## TT 07 Taking Attendance from Teams and Schoology Data

While the meeting is still going (before you hang up), you need to click on the "participants icon" (the little people) in the tools that appear when you hover over the middle of your screen. Then, click on the "more options button" (the three dots) in the "People" menu that appears and click on "Download Attendance List."

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Renee Stroh Organizer		
	<ul><li>业 Download attendance I</li><li>Renee Stroh</li></ul>	<ul> <li>✓ Manage permissions</li> <li>⊥ Download attendance list</li> <li>Renee Stroh</li> </ul>

If your meeting has already ended, you can hover over the "plus sign #" to the right of the general meeting note to see the names of additional students. The initials of other students are also listed...

Û	General ended: 1h 22m	(	нм	BR C	W DA	LG (+9
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Ū,	General ended: 1h 22m	Tomah Student, ANNABELLE HAUN, BRODIE ROBERTSON, ATLIN STEINHOFF, CALEB ROCHE	ESTER,	, CADE	N WOO	DIN, DECLA

## Here is your analytics in Schoology:

TOMAH AREA SCHOOL COURSES GRO	OUPS RESOURCES TOOLS	
Course Options	Character Strong: A Days, B Days         Tornah Area School District         Image: Add Materials         Add Materials         Options         Image: Structure         Image: Structure         SEPTEMBER 1st and 2nd - 2020: Welcome and Class Information         Other Grade School Schedule         8:00-9:25       1 <sup>th</sup> Period         9:28-10:53       1 <sup>th</sup> Period	rials ▼ — ☆▼
Updates 1 Gradebook Grade Setup	10:56-12:21     3" Period       12:24-12:54     Lunch       12:55-1:49     4" Period: Related Arts       15:5-3:18     5th Period	
♂ Mastery ★ Badges	Teams DAILY LINK TO CLASS MEETINGS	<b>☆</b> ~
Attendance           Attendance           Attendance	DAILY Howl (Lesson Guidance)	<b>☆</b> <i>▼</i>
Workload Planning	Sept. 1st - 4th, & 8th Students' Homework : Getting to Know Each Other	<b>☆</b> ~

You'll see the last access to Schoology and last access to your course materials.