Reporting Attendance Through Zoom
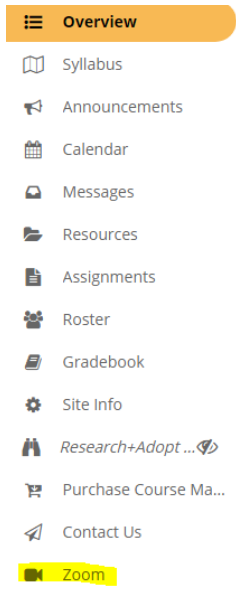
Zoom has multiple features that allows you to take attendance – whether it is live or after the meeting has ended.
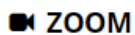
Using the Reporting Feature

Zoom has a native reporting feature that allows you to export, save and parse participant attendance to your meetings.

1. **Navigate to the Zoom Tool in Sakai**

2. **Navigate to the Previous Meetings Tab**

3. **Select the "Report" link to the right of your meeting.**
   You will need to select the Report option next to each meeting individually.

4. You can Export the Report as a CSV (excel) document for later use.

You can now see the name of the participants, their email, the duration of their attendance, when they joined and when they left the meeting. You can navigate between lists of 25 participants with the navigation arrows at the bottom.

Meeting Report	Poll Report			

Export as CSV File

Name	Email	Join time	Leave time	Duration (Minutes)
Aaron D Colaiacomo	acolaiac@providence.edu	03/09/2021 13:04:28	03/09/2021 13:16:40	13
▬▬▬▬		03/09/2021 13:05:09	03/09/2021 13:06:04	1
▬▬▬▬		03/09/2021 13:06:05	03/09/2021 13:16:10	11
▬▬▬		03/09/2021 13:16:23	03/09/2021 13:16:48	1
Aaron D Colaiacomo	acolaiac@providence.edu	03/09/2021 13:16:35	03/09/2021 14:00:55	45
▬▬▬		03/09/2021 13:16:48	03/09/2021 14:00:55	45

FAQ

My participant's names are not being displayed/participants names are wrong.

Some participant information may be different based on the device or Zoom account the participant is connecting with. Their name or email should still be displayed on the reporting page if they are connecting to the meeting through the Zoom tool in Sakai.

My participant is using a non-PC email.

Participant may be connecting through a non-PC email Zoom account. You can turn on "authenticated users only" in the Zoom meeting creation menu to try to prevent non-PC accounts from joining the meeting.

Participants have multiple "join" and "leave" instances.

Some participants may be working on poor connections, mobile devices or other scenarios causing them to drop from your meeting. You can export the excel document and sort by name to see all participant join/leave instances. Zoom always ROUNDS DOWN to the closest min when reporting meeting duration.

Is the reporting feature "full proof?"

In short, some meeting participants may not be logged with the reporting feature on Zoom. Participants can have multiple technology issues that may cause problems with the reporting feature. Any issues from the participants should be reported directly to the meeting host.

Using the Polling Feature

Zoom's polling feature is another great tool to use for taking attendance. You can take attendance before or at the end of the meeting. Polls can be set-up before or during a meeting.
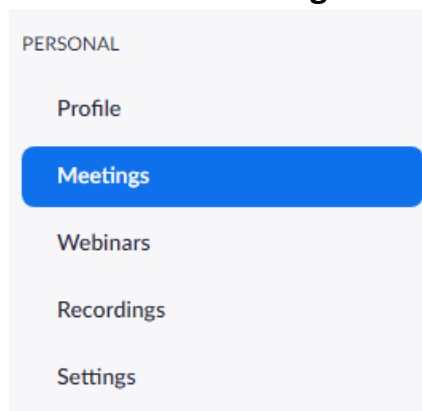
Setting Polls before Meetings

You will need to have created the meeting first in your Sakai course site.
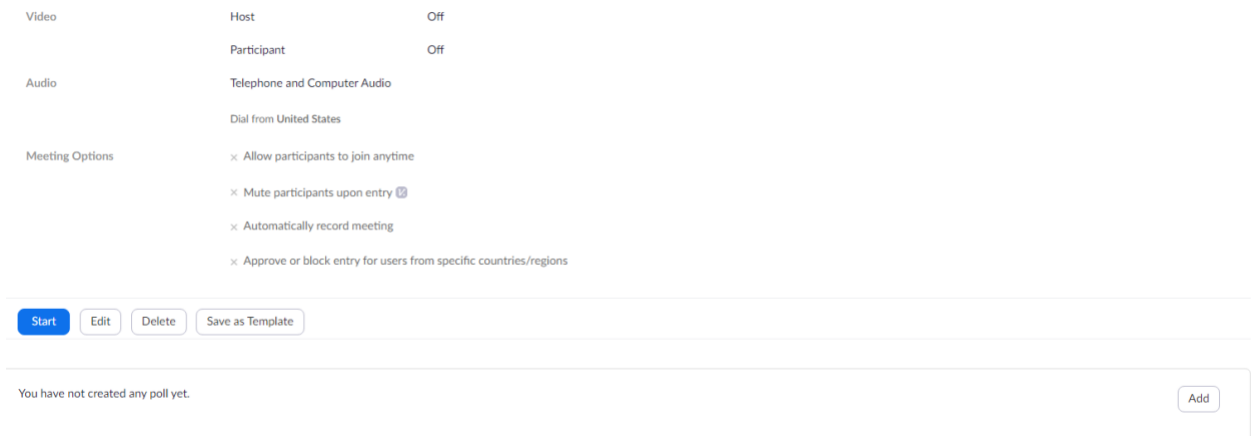
1. **Navigate to providence.zoom.us and select sign in.**

