

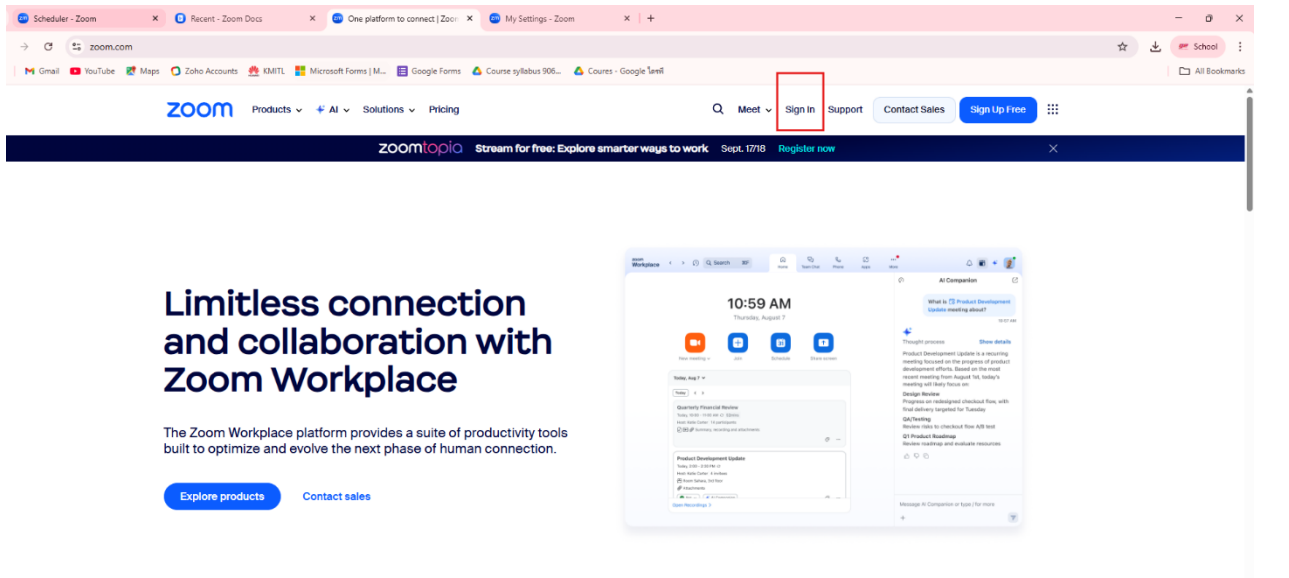
# Steps to Download Evidence of Class Attendance and Teaching Records from Zoom

For use as supporting evidence in teaching fee claims for replacement classes conducted via Online Video Call.

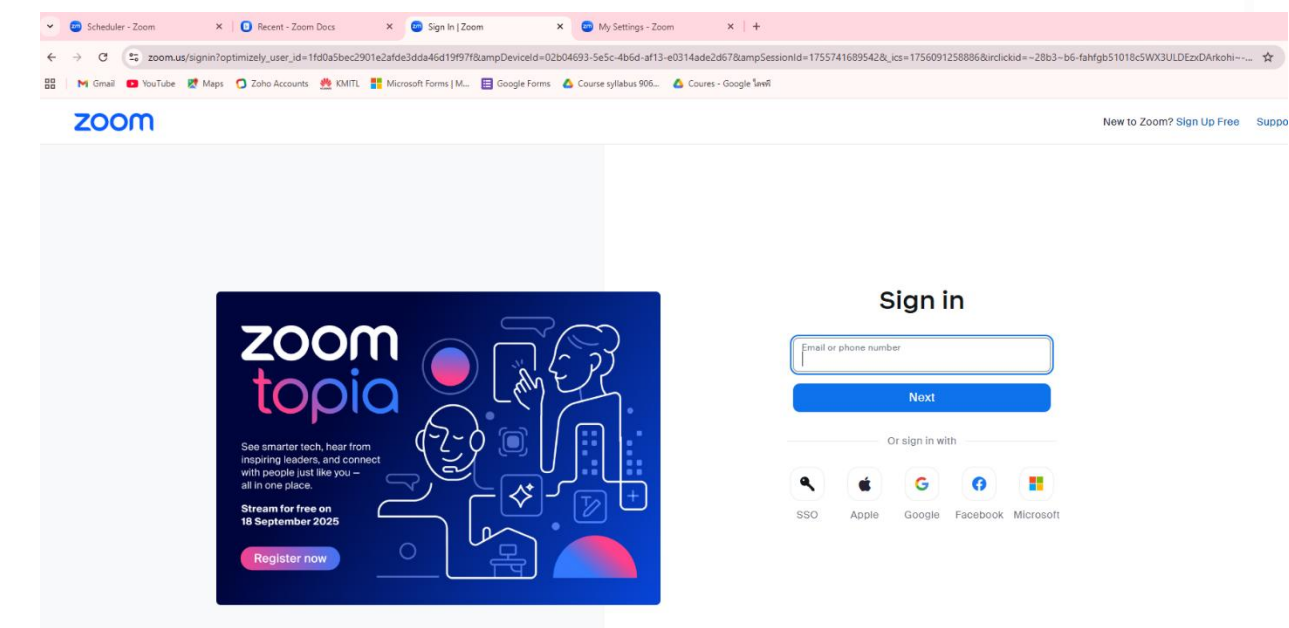
Office of General Education, King Mongkut's Institute of Technology Ladkrabang

