

# Qwickly Attendance: Attendance Statuses

You can control which statuses are used in your course and create custom statuses with custom points.

- First, click on the "Qwickly Attendance" course link on the left-side navigation of your course and click on "Settings" (1) on the left side.
- Next, click on "Attendance Statuses" (2)
- System Statuses On/Off (3): Turn system statuses on or off for this course.
- Custom Course Statuses (4): Create your own custom status for this course (if permitted)
  - Order: The order in which the statuses appear when listed in a course
  - Name: The name of the status
  - Points: The percentage value of the points this status is worth
  - Absence: The percentage value of the absence this status is worth
  - Color: The color assigned to the status
  - Delete: Remove a custom-made status
- If there are any setting updates, be sure to click "Save Settings" (5).

The screenshot shows the 'Attendance Statuses' settings page. The left sidebar has a 'Settings' button (1). The top navigation bar has an 'Attendance Statuses' link (2). The main content area is divided into 'System Statuses' and 'Custom Course Statuses'. The 'System Statuses' section has three rows: 'Present' (100% points, 0% absence, green), 'Absent' (0% points, 100% absence, red), and 'Excused' (N/A points, N/A absence, blue). Each row has a toggle switch (3). The 'Custom Course Statuses' section has a table with columns: Order, Name, Points, Absence, Color, and Delete. There is an 'Add Status' button (4). At the bottom right is a 'Save Settings' button (5).

	Name	Points	Absence	Color
<input checked="" type="checkbox"/>	Present	100%	0%	Green
<input checked="" type="checkbox"/>	Absent	0%	100%	Red
<input checked="" type="checkbox"/>	Excused	N/A	N/A	Blue

Order	Name	Points	Absence	Color	Delete
____	____	____ %	____ %	____	X