

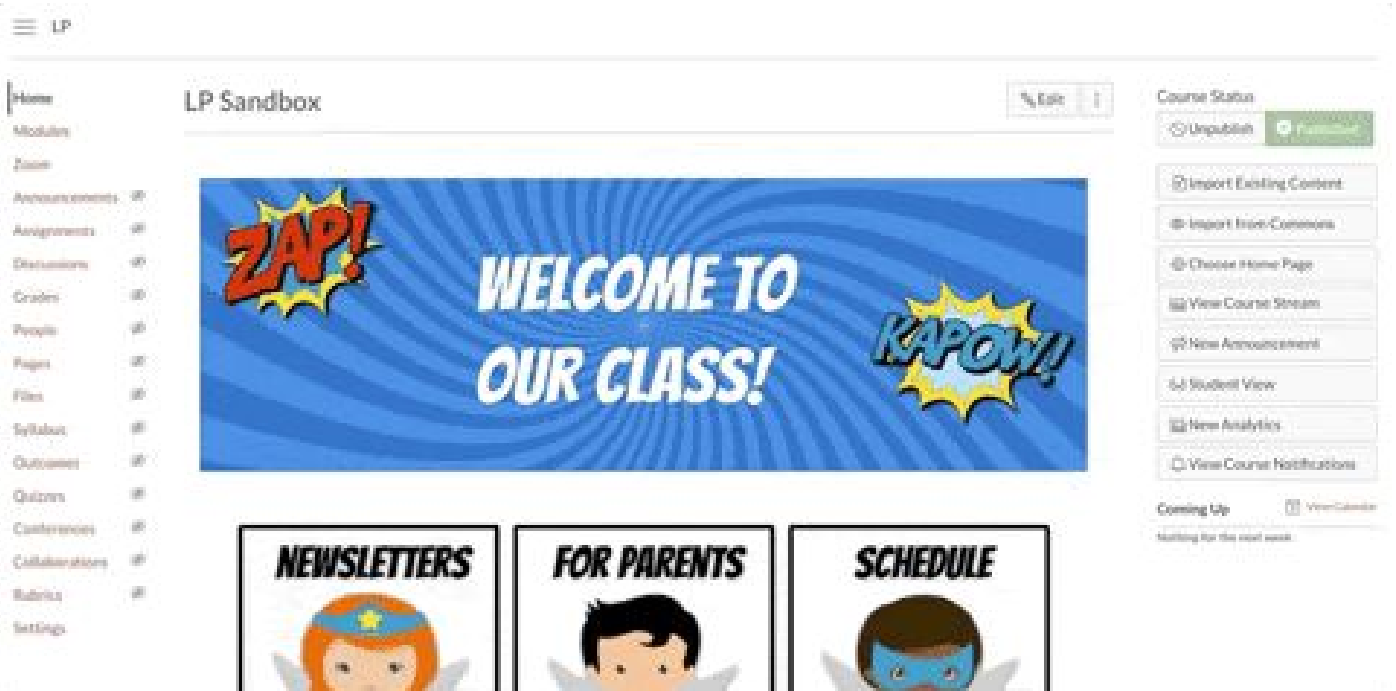
# How to have students document attending live/viewing later a Zoom meeting

- ☐ Hold your Zoom meeting as normal and at the end of the meeting/recording, direct students to complete the exit ticket for the meeting

