



Instructor's Guide to Google Meet Attendance

Compiled by: Fathimath Mumthaz

September 2020

Overview

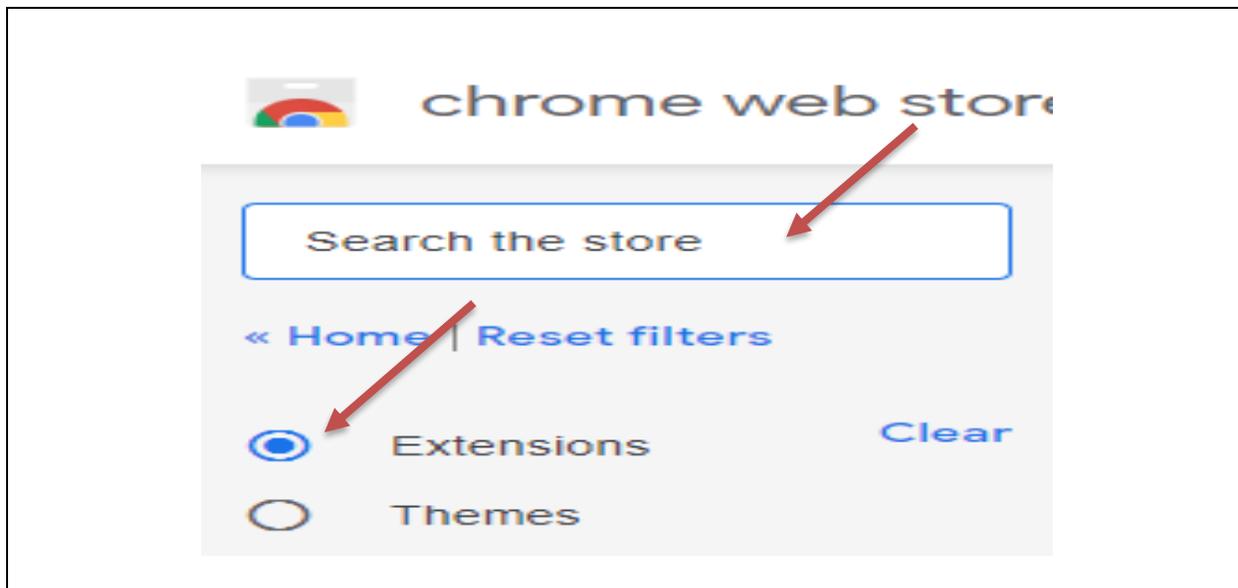
Google Meet has been used by many educators to connect with the learner in live synchronous sessions. To enable attendance recording in a synchronous session, it requires to add the extension for attendance to Chrome web browser. According to the Chrome web store, it is the simplest way to take record of attendance during a synchronous Google Meet session. “This extension is intended for teachers who've had to rapidly transition to online classes and need a simple way to take attendance during a Google Meet”(https://chrome.google.com/webstore/detail/google-meet-attendance/fkdjflnaggakjamjkmimcofefhppfljd?hl=en).

Guiding Steps to Google Meet Attendance

To record, and manage attendance of Google Meet sessions make use of the following steps.

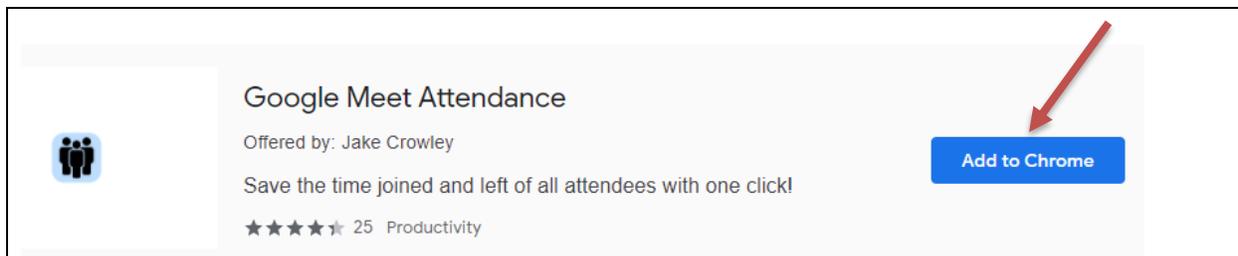
Step 1:

Go to **Chrome web store**, select **Extensions** and type **Attendance** in the search area.



