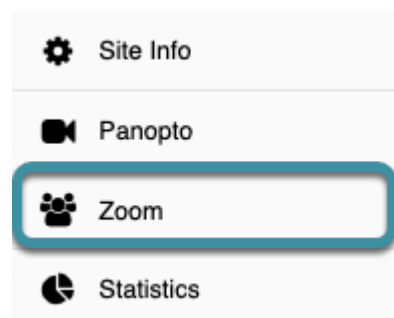



How do I view an attendance report in the Zoom Pro tool?


Select the Zoom Pro tool.




In the target Sakai course, select the **Zoom Pro** tool from the Tool Menu.

 The Zoom Pro tool may have been renamed (to Zoom, Online Classroom, etc.).

Select Previous Meetings.

 ZOOM

Edit



Your current Time Zone is (GMT-05:00) Central Time (US and Canada). [🔗](#)

[All My Zoom Meetings/Recordings](#)

Schedule a New Meeting

Upcoming Meetings

Previous Meetings

Personal Meeting Room

Cloud Recordings


Ge

☐ Show course meetings scheduled by me

Start Time	Topic	Meeting ID
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Select the **Previous Meetings** tab.

Select Report.



Zoom

Your current Time Zone is (GMT-05:00) Central Time (US and Canada). [🔗](#)

 Edit

zoom

All My Zoom Meetings/Recordings

Schedule a New Meeting

Upcoming Meetings

Previous Meetings

Personal Meeting Room

Cloud Recordings

☐ Show course meetings scheduled by me

Start Time	Topic	Meeting ID	
Tue, Jun 16 (Recurring) 2:00 PM	ITC Summer 2020 Host Oliver Batchelor	958 2698 3236	<div>Report</div>

To the right of the relevant meeting ID, select **Report**.

Report Displays.

My Meetings > Report

ITC Summer 2020

Jun 16, 2020 1:54 PM ID: 958 2698 3236

Meeting Report

Poll Report

Export as CSV File

Name	Email	Join time	Leave time	Duration (M inutes)	Attentiveness Score
		06/16/2020 13:54:50	06/16/2020 14:58:32	64	
		06/16/2020 13:55:33	06/16/2020 13:56:46	2	
		06/16/2020 13:55:59	06/16/2020 13:56:45	1	
		06/16/2020 13:56:46	06/16/2020 14:04:15	8	

The meeting report will display. To see poll results for the meeting, select the **Poll Report** tab.