   You will need to sign in via your network username and password.
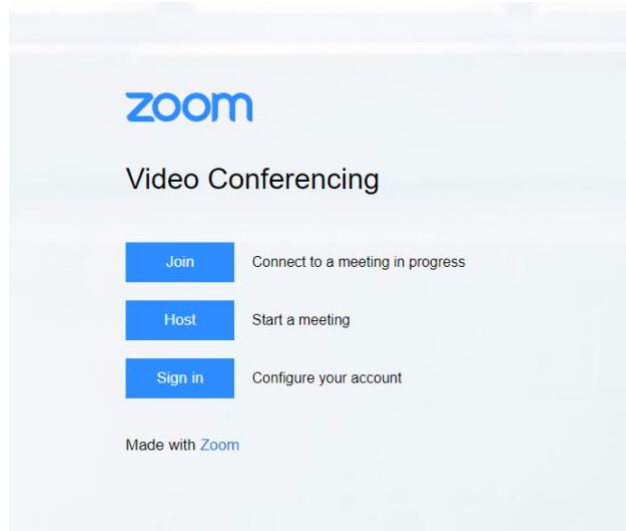
2. **Click on the Meeting Tab on the left.**

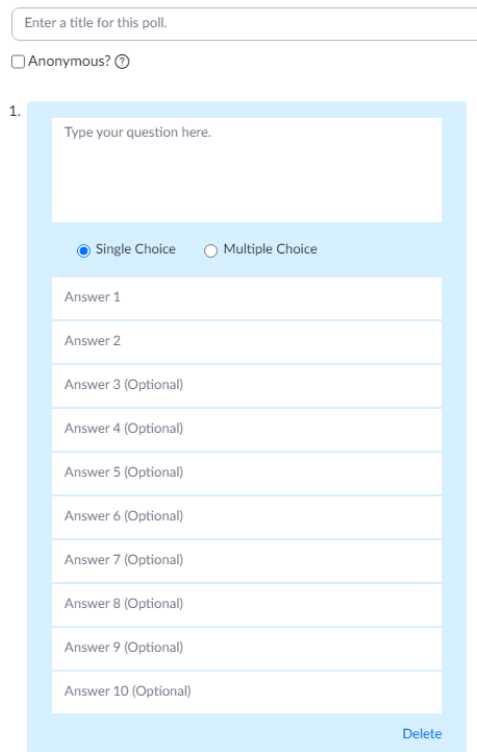3. **Click on the meeting you want to edit/create a Poll then scroll to the bottom.**

Video	Host	Off
	Participant	Off
Audio	Telephone and Computer Audio	
	Dial from United States	
Meeting Options	✕ Allow participants to join anytime	
	✕ Mute participants upon entry 🔇	
	✕ Automatically record meeting	
	✕ Approve or block entry for users from specific countries/regions	

Start   Edit   Delete   Save as Template

You have not created any poll yet.   Add

4. **Select the Add option in the bottom right.**

You have not created any poll yet.   Add

5. **Enter a title, question, and answers to the poll. Then hit save.**

Enter a title for this poll.

☐ Anonymous? ⑦

1.

Type your question here.

● Single Choice   ○ Multiple Choice

Answer 1

Answer 2

Answer 3 (Optional)

Answer 4 (Optional)

Answer 5 (Optional)

Answer 6 (Optional)

Answer 7 (Optional)

Answer 8 (Optional)

Answer 9 (Optional)

Answer 10 (Optional)

Delete

6. **Once you are in a meeting, select the Poll option to launch your question. You can also add, create, or edit a Poll from within your meeting.**
   If you do not see the poll option in your meeting, navigate to your settings at providence.zoom.us and make sure the Poll option is turned "on."

7. **Launch the Poll**

8. Once your participants have finished answering the Poll, select "End Poll."

Reporting from a Poll

Pulling the report from a Poll is like pulling the Reporting feature as seen above. The Polling feature allows you to track participant engagement and participant activity, as well as more accurately take attendance.

1. Once you have completed a Poll, navigate to the Zoom tool in Sakai.

2. Select "Previous Meetings."

3. Select the "Report" link to the right of your meeting.

4. Select the "Poll Report" tab

Reports can be downloaded through this tab into a CSV (excel) file.

- If registration was turned on and the poll was not anonymous, it will list the participants' names and email addresses. This is typically used in Webinars or Department meetings.
- **If registration was not on, the polling report will show the profile names of unauthenticated participants and the names and email addresses of authenticated participants. This is the most common output for Polls and meetings.**
- If the poll was anonymous, it will show "anonymous" for the participants' names and email addresses.

Remember to outline, remind participantss that they will need to answer the Poll to be counted as "present;" failing to answer the Poll may result in them being marked absent.

All question should be sent to itdp@providence.edu