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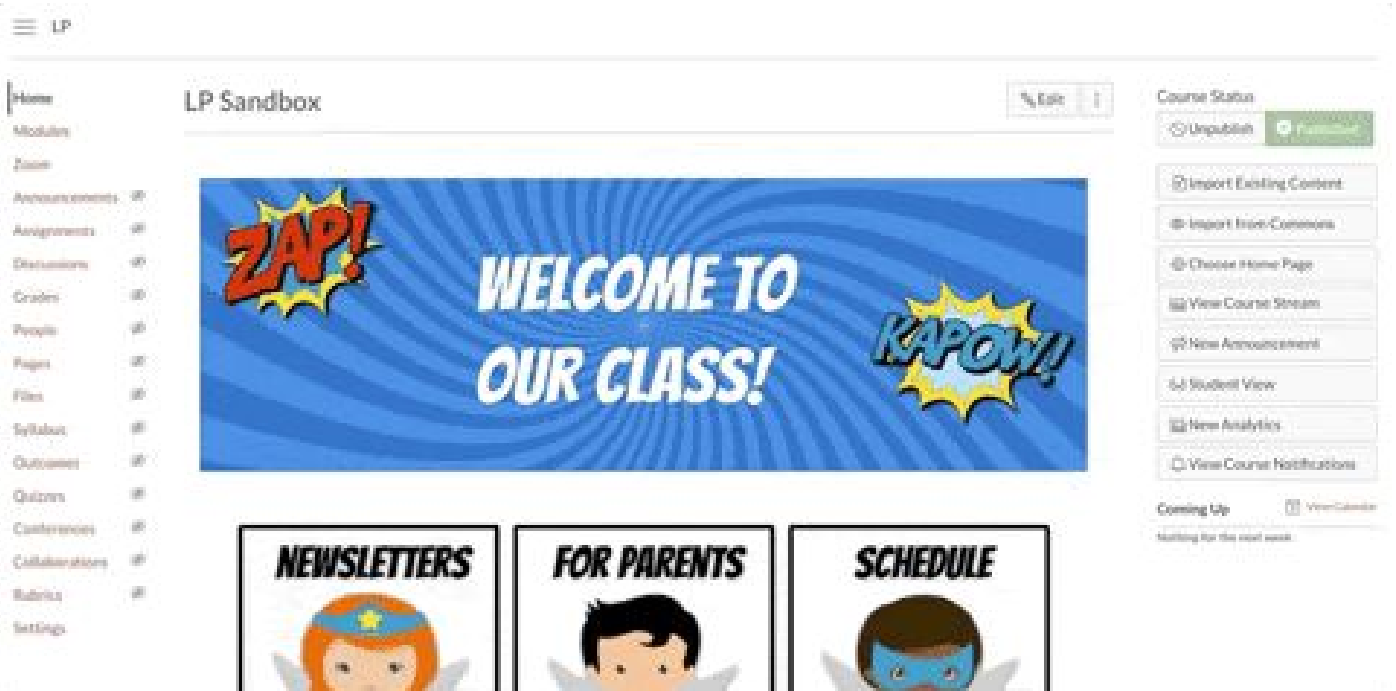
- ❏ Select the title of the Quiz you created
- ❏ This will open the Quiz - once it is open, select the 'Edit' button in the upper right-hand corner

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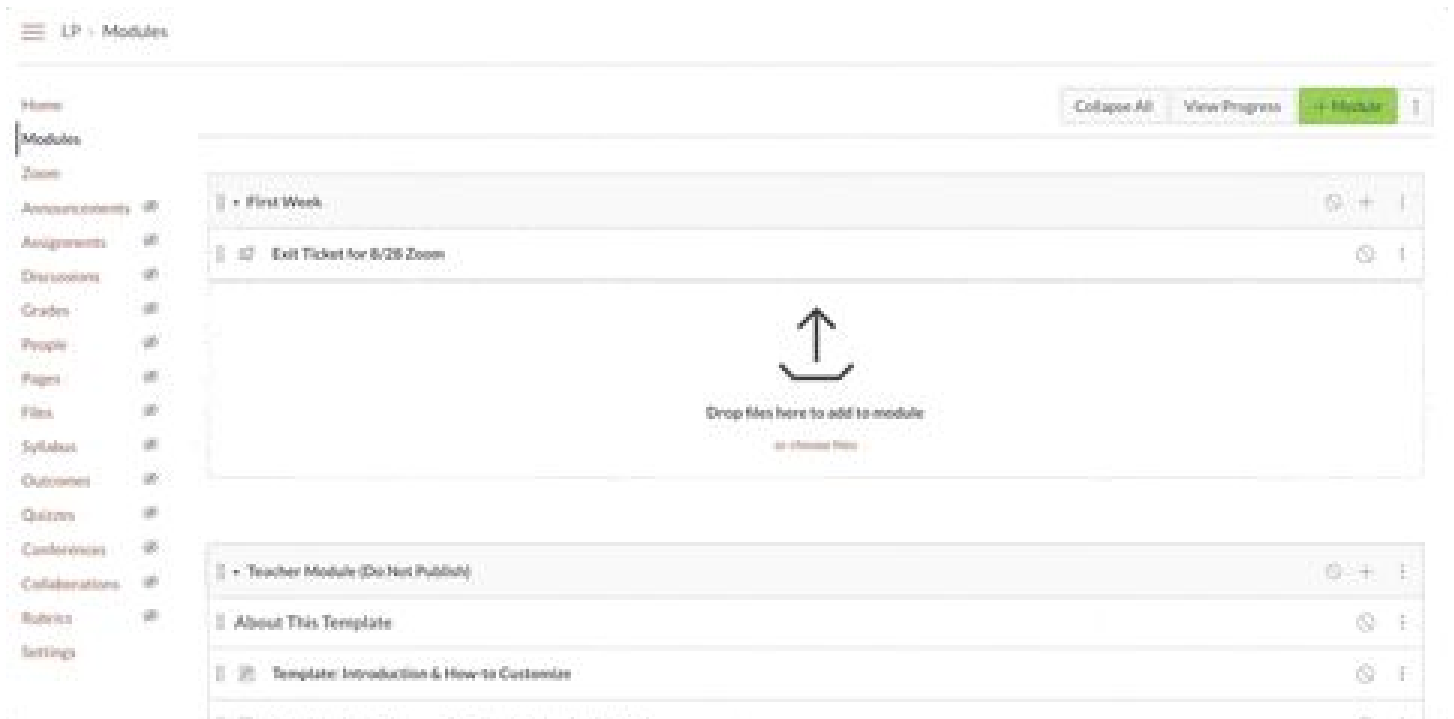
❏ Change the quiz type to 'Graded Survey'
❏ Select the appropriate assignment group (this does not need to be in a PowerSchool assignment category because this is NOT for a grade)
❏ Change the number of points to 0
❏ Unselect the 'Sync to PowerSchool' option

