highlighted in blue. The table below the dropdown shows the same student data as in the previous screenshot.

10. Another screen will appear to notify your submission.

The screenshot shows a web browser window with the URL `quicktools.xendirect.com/laguardia/index.cfm?message=dailyAttendance&cc=REFR101S20.T05.01&CFID=946196&CFTOKEN=2fb8fd8aabe7717a-96FB...`. The page header includes the QuickTools logo on the left and the Xenegrade logo on the right. Below the logos, the user name "Hulya Kartal" and a "Logout" link are visible. A left-hand menu lists various options: Dashboard, Course List, News, Course Proposal, Documents, Change Password, Edit Profile, and Help. The main content area has two tabs: "Courses/News" (selected) and "Instructions". Under the "Courses/News" tab, there is a "Record(s) Updated" section with a message: "Added/Updated Attendance Records for: **REFR101S20.T05.01**". Below this is a "News Headlines" section, followed by a "Current Courses" section. The "Current Courses" section contains a table with the following data:

Course Code	Course Title	Start	End	Start-End Times
<a href="#">Offered</a>				
REFR101S20.T05.01	Refrigeration Machine Operator License Preparation	04/20/2020	12/16/2020	06:00 PM-09:00 PM

11. In order to access the reports and export them select the tab **Reports** and pick the report.

The screenshot shows the same QuickTools interface, but with the "Reports" tab selected in the main content area. The user name "Jeanne Connolly" and "Logout" link are visible. The left-hand menu remains the same. The "Reports" tab is active, showing a table with the following data:

Report	Description
Attendance_Daily	Daily Attendance Records by Client.
Roster_14Classes	14 Class Attendance Roster

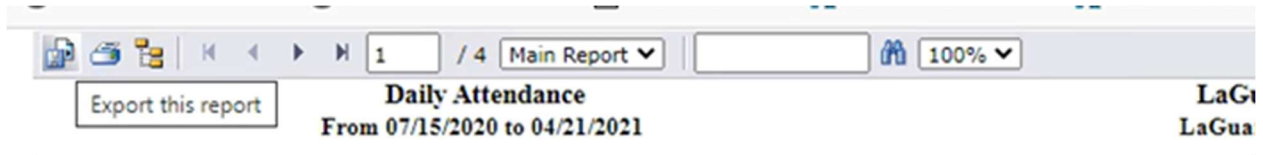
12. The report will open on another web page and the data will be available.

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

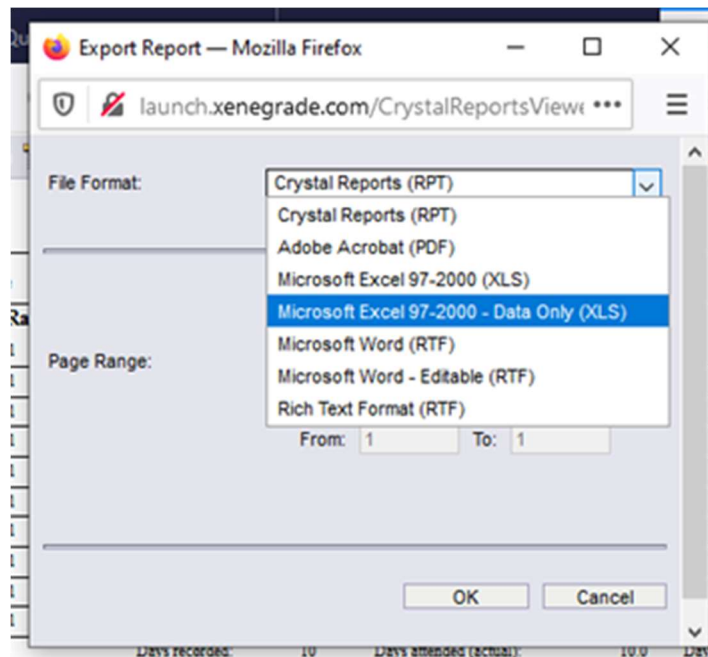
**LaGuardia Community College**  
**LaGuardia Community College - ACE**

Client Name	Client ID	Grade	Home School	Course	Period	Title	Session	Current Status	Attendance Date/Time	Attend Code	Credit	Time	Normal Hours	
<b>Corona, Raul</b>														
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	12/9/20 (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			

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



14. 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.



**\*IMPORTANT:** If students' attendance hours needs to be updated please follow the instructions below.

1. Access Quicktools and select the course
2. Select the Daily Attendance tab
3. Select the date

The screenshot shows the QuickTools interface with the 'Daily Attendance' tab selected. The 'Attendance Date' field is open, showing a calendar for January 2021. The 'Select Defaults' section is visible, with the following settings:

- Entry Method: Enter Hours
- Default Attendance Status: Attended
- Contact Hours/Break Time: 3

3. From the students list update the hours and **Attendance Status** as needed.

The screenshot shows the QuickTools interface with the 'Daily Attendance' tab selected. The 'Attendance Date' is set to Monday, January 4, 2021. The table displays a list of students with their names, hours, attendance status, and date entered.

Student Name	Hours	Attendance Status	Date Entered
Corona, Raul	1	Tardy - Unexcused	QT_JConnolly - 01/04/2021 03:47:10 PM
Davidson, Dulcie	2	Attended	QT_JConnolly - 01/04/2021 03:47:10 PM
Demirtas, Selahattin	2	Attended	QT_JConnolly - 01/04/2021 03:47:10 PM
Favre, Brett	2	Attended	QT_JConnolly - 01/04/2021 03:47:10 PM
Hartley, Lynn	2	Attended	QT_JConnolly - 01/04/2021 03:47:10 PM
Hatfield, Gabriela	2	Attended	QT_JConnolly - 01/04/2021 03:47:10 PM
Pierre, Mac	2	Attended	QT_JConnolly - 01/04/2021 03:47:10 PM
Rivas, Mario	2	Attended	QT_JConnolly - 01/04/2021 03:47:10 PM
Santacruz, Carolina	2	Attended	QT_JConnolly - 01/04/2021 03:47:10 PM
Tito, Sandra	2	Attended	QT_JConnolly - 01/04/2021 03:47:10 PM

- If the attendance has already been made on the specific date the time stamp will be visible on the field **Date Entered** on the right side.