## To set up a Zoom meeting exit ticket **as a quiz**:

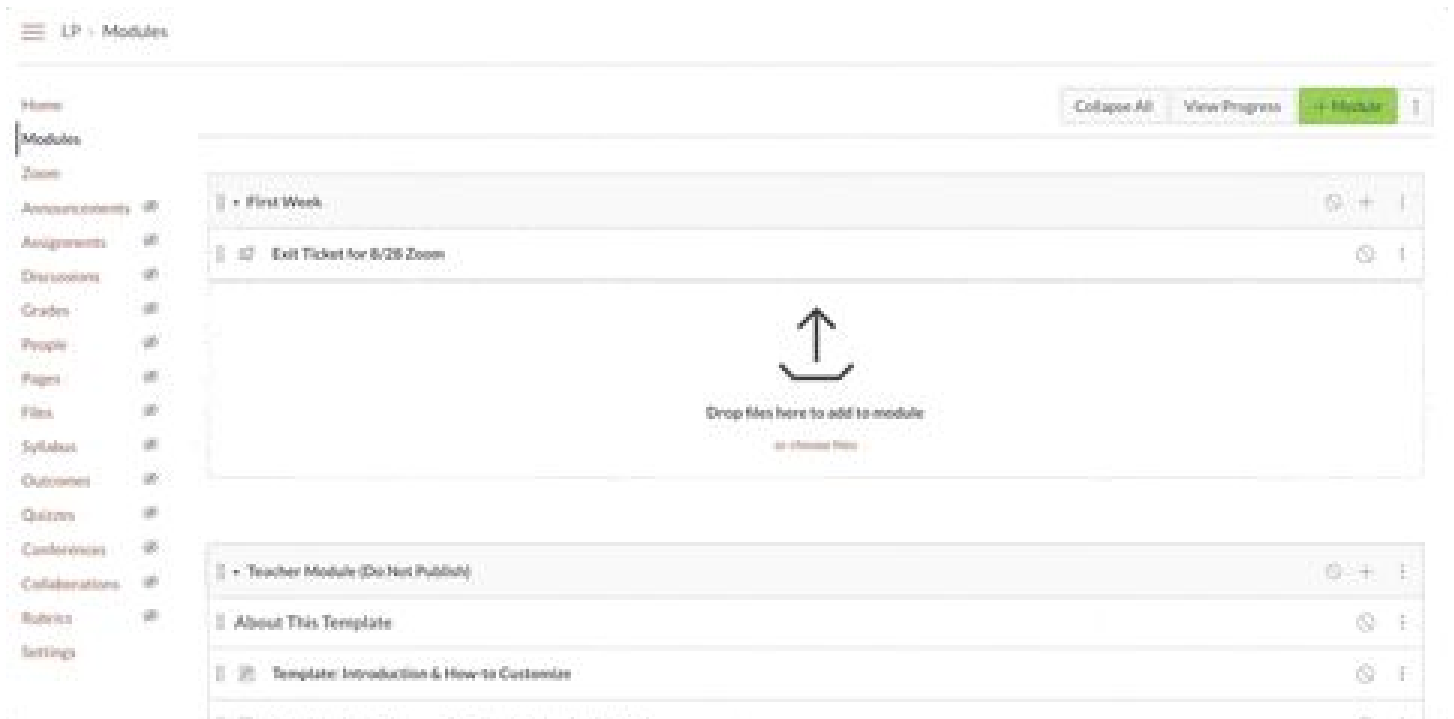
You can also set up Zoom call exit tickets as a discussion or assignment. If you choose one of those, be sure to select the box to note that the Zoom call will not be passed back to PowerSchool for a grade.

- ☐ Inside of the Canvas course, select 'Modules'
- ☐ Find the module where you'd like to add the exit ticket and select the '+' on the grey bar at the top of the module
- ☐ In the drop-down menu, select 'Quiz'
- ☐ At the top of the options, select [New Quiz]
- ☐ In the Quiz Name text box, name the quiz (ex. Exit Ticket for 8/28 Zoom)
- ☐ In the Group drop-down options, select the appropriate assignment group
  - ☐ Later, when we edit the quiz, we will mark this item to not 'pass back' to PowerSchool
- ☐ Select the green 'Add Item' button



- ☐ Select the title of the Quiz you created
- ☐ This will open the Quiz - once it is open, select the 'Edit' button in the upper right-hand corner

- ❑ Add directions for students to complete the exit ticket/quiz
  - ❑ i.e. Answer the following question so I know you attended the live Zoom meeting or viewed the recording of the meeting



- ❑ Change the quiz type to 'Graded Survey'
- ❑ Select the appropriate assignment group (this does not need to be in a PowerSchool assignment category because this is NOT for a grade)
- ❑ Change the number of points to 0
- ❑ Unselect the 'Sync to PowerSchool' option

Canvas LMS - New Quiz

Quiz Instructions

Answer the following question so I know you attended the live Zoom meeting or viewed the recording of the meeting.

