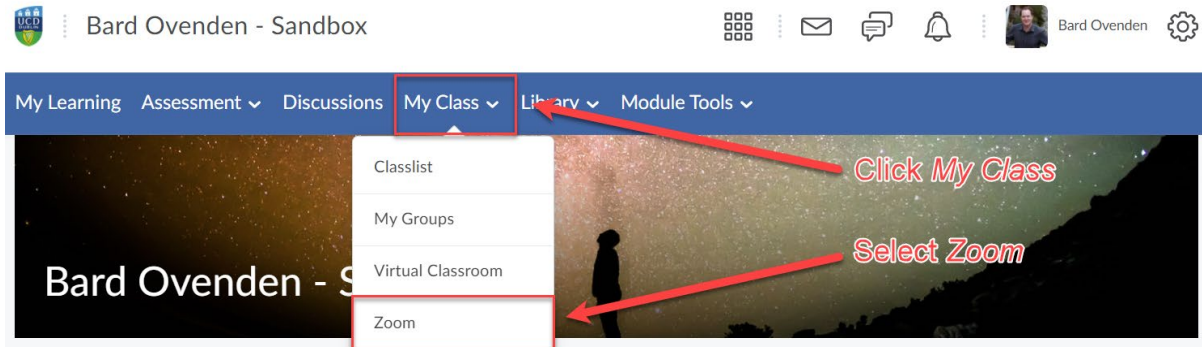


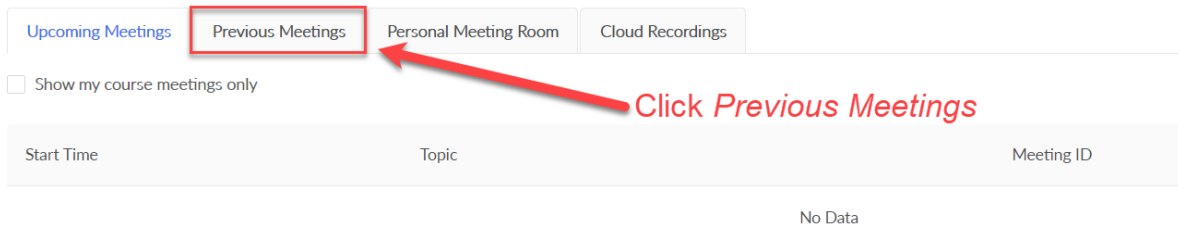
Viewing Zoom attendance and poll reports in Brightspace.

The steps below detail how to view and download your Zoom attendance and poll reports in Brightspace.

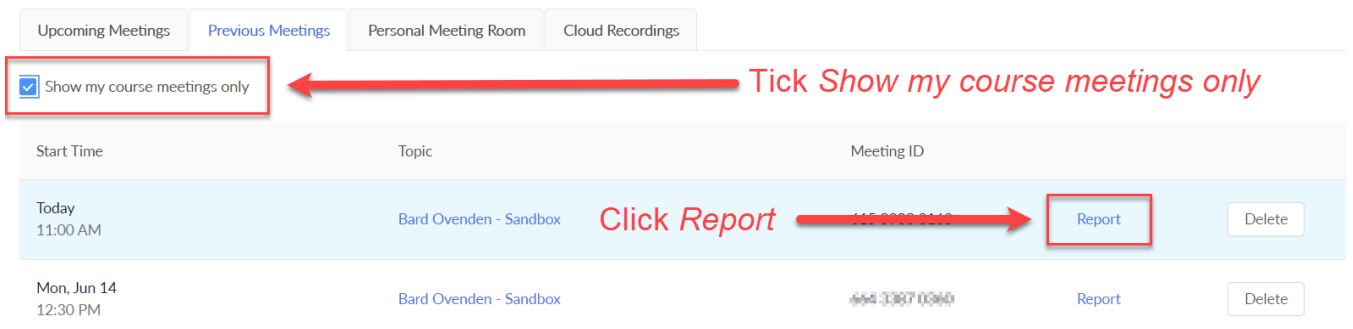
Step 1 - Login to your module on Brightspace, click *My Class* from the main menu. Select *Zoom*.



Step 2- Click *Previous Meetings*.



Step 3 - Tick *Show my course meetings only*. Click *Report*.



Step 4 - An overview of the session attendance can be viewed.
The report can be downloaded by clicking *Export as CSV file*.

Meeting Report | Poll Report

[Export as CSV file](#) ← Click to *Export as CSV file*

Name	Email	Join Time	Leave Time	Duration (Minutes)
Bard Ovenden	bard.ovenden@ucd.ie	06/15/2021 10:55:20	06/15/2021 12:00:23	66
Test Student 1	bardovenden@gmail.com	06/15/2021 10:57:55	06/15/2021 11:58:46	61
Test Student 2	bardovenden@gmail.com	06/15/2021 11:01:56	06/15/2021 11:57:59	57
Test Student 3	bardovenden@gmail.com	06/15/2021 11:07:33	06/15/2021 11:59:59	53
Test Student 4	bardovenden@gmail.com	06/15/2021 11:12:21	06/15/2021 11:59:13	47

Step 5 - Click *Poll Report* to view an overview of all poll responses.
Click *Export as CSV* to download all poll responses as a .csv file.

Meeting Report | [Poll Report](#) ← Click *Poll Report* to see an overview of poll responses

[Export as CSV file](#) ← Click *Export as CSV file* to download poll responses

Name	Email	Question	Answer
Test Student 4	bardovenden@gmail.com	Do you think pineapple belongs on pizza?	Maybe - once in a while!
Test Student 4	bardovenden@gmail.com	Are you a dog person or a cat person?	Dog

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