Zoom: Attendance Reports

Zoom creates attendance reports for each of your Zoom sessions.

Step-by-step guide

2. Click on the Report link from the menu on the left.
3. Click on Usage.
4. Click on the number in the Participants column.
5. The next page will show you the attendance report, including an option to export the report.

Checking Zoom Attendance through the Zoom Website

Checking Attendance through AsULearn

To check attendance records, if the session was created in AsULearn, follow these steps.

1. Login to AsULearn and go to the site hosting the Zoom meeting.
2. Click the Zoom activity on the page.
3. Locate the Sessions link on the page and click it.
4. Click the hyperlinked number in the participants column for the session.
5. The page lists the participant names, join times, and leave times. It is also possible to export the file if needed.

- Accessibility in AsULearn
- Adding Course Topics
- An Instructional Guide to Zoom
- Announcements Forum (formerly News Forum)
- Assignment
- Assignment: Grading
- Assignment: Grading Guide
- Assignment: Grading with Rubrics
- Assignment: Student Drafts
- AsULearn Faculty Support
- AsULearn Mobile App
- Attendance
- Blocks: Adding and Removing
- Blocks: Course Evaluations
- Completion Tracking
- Course: Backup
- Course: Get Past Content into Your Current Course (Backup & Restore)
- Course: Import
- Course: Request Backup Procedure
- Course: Restore from a Backup
- Course: View as Generic Student will see it
- Course: View as Specific Student will see it
- Course: Visibility
- Designing for the AsULearn Mobile App
- Discussion Forums
- Email Students in Your Class
• Google share link for documents (e.g., your Syllabus)
• Gradebook
• Gradebook: Export
• Gradebook: Import Grades
• Gradebook: Simple Weighted Mean of Grades
• Gradebook: Single View tab for Overrides
• Gradebook: Sum Points (Natural)
• Gradebook: Visibility in AsULearn for students
• Gradebook: Weighted Mean of Grades (Percentages)
• Groups: Create user groups and groupings in a course
• Groups: Messaging
• Link to a Website
• Menus: Drawer and Gear
• Metacourse: Combine courses
• Panopto: AsULearn Integration
• Participants: Add to Course (Enrolling a User)
• Participants: Importing into a committee or workgroup course
• Questionnaire in AsULearn
• Quiz - Aiken Format
• Quiz: Add Questions
• Quiz: Create a Question Bank
• Quiz: Creating a Quiz
• Quiz: Overrides
• Quiz: Respondus LockDown Browser and Monitor

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