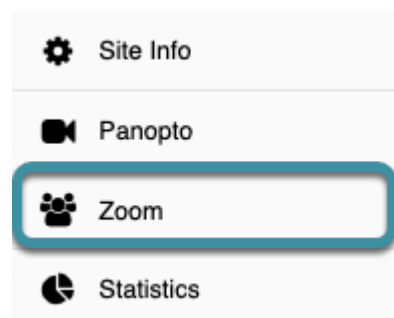# How do I view an attendance report in the Zoom Pro tool?

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.

Select the **Previous Meetings** tab.

Select Report.

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

Report Displays.

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