## 1. Attendance Record Evidence

1.1. Go to <https://www.zoom.com/> and **log in** with the email address you used for teaching.

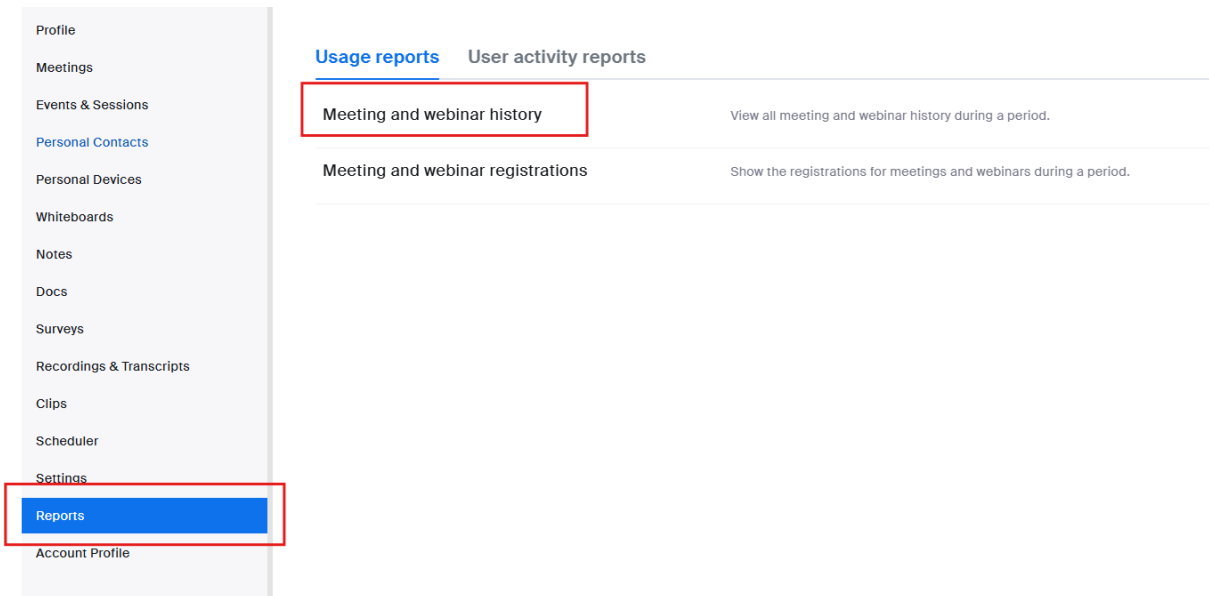


The screenshot shows the Zoom homepage. The 'Sign In' button in the top navigation bar is highlighted with a red rectangle. The page features the Zoom logo, navigation links (Products, All, Solutions, Pricing), and a search bar. Below the navigation bar is a banner for 'Zoomtopia' with the text 'Stream for free. Explore smarter ways to work'. The main content area has the heading 'Limitless connection and collaboration with Zoom Workplace' and a description of the Zoom Workplace platform. A 'Sign In' button is also visible in the top right corner of the page.

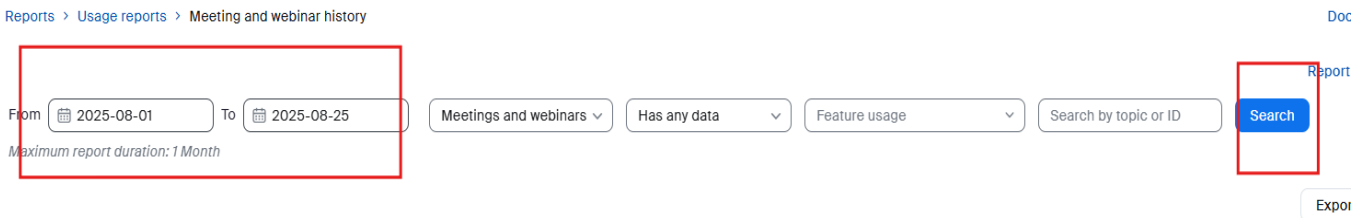


The screenshot shows the Zoom sign-in page. The URL bar displays 'zoom.us/join?optmizely\_user\_id=1fd0a5bec2901e2afde3dda6d19f97f&amp;DeviceId=02b04693-5e5c-4b6d-af13-e0314ade2d67&amp;sessionId=1755741689542&\_ics=1756091258886&urclid=28b3-b6-fahf6b51018c5W3GULDZxDAkoki...'. The page features the Zoom logo and a 'Sign in' heading. Below the heading is a text input field for 'Email or phone number' and a 'Next' button. There is also a link for 'Or sign in with' followed by icons for SSO, Apple, Google, Facebook, and Microsoft. A large graphic on the left side of the page shows the Zoomtopia logo and the text 'See smarter tech, hear from inspiring leaders, and connect with people just like you – all in one place. Stream for free on 18 September 2025. Register now'.