Quiz Type: Graded Quiz

Assignment Group: Assignments

Options

- ☒ Sync to Powerschool
- ☐ Shuffle Answers
- ☐ Time Limit:  Minutes
- ☐ Allow Multiple Attempts

Right Sidebar:

- Assignments
- Quizzes
- Announcements
- Discussions
- Modules
- Course Navigation

- ❑ Leave the 'Assign to' set to everyone
- ❑ The due date should be set for the Sunday of that week
- ❑ The 'available from' should start on the day the meeting is scheduled and the 'available until' should last until Sunday at midnight of that week

Quiz Settings

☐ Allow Multiple Attempts

☒ Let Students See Their Quiz Responses (Incorrect Questions Will Be Marked in Student Feedback)

☐ Only Correct After Each Attempt

☒ Let Students See The Correct Answers

Show Correct Answers at:

Hide Correct Answers at:

☐ Show one question at a time

Quiz Restrictions

☐ Require an access code

☐ Filter IP Addresses

Assign

Assign to: Everyone

Due:

Available from:  Until:

- ☐ Select the 'Questions' tab at the top next to 'Details'
- ☐ In the question line, change the points to '0'
- ☐ In the question text box, add a question to verify attending/viewing the Zoom meeting/recording
  - ☐ i.e. I attended the live Zoom meeting or watched the recorded meeting.

LP - Quizzes - Exit Ticket for 8/28 Zoom

Home  
Modules  
Zoom  
Announcements  
Assignments  
Discussions  
Grades  
People  
Pages  
Files  
Syllabus  
Outcomes  
**Quizzes**  
Conferences  
Collaborations  
Rubrics  
Settings

Points: 0 Not Published

Details Questions Mastery Points

Exit Ticket for 8/28 Zoom

Quiz Instructions

Answer the following question so I know you attended the live Zoom meeting or viewed the recording of the meeting.