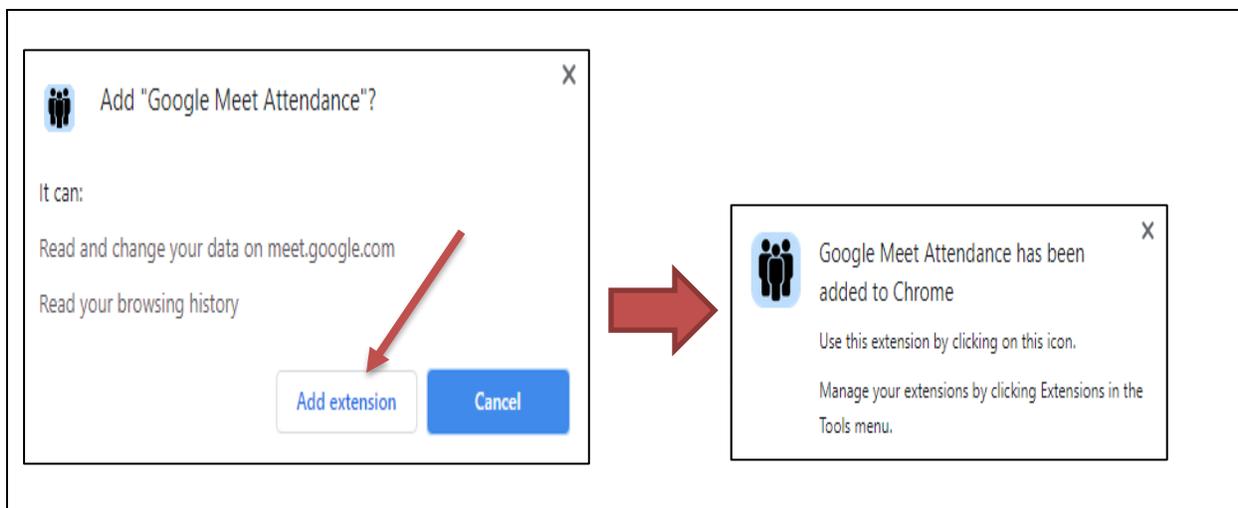
Step 2:

Choose **preferred** extension and click the “**Add to Chrome**” tab.



Step 3:

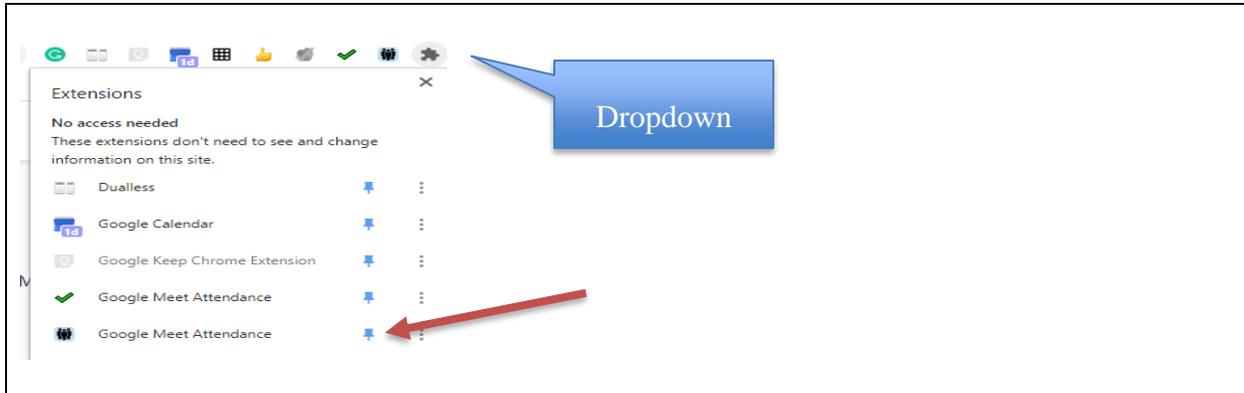
By click on “**Add extension**”.



Note that any Chrome extension can be added using these steps.

