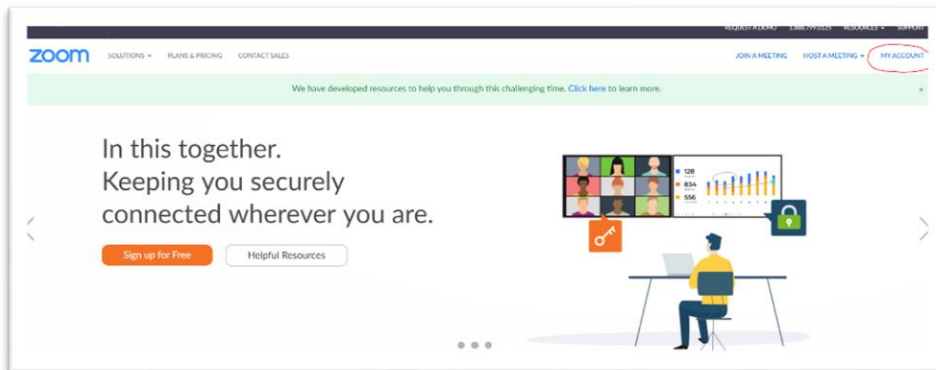
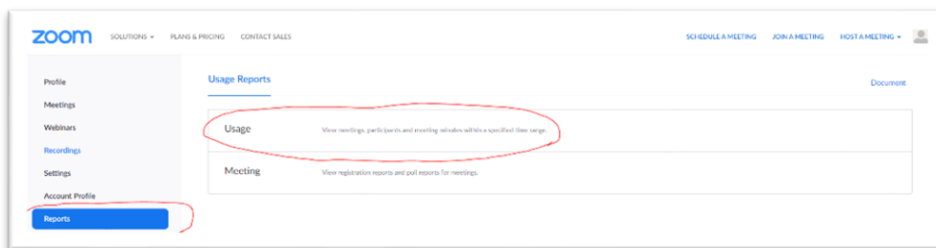


How to Generate Attendance Reports for Zoom Meetings

1. Navigate to the Zoom website at <https://zoom.us/>. Log in to your account.
2. Click on the 'My Account' tab at the top right of the page.



3. Click on 'Reports' on the left of the screen and then 'Usage' in the center.



4. You should now see a list of your recent meetings (**Note: meetings won't show up here until about a half hour after they have ended and will only stay on this page for a month**)

Topic	Meeting ID	User Name	User Email	Department	Group	Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)	Participants	Source
Colin Elliott's Personal Meet...		Colin Elliott		CUES	Carleton University Event Support	No	09/11/2019 05/01/2020 05/01/2020 06:48:05 PM	12:59:13 PM	01:12:30 PM	14	2	Zoom

5. Click on the blue number underneath the 'Participants' column for the meeting you wish to view statistics for.
6. You will now see a list of participants like the one shown below. Exporting this list by clicking on the blue button in the top right will save a .csv file of the same information which you can keep for your records.

Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)
Colin Elliott		05/01/2020 12:57:52 PM	05/01/2020 01:11:08 PM	14
Mary Giles		05/01/2020 12:59:10 PM	05/01/2020 12:59:17 PM	1
John rosefield		05/01/2020 12:59:18 PM	05/01/2020 01:11:08 PM	12