DIAMOND CO.

Zoom Attendance Logger for Teachers

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# **Free Zoom Attendance Logger – Turn Meeting Reports into Print-Ready CSV Attendance Sheets in Seconds**

*Save 5+ minutes per class by converting Zoom meeting reports into clean, LMS-compatible attendance sheets in seconds.*

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## **1. Core Features (MVP)**
### **A. Zoom Meeting Integration**
- **How it works**:
  1. Download your Zoom Cloud Meeting Report:
     - Path: **Zoom → Account Management → Reports → Usage → Meeting Reports**
     - Filter by date and select **CSV** format.
     - [Zoom Report Download](https://support.zoom.us/hc/article_attachments/4406572895441)
  2. Upload the CSV to this tool (client-side processing only).
     - [Upload Process](https://i.imgur.com/XYZ1234.gif)
  3. Generate a filtered attendance sheet with exact timestamps.

- **Required Zoom Plan**: Pro or higher (for Cloud Meeting Reports).
- **Acceptable File Size**: ≤10 MB (1,000 rows max).
- **Acceptable Formats**: CSV only.

### **B. Teacher Dashboard**
- **Views**:
  - Side-by-side comparison of raw Zoom CSV vs. filtered output.
  - Download as CSV, plain-text, or Google Sheets-compatible format.

- **Example UI**:
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Participant Name	Email	Join Time	Leave Time	Duration (min)	Role
John Doe	john@example.com	2024-05-01 10:00	2024-05-01 10:45	45	Student

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- **LMS Compatibility**:
  - Directly importable into: **Google Classroom, Canvas, Schoology**.
  - [Download sample CSV](https://example.com/sample-attendance.csv).

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## **2. Build Checklist (3 Days)**
| Task                          | Tools/Steps                                  | Time Estimate |
|-------------------------------|----------------------------------------------|---------------|
| Set up Zoom API               | [Zoom Marketplace](https://marketplace.zoom.us/) | 1 hour |
| Build backend API             | Python + FastAPI                             | 8 hours       |
| Create frontend dashboard     | React.js + Material UI                       | 12 hours      |
| Add Google Auth               | Firebase Auth                                | 4 hours       |
| Deploy to staging             | Vercel (frontend) + Railway (backend)        | 2 hours       |
| Test with 3 teachers          | Invite via email                             | 4 hours       |
| Fix bugs                      | Iterate based on feedback                    | 4 hours       |

**Total Build Time**: ~35 hours.

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## **3. Private Launch Plan (7 Days)**
### **A. Landing Page (1 Hour)**
- **Template**: [Carrd](https://carrd.co/) or [Webflow](https://webflow.com/).
- **Content**:
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Free Zoom Attendance Logger

Auto-log attendance from Zoom meetings. Export to Google Classroom. No ads, no upsells.

[Get Early Access] → Google Form (collects emails)

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### **B. Email Outreach (200 Teachers)**
- **Email Template**:
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Subject: Free Zoom Attendance Logger – Save 10 Mins/Class

Hi [Name],

As a [Grade] teacher at [School], I know tracking Zoom attendance is a pain. I built a free tool to auto-log attendance from your Zoom meetings—just connect your account and export to Google Classroom.

Would you like early access? Reply YES and I'll send you the link.

P.S. No ads, no upsells—just a tool for teachers by a teacher.

– [Your Name]

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- **Tools**
  - Hunter.io (free tier) for emails.
  - Gmail + [Boomerang](https://www.boomeranggmail.com/) for scheduling.

### **C. Social Outreach**
#### **Facebook Groups (10+ Groups)**
- **Post**:
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I built a free tool to auto-log Zoom attendance for teachers. No ads, no upsells—just a simple way to track who's in class. Early access here: [Link]. Would love your feedback!

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#### **Reddit (r/Teachers)**
- **Thread**:
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What's your biggest pain point with tracking Zoom attendance? I built a free tool to automate it—would love to hear your workflows!

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#### **Twitter/X Thread**
- **Post**:
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1. Teachers: How do you track Zoom attendance?
2. I built a free tool to auto-log it in 2 clicks. Here's how it works:
3. Step 1: Connect your Zoom account (OAuth).
4. Step 2: Select meetings to log.
5. Step 3: Export to Google Sheets/Classroom.
6. Early access: [Link]. No ads, no upsells. Built for teachers by a teacher.

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### **D. Product Hunt (Day 6)**
- **Submission**:
  - Title: *"Zoom Attendance Logger – Free for Teachers"*
  - Description: *"Auto-log Zoom meeting attendance and export to Google Classroom. No ads, no upsells."*
  - Upvote from your network.

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## **4. Onboarding & Retention**
### **Feedback Form (3 Questions)**
1. *"What's the hardest part about logging Zoom attendance?"*
2. *"What's missing from this tool?"*
3. *"Would you recommend this to a colleague?"* (Yes/No)

### **Case Study**
- Ask 1–2 beta testers for a **1-sentence testimonial** (e.g., *"Saved me 5 hours/week!"*)

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## **5. Kill/Boost/Clone Rules**
### **Metrics to Track**
- **Signups**: 50+ (track via Google Analytics)
- **Active Usage**: % who logged ≥1 Zoom session.
- **Revenue**: $0 (free tier), but measure upsell interest.

### **Rules**
- **Kill**: <10 signups → Pivot (e.g., focus on hybrid attendance tracking).
- **Boost**: ≥1 teacher pays $1 → Double down on outreach.
- **Clone**: ≥50 teachers + $50+ in potential revenue → Build a Microsoft Teams version.

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## **6. Tools & Budget**
| Category | Tools | Cost |
|---|---|---|
| Backend | Python (FastAPI), Zoom API | Free |
| Frontend | React.js, Vercel | Free |
| Auth | Firebase Auth | Free |
| Database | Firebase/Firestore | Free |
| Landing Page | Carrd/Webflow | Free/$19/mo |
| Email Outreach | Hunter.io (free), Gmail | Free |
| Analytics | Google Analytics | Free |

**Total Cost**: **$0**.

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### **7. Privacy & Support**
- **Data Handling**: All processing occurs client-side. No data is stored or uploaded to servers.
- [View open-source code](https://github.com/your-repo)
- [Privacy audit badge](https://example.com/privacy-badge)
- **Retention**: No data is retained after export.
- **Links**
- [Privacy Policy](https://example.com/privacy)
- [Terms of Service](https://example.com/terms)
- [Contact Support](mailto:support@example.com)

### **FAQ**
- **Q: Why are some columns missing?**
  A: Zoom reports may omit data (e.g., emails for guests). Use the raw CSV for full details.

- **Q: What if the upload fails?**
  A: Ensure your file is <10 MB and in CSV format. Contact support if issues persist.

- **Q: Can I delete my data?**
  A: Yes—no data is stored. Clear your browser cache after export.

- **No-Sale Guarantee**: This tool is free forever. No hidden fees or upsells.

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### **Next Steps**
1. Build MVP (3 days).
2. Launch privately (7 days).
3. Evaluate kill/boost/clone rules.

**No promises beyond this scope.**
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