Step 3:

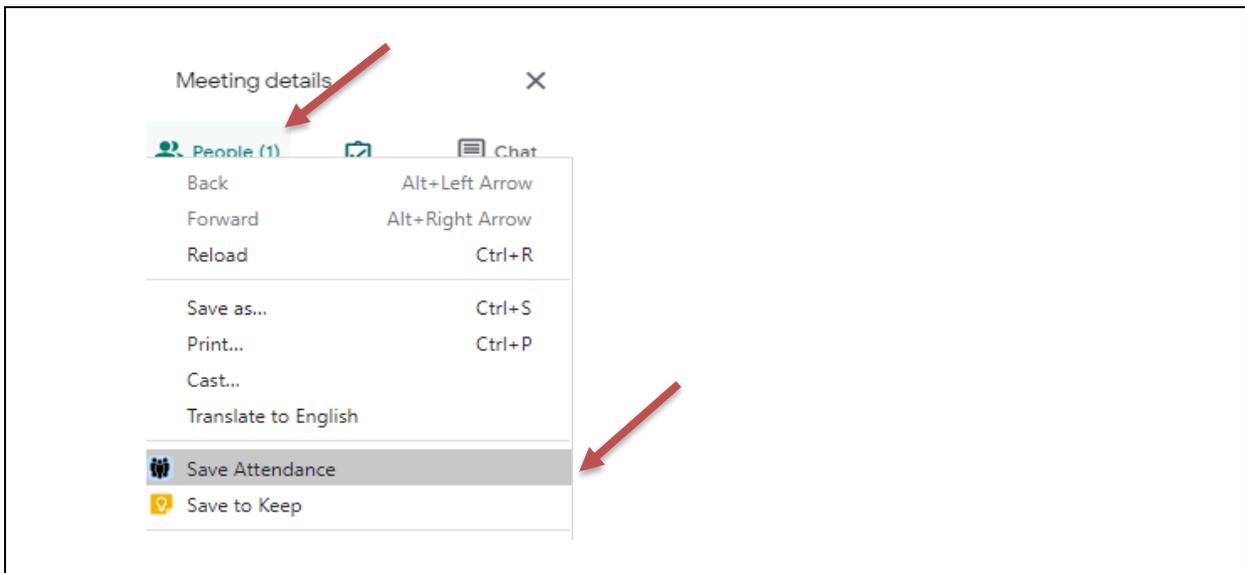
Pin the new extension to the browser from the extension dropdown.



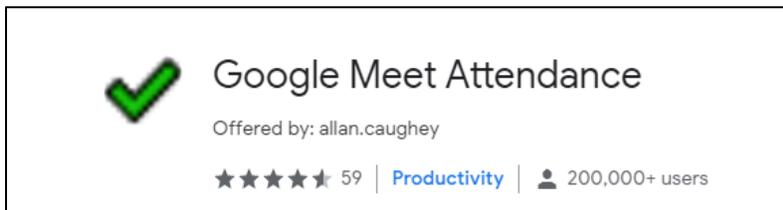
Step 3:

To save the attendance **“Right Click “** on the **“People”** to get a **dropdown**.

Attendance sheet will be downloaded. Save the sheet in a preferred location.



Example 2: Google Meet Attendance



- ✓ At the beginning of the session a box will popup showing participants of the session.

Class List

- fathimath mumthaz
- ✓ fathimath nasiha
- ✓ shimna shakeeb
- ✓ mariyam abdullah
- ✓ Ibrahim Adam

4 of 5 participants
Start: 9:59
Duration: 26min

Add class list and save for later use.

If the name is not on the list there will be a question mark

Pick, paste or type your class list into this field

- ✓ At the end of the session a csv file of the attendance will be downloaded automatically.
- ✓ If required, HTML also can be viewed and saved.

| | |
|---|--|
| 1 | Attendance for: Class List on 2020-08-25 |
| 2 | |
| 3 | Names2020-08-25 9:59Arrival time |
| 4 | fathimath mumthaz |
| 5 | fathimath nasiha✓10:02 (26min) [10:29] |
| 6 | shimna shakeeb✓10:02 (26min) [10:29] |
| 7 | mariyam abdullah✓10:05 (23min) [10:29] |
| 8 | Ibrahim Adam✓10:18 (11min) [10:29] |

