

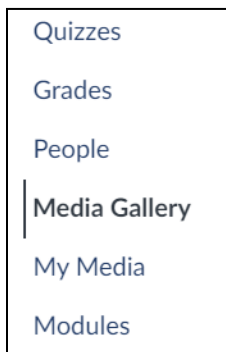
# Kaltura Virtual Classroom

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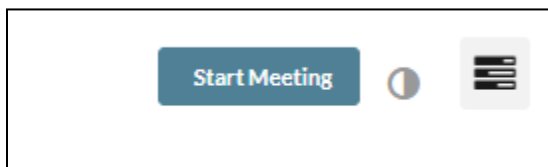
## *Viewing and Collecting Attendance / Participant Reports*

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1. Log into your course in Canvas.
2. From the course menu, select **Media Gallery**.



3. Click the **Start Meeting** button, located at the top right, to enter the virtual classroom.



- a. Note: If you have already logged in to Kaltura Classroom, you can skip steps 1-3.
4. Once you have entered the virtual classroom, **open a new tab in your browser** and go to <https://smart.newrow.com/>
    - a. Virtual classroom login is used as the authentication method for this new tab.
  5. Near the top of the screen, click **Session Stats**.

Stage UOIT | 
 [Courses](#) | 
 [Files](#) | 
 [Session Stats](#)

6. The All Courses drop-down allows you to filter by course.

Session Stats

All Courses

Search Courses

201909 - Canvas Sandbox Course - 00007

a. Alternatively, you can also search by date range.

19 Sep 2023 → 26 Sep 2023 [Export](#)

September 2023 | October 2023

| Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
|    |    |    |    |    | 1  | 2  | 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  | 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 29 | 30 | 31 |    |    |    |    |

1:46 -

03 min Sep 26, 2023 11:35 Sep 26, 2023 11:39 ✓

7. Click on the **session** that you would like to review.

8. You should now see the participant report containing participants' names, when they joined, when they left, and the total duration of their connection.

Participants [Chat History](#)

Search [Export](#)

| Name               | Role       | Email                             | Joined  | Left    | Duration | Attention |
|--------------------|------------|-----------------------------------|---------|---------|----------|-----------|
| Miranda Varricchio | Instructor | *Miranda.Varricchio@ontariotec... | 11:35AM | 11:39AM | 03 min   | 33%       |
| Kevin Johnson      | Instructor | *Kevin.Johnson@ontariotechu.ca    | 11:38AM | 11:39AM | 1 min    | 5%        |

- a. The email field may not match their OnTech email address if they connected using an external link.
  - b. The attention column may be misleading; the attendee, their abilities and their environment can affect this reading. Thus, we recommend disregarding it.
9. A participant report can also be downloaded by clicking **Export**. It is provided in Excel format.

