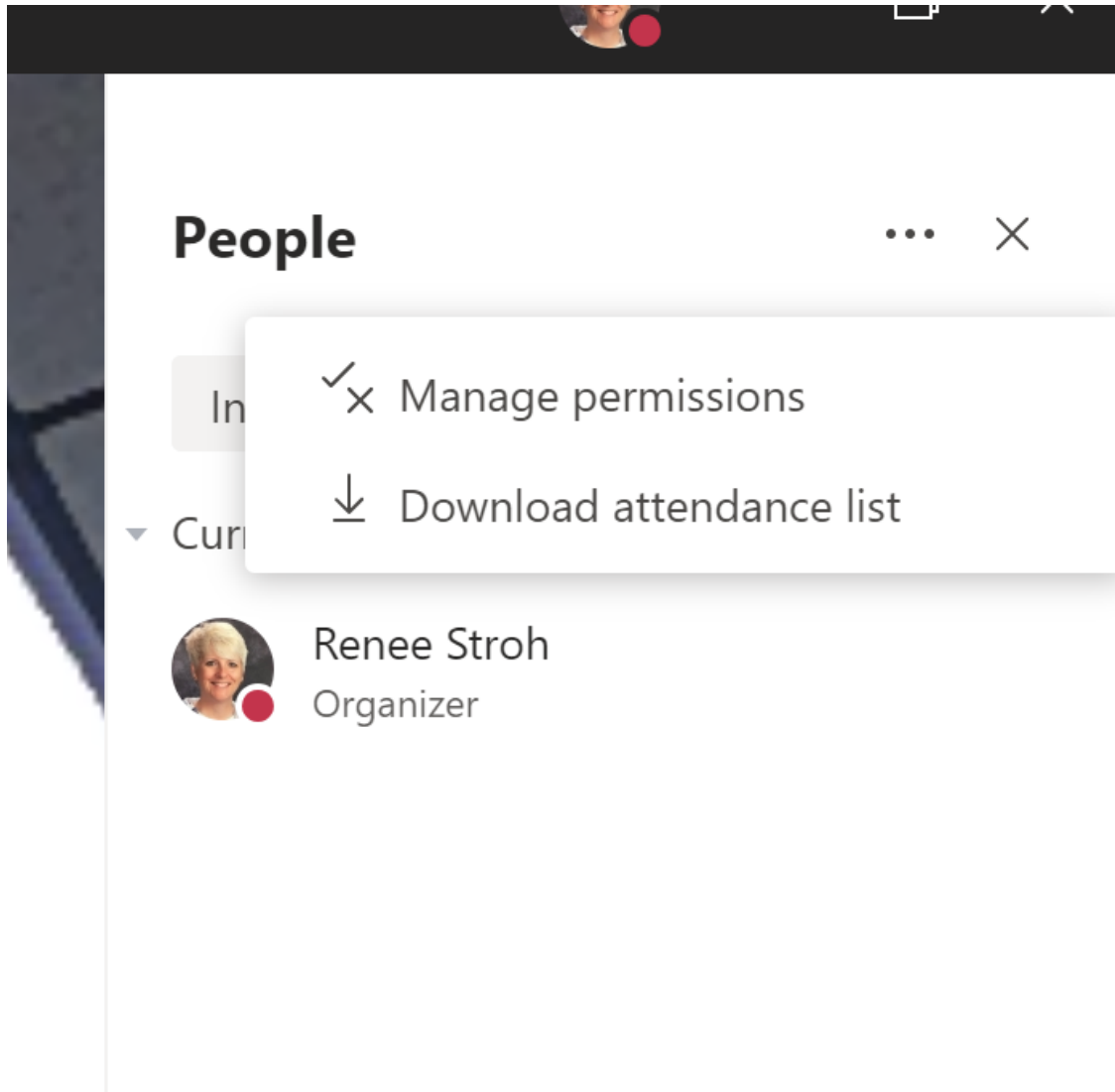
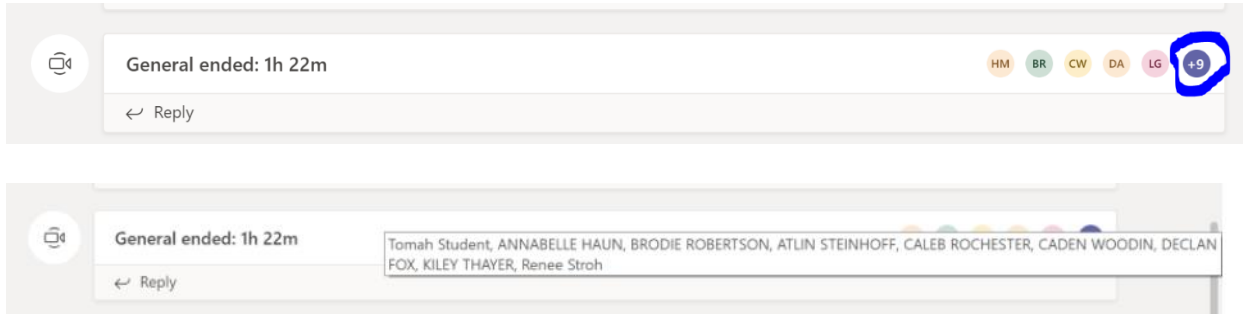


