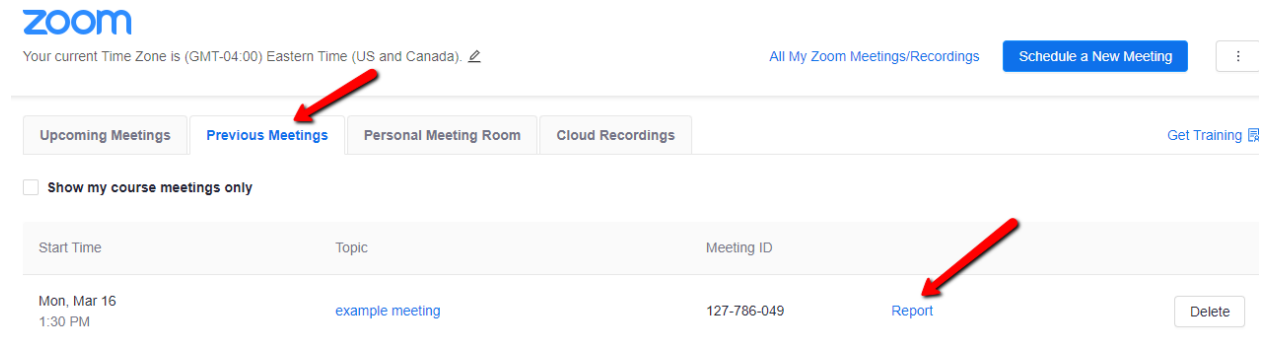


## Zoom Classroom – Participant Report

### Instructions

Once you have completed a Zoom session, such as with your students, the Participant Report is available to you, as the host, and may be beneficial to track student engagement and attendance during sessions.

1. In Brightspace, go to the course where you held a Zoom meeting. Access the Zoom Classroom tool (under Tools – Zoom Classroom).
2. The default view is Upcoming Meetings, so ensure you select the Previous Meetings tab.
3. Then, select the blue Report button beside the appropriate Zoom Classroom session.

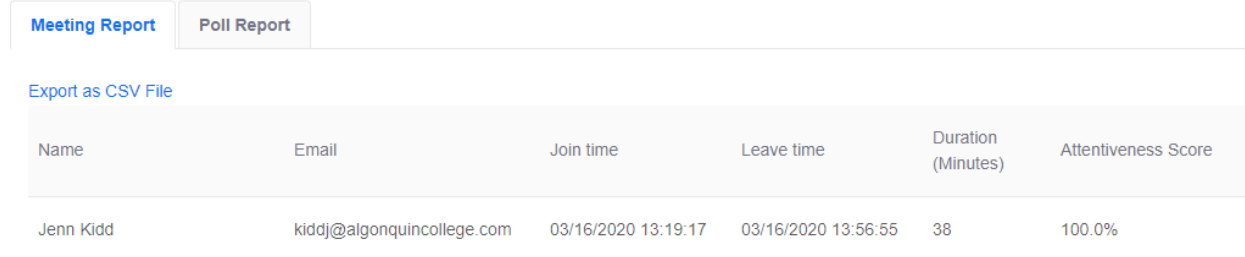


The screenshot shows the Zoom web interface. At the top, the Zoom logo is on the left, and the current time zone is (GMT-04:00) Eastern Time (US and Canada). On the right, there are links for 'All My Zoom Meetings/Recordings' and a 'Schedule a New Meeting' button. Below this is a navigation bar with tabs: 'Upcoming Meetings', 'Previous Meetings' (highlighted with a red arrow), 'Personal Meeting Room', and 'Cloud Recordings'. A checkbox labeled 'Show my course meetings only' is present. Below the navigation bar is a table of meetings. The first row shows a meeting on 'Mon, Mar 16 1:30 PM' with the topic 'example meeting' and Meeting ID '127-786-049'. A blue 'Report' button is located to the right of the Meeting ID, highlighted with a red arrow. A 'Delete' button is also visible to the right of the 'Report' button.

4. From here, you can see each student, the join time, leave time, and the total time they participated.

#### example meeting

Mar 16, 2020 1:19 PM ID: 127-786-049



The screenshot shows the 'Meeting Report' for the example meeting. At the top, there are two tabs: 'Meeting Report' (selected) and 'Poll Report'. Below the tabs is a link to 'Export as CSV File'. Below this is a table with the following columns: Name, Email, Join time, Leave time, Duration (Minutes), and Attentiveness Score. The table contains one row of data for Jenn Kidd.

Name	Email	Join time	Leave time	Duration (Minutes)	Attentiveness Score
Jenn Kidd	kiddj@algonquincollege.com	03/16/2020 13:19:17	03/16/2020 13:56:55	38	100.0%

**\*Recommended to use a Zoom Classroom for EACH time you Zoom students, and ask students to use their first name.**