- ❏ 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

- ❏ 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.

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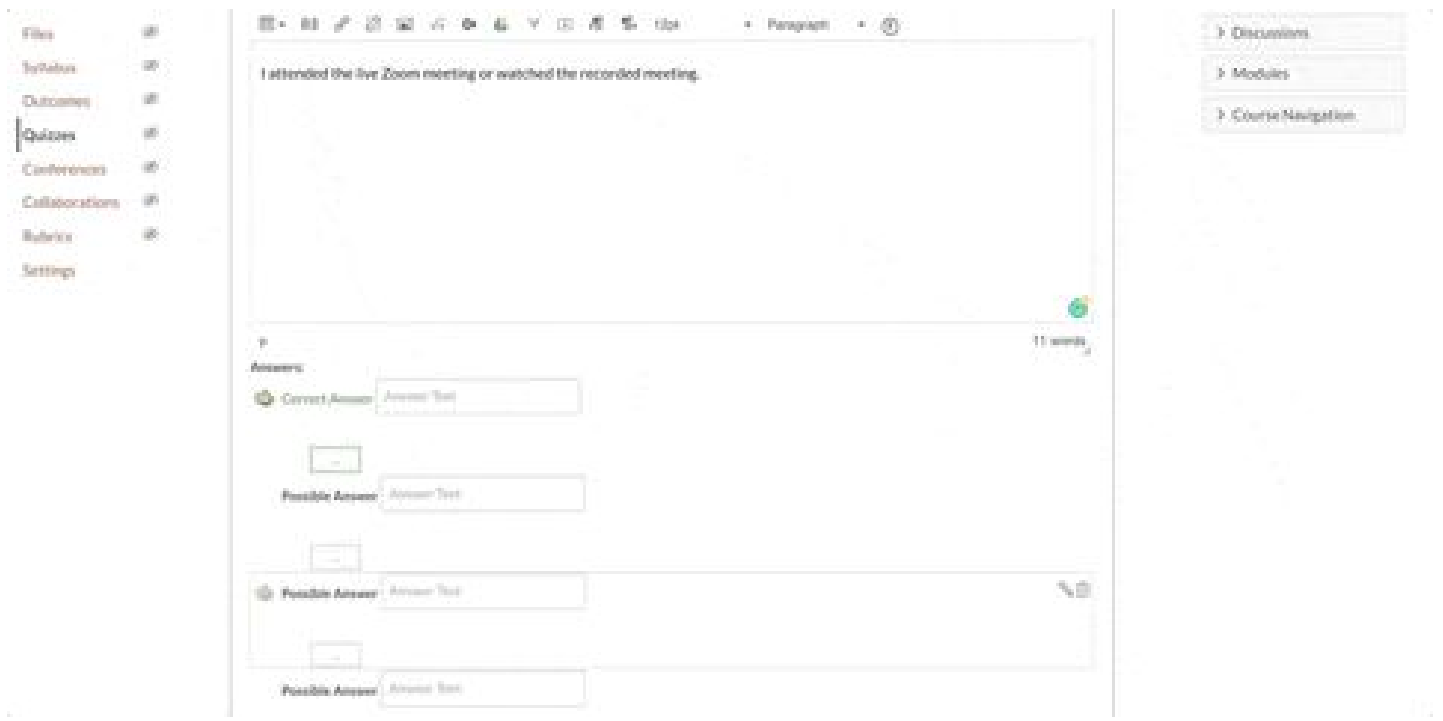
Between the following Monday morning-Wednesday evening, you will check the [TPS data dashboard](#) for student activity for the prior week

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 Day | Multi-Day | Seating Chart | Seating 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 A	T	8/3 - 8/7 M	T	W	H	F	8/10 - 8/14 M	T	W	H	F	8/17 - 8/21 M	T	W	H	F
Student 1	-	-															
Student 2	-	-						(PRESENT)									
Student 3	-	-						T (TARDY)									
Student 4	-	-						A (ABSENT)									
Student 5	-	-															
Student 6	-	-															
Student 7	-	-															
Student 8	-	-															
Student 9	-	-															
Student 10	-	-															
Student 11	-	-															

Current date

Cancel   Submit