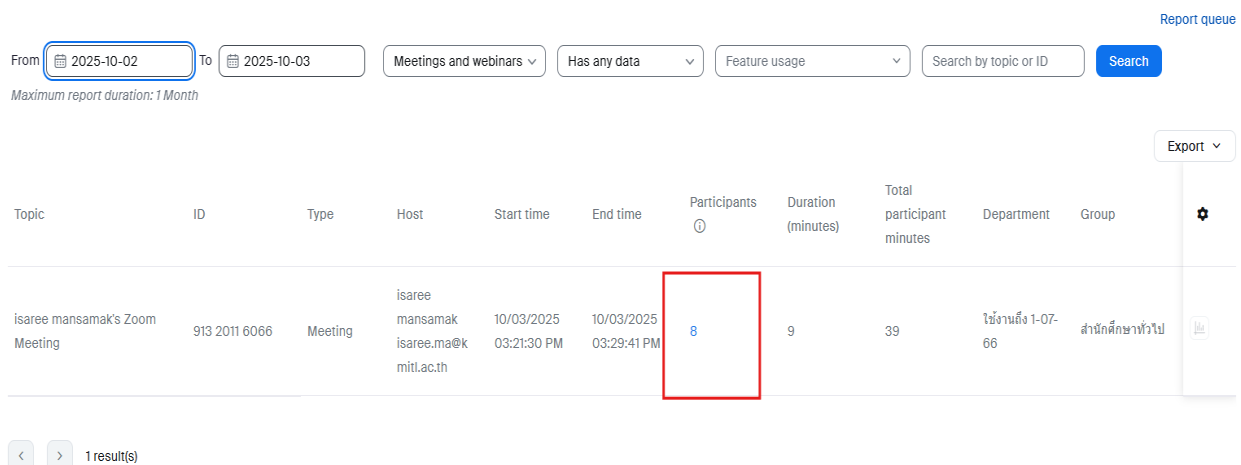
1.2. Click “Reports” on the left menu, then select “Meeting and Webinar History.”



1.3. Select the **date range** that covers the replacement class session and click “Search”



1.4. Click the number in the “Participants” column.



1.5. Capture a screenshot of the attendance list (Participants) as shown below.

**The date and time of the replacement class**  
(must match the date specified in form ส.ศ.-103)

**Participants**

☒ Export with meeting data   ☐ Show unique users   [Report to Zoom](#)   [Export](#)

Topic	isaree mansamak's Zoom Meeting	ID	913 2011 6066
Host	isaree mansamak (isaree.ma@kmitl.ac.th)	Duration (minutes)	9
Start time	10/03/2025 03:21:30 PM	End time	10/03/2025 03:29:41 PM

**The email address of the lecturer**

Name (including title)	Email (S)	Join time	Leave time	Duration (minutes)	Guest	In waiting room
isaree mansamak	isaree.ma@kmitl.ac.th	10/03/2025 03:21:30 PM	10/03/2025 03:29:42 PM	9	No	No
jeerawan kruewong	jeerawan.kr@kmitl.ac.th	10/03/2025 03:22:13 PM	10/03/2025 03:22:25 PM	1	No	Yes
General Education KMITL	gened@kmitl.ac.th	10/03/2025 03:22:17 PM	10/03/2025 03:22:23 PM	1	No	Yes
jeerawan kruewong	jeerawan.kr@kmitl.ac.th	10/03/2025 03:22:25 PM	10/03/2025 03:29:41 PM	8	No	No
Rungsiman Kerdewa		10/03/2025 03:22:46 PM	10/03/2025 03:22:50 PM	1	Yes	Yes

**The email addresses of the students**

## 2. Screenshot of Teaching Session

2.1. Capture a screenshot while conducting the online replacement class to show:

- 2.1.1. The lecturer's image on video call during the Zoom meeting
- 2.1.2. The screen during teaching, as shown in the sample image

**The lecturer's image on video call**

The screenshot shows a Zoom meeting interface. On the left, a presentation slide is displayed with the following text:

**KMITL FIGHT**

การจัดการเรียนการสอน-การสอบ หมวควิชาศึกษาทั่วไป  
ประกาศนียบัตรการศึกษาที่ 1/2568

สำนักวิชาศึกษาทั่วไป สถาบันเทคโนโลยีพระจอมเกล้าเจ้าคุณทหารลาดกระบัง  
วันพุธที่ 25 มิถุนายน 2568 เวลา 10.00-12.00 น.

On the right side of the Zoom window, there is a list of participants. The participant "isaree mansamak" is highlighted with a red box, and their video feed is shown in a larger window above the list. The list includes:

- Chuthamat Su.
- isaree mansamak
- jeerawan kruewong
- Rungsiman Kerdewa
- Papongit Yuenwong