Daily Attendance Report for Class List: 2020-08-25

[Show Attendance Summary](#)

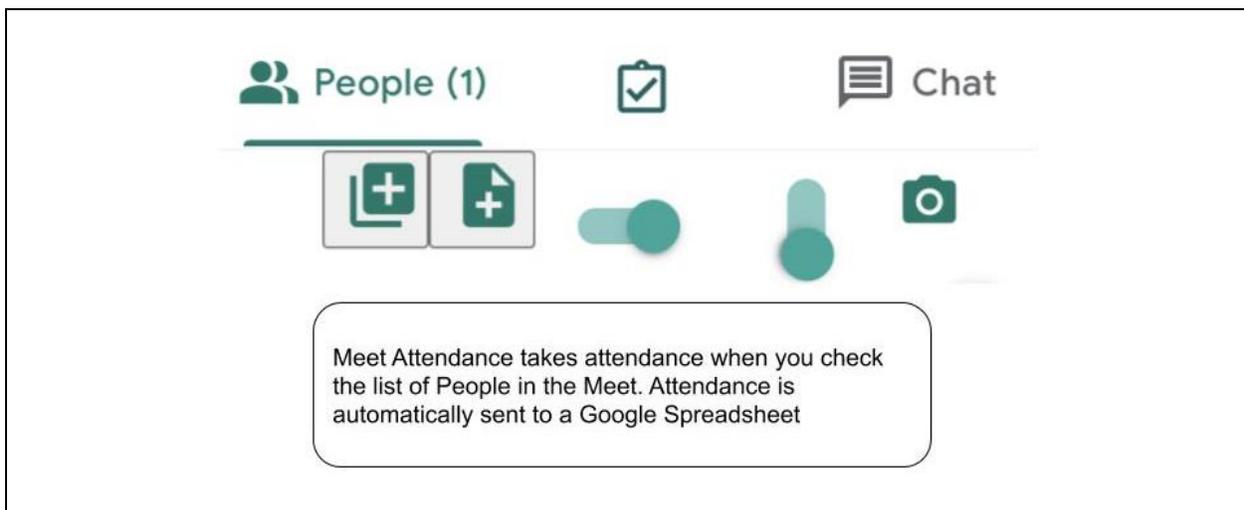
Class: Class List Meet ID: pbh-dzaq-qfs Date: 2020-08-25 Earliest Arrival(s): 09:59 Start Time: 9:59 End Time: 10:31 Length of Meet: 32 min

| 5 Names (1 Absent) ☆ | 9:55 | 9:59 | 10:00 | 10:05 | 10:10 | 10:15 | 10:20 | 10:25 | 10:30 | 10:31 |
|----------------------|------|------|-------|-------|-------|-------|-------|-------|-------|-------|
| Fathimath Mumthaz | | | | | | | | | | |
| ✓ Fathimath Nasiha | | | | | | | | | | |
| ✓ Shimna Shakeeb | | | | | | | | | | |
| ✓ Mariyam Abdullah | | | | | | | | | | |
| ✓ Ibrahim Adam | | | | | | | | | | |

Daily Attendance Legend:
 The student was present then exited, rejoined, and rejoined again, etc. etc. (the alternating background patterns indicate that the student may have left and rejoined the Meet)
 The student missed the entire class
 To help your eye follow across the page, the table rows alternate between white and grey backgrounds which leads to two subtly different shades of green for the times when the s

Example 3: Meet Attendance

- ✓ To take attendance, check the list of participants.



- ✓ An attendance sheet will be sent to a Google spreadsheet.

| 1 | Participants | Joined | Left | Duration |
|---|-------------------|----------------------|----------------------|----------|
| 2 | Fathimath Mumthaz | 8/28/2020 4:03:55 PM | 8/28/2020 4:35:44 PM | 0.02 |
| 3 | Aishath Ashfa | 8/28/2020 4:03:55 PM | 8/28/2020 4:35:44 PM | 0.02 |
| 4 | Sanfa Abdulla | 8/28/2020 4:16:42 PM | 8/28/2020 4:24:45 PM | 0.01 |
| 5 | | | | |

All the Best!

-End-