TT 07 Taking Attendance from Teams and Schoology Data

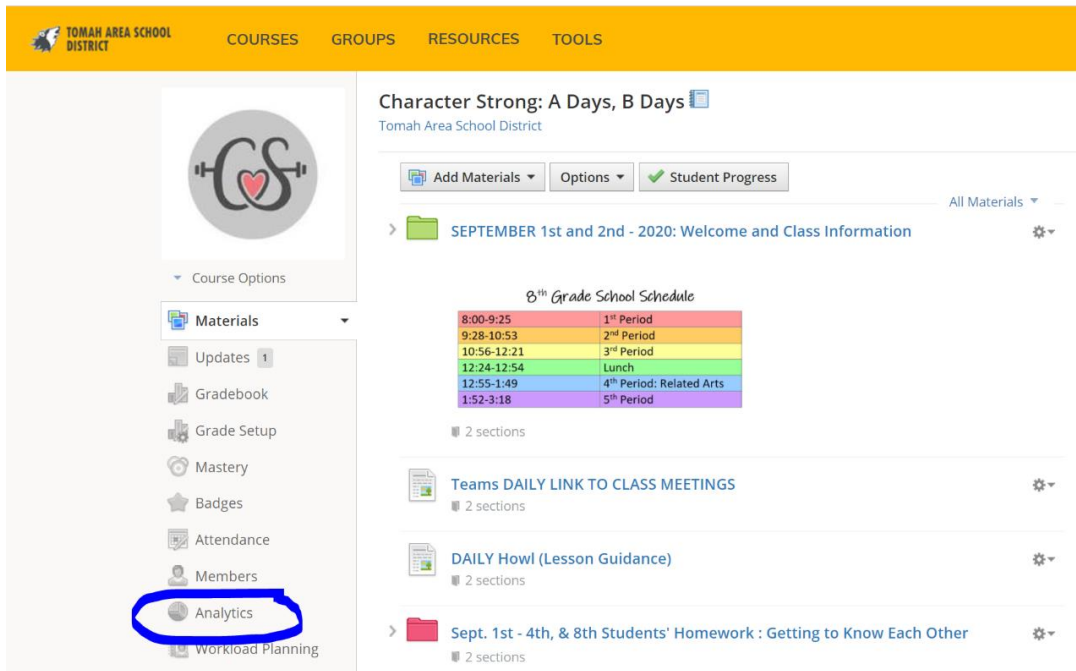
While the meeting is still going (before you hang up), you need to click on the "participants icon" (the little people) in the tools that appear when you hover over the middle of your screen. Then, click on the "more options button" (the three dots) in the "People" menu that appears and click on "Download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



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...



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