How to Generate Attendance Reports for Zoom Meetings

- 1. Navigate to the Zoom website at <u>https://zoom.us/</u>. 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.

Profile	Usage Reports		Document
Meetings			
Webinars	Usage	View meetings, participants and meeting misules within a specified time range.	
Recordings			
Settings	Meeting	View registration reports and poll reports for meetings.	

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)

-10m. 04/30/2020	10. 05/01/2020											
			Search									
Maximum report duration: 1 Man	nth											
The report displays information fo	or meetings that end	ded at least 30 m	inutes ago.									
Export as CSV File											Toggle c	columns-
Export as CSV File						Has Zoom	Creation			Duration	Toggle o	columns
Export as CSV File Topic	Meeting ID	User Name	User Email	Department	Group	Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)	Toggle c Participants	columns-
Export as CSV File Topic	Meeting ID	User Name	User Email	Department	Group	Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)	Toggle c Participants	columns-
Export as CSV File Topic Collo Filerite Parsonal Mereil	Meeting ID	User Name	User Email	Department	Group Carleton	Has Zoom Rooms?	Creation Time 09/11/201	Start Time 905/01/202	End Time	Duration (Minutes)	Toggle