# SYNC ZOOM ATTENDANCE TO CANVAS GRADEBOOK

Instructors can synchronize the Zoom meeting attendance reports with their Canvas Gradebook. This feature allows instructors to quickly generate reports based on the meeting attendance report.

## REQUIREMENTS AND CONSIDERATIONS

This feature only supports students logged in to Zoom with their FAUNETID for Zoom to identify the student on both the Canvas and Zoom side. Students may be directed to **Sign in to Zoom with SSO** to activate their FAU Zoom accounts if they have not created their accounts.
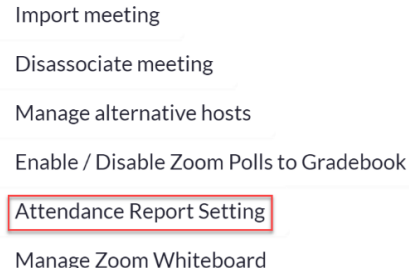
Reports will not be generated for the causes listed below:
- "One meeting, multiple courses" import/disassociate meeting feature. Separate meetings must be set up for each course manually.
- Use of Personal Meeting IDs.
- Meetings with the "Join Before Host" option enabled.
- Meeting durations of less than 5 minutes.
- Meetings that start 10 minutes before the scheduled start time and end 10 minutes after the scheduled end time.
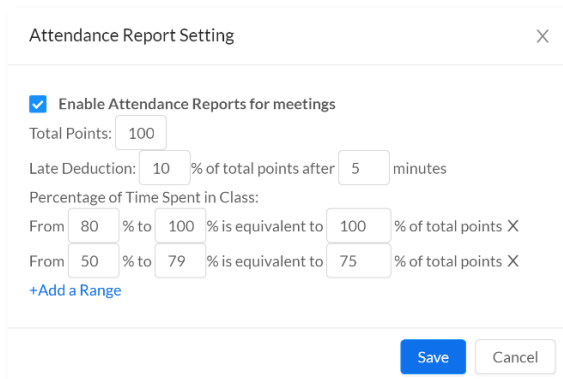
## HOW TO CONFIGURE THE ATTENDANCE REPORT IN A CANVAS COURSE

If an instructor wants to sync the attendance report with the grade book from all their classes, they must configure it individually for each course.

1. Sign in to **https://canvas.fau.edu** and navigate to your Canvas course.
2. Click on the **Zoom** tool.
3. Click on the 3 dots ( ⠸ ) button at the top-right.
4. Click **Attendance Report Setting**.
5. Click **Enable Attendance Reports for meetings.** Once enabled, fill out the required fields. Please note that the fields are pre-populated with placeholders. You must change the values in these fields:
    a. **Total points:** Maximum number of points a student can get for attendance.
    b. **Late deduction:** Percentage of points deducted from the attendance score after a specific number of minutes.
    c. **Percentage of Time Spent in Class:** Instructors can set multiple ranges for how many points a student will receive based on the percentage of time they were in attendance in the Zoom session.

Import meeting
Disassociate meeting
Manage alternative hosts
Enable / Disable Zoom Polls to Gradebook
Attendance Report Setting
Manage Zoom Whiteboard

Attendance Report Setting ✕

☑ Enable Attendance Reports for meetings
Total Points: 100
Late Deduction: 10 % of total points after 5 minutes
Percentage of Time Spent in Class:
From 80 % to 100 % is equivalent to 100 % of total points ✕
From 50 % to 79 % is equivalent to 75 % of total points ✕
+Add a Range

Save   Cancel

## HOW TO REVIEW THE ATTENDANCE GRADEBOOK REPORT AS AN INSTRUCTOR

Attendance grades can be submitted to the Canvas Gradebook. After submission, Attendance Reports will be greyed out and read-only within the Zoom tool for 180 days. To submit grades:

1. Sign in to **https://canvas.fau.edu** and launch the Zoom tool in your course.
2. Click the **Previous Meetings** tab.
3. Click **Report** next to the chosen meeting and then click **Attendance Grade Report.** The attendance grade report would include the following:
    a. **Name**: The first name and last name of the student.
    b. **Email**: The student's email address.
    c. **Join Time**: The time the student joins a meeting.
    d. **Leave Time**: The time the student leaves a meeting.
    e. **Duration (Minutes)**: A description of how long the student stayed in the meeting.
    f. **Suggest Grade**: A suggested grade based on the configuration settings made in the tool for the course.
    g. **Final Grade**: This grade includes the suggested grade by default but can be modified by the instructor at their discretion.
4. Once the grading is complete, click **Submit Grade.**
5. When prompted with a confirmation, click **Submit Grade** to save attendance scores to the Canvas Gradebook.

## HOW TO VIEW THE SCORES IN CANVAS AS AN INSTRUCTOR

Instructors can find the attendance report within the Gradebook listed as an assignment with the naming convention **AttendanceReport-YYYY-MM-DD,** where the date format is the scheduled start time of the meeting. If an instructor needs to modify the scores after submitting the grades to Canvas, they can access the assignment and:

1. Log in to **https://canvas.fau.edu** and navigate to their course.
2. Click on **Assignments.**
3. Find the attendance report and click to view the report.
4. Launch **Speedgrader.** This will show the student's grade and total attendance time in minutes according to the **Total Participant Time.**

## HOW TO VIEW SCORES IN CANVAS AS A STUDENT

1. Log in to **https://canvas.fau.edu** and navigate to the needed course.
2. Click on **Assignments.**
3. Click on the assignment **AttendanceReport-YYYY-MM-DD,** and the students will see their course.