0 points

20 words

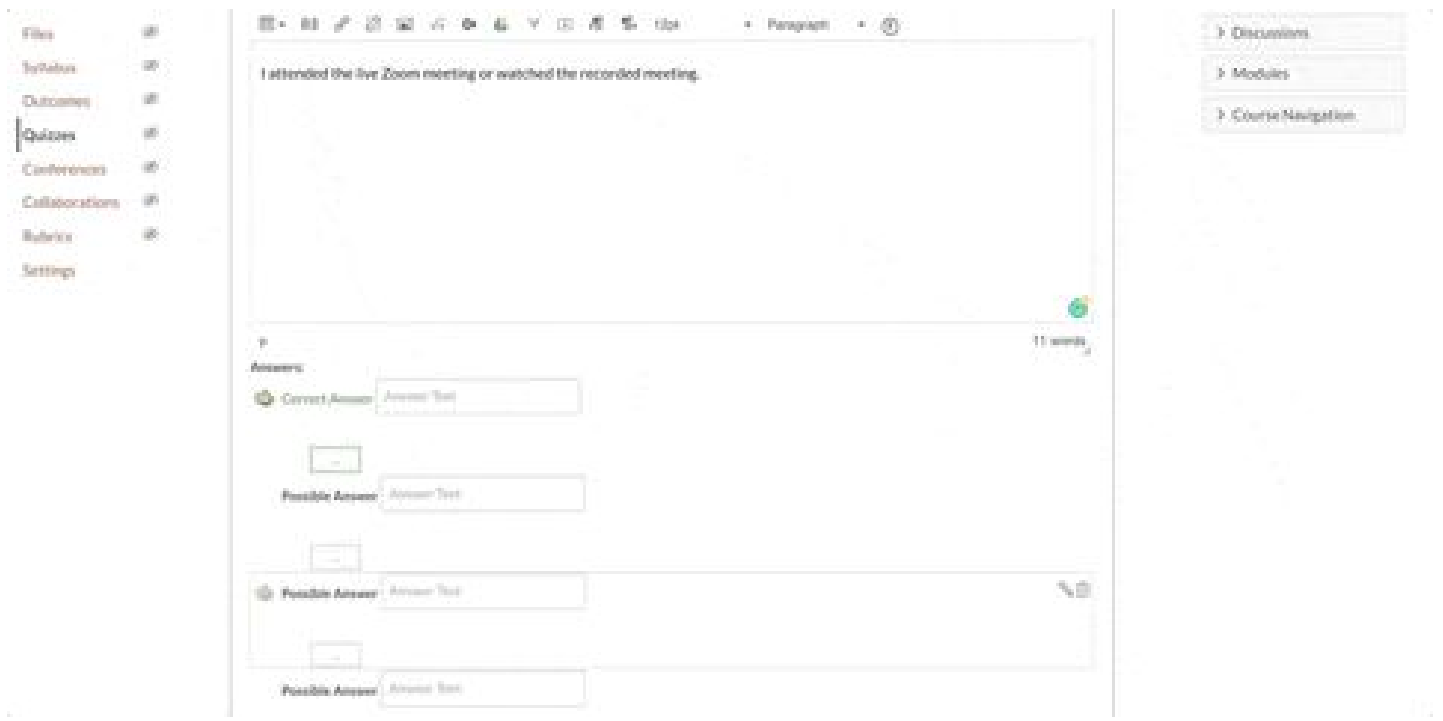
Quiz Type: Graded Quiz

Links  
Files  
Images  


Link to other content in the course. Click any page to insert a link to that page.

- Pages
- Assignments
- Quizzes
- Announcements
- Discussions
- Modules
- Course Navigation

- ☐ In the correct answer line, add something like "I attended."
- ☐ In the next possible answer line, add something like "I did not attend."
- ☐ Delete the other two answer choices.
- ☐ Select the green 'update question' button.
- ☐ Select 'Save & Publish'
  - ☐ **Remember that both the module AND the items within the module must be 'published' in order for students to see the item(s)**



Between the following Monday morning-Wednesday evening, you will check the [TPS data dashboard](#) for student activity for the prior week



Teacher Overview

Exports

Animal Cam

Student Activity

# Canvas Participation

Week 08/31 - 09/04 ▾ 1(A): ENGLISH II ▾

Last Name	First Name	Assngmnts Done
Manzales	Carthan	7
Hintz	Elbert	3
Nicolas	Else	5
Erdman	Lenore	3

Then, log into PowerSchool and mark their attendance. If you have questions about how many days a student should be marked present, the attendance procedure document is [linked here](#).

Record Meeting Attendance: ENG LIT COM AP\* - 1(A)

Single DayMulti-DaySeating ChartSeating Chart Design

Attendance Code  
(PRESENT) ▾

Date Range  
08/03/2020 - 08/21/2020 [Edit](#)

Classes  
[Show Multiple Sections](#)

Comments  
[Display](#) [Cancel](#) [Submit](#)

Students (11)	Total		8/3 - 8/7					8/10 - 8/14					8/17 - 8/21				
	A	T	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F
Student 1	-	-															
Student 2	-	-															
Student 3	-	-															
Student 4	-	-															
Student 5	-	-															
Student 6	-	-															
Student 7	-	-															
Student 8	-	-															
Student 9	-	-															
Student 10	-	-															
Student 11	-	-															

Current date

[Cancel](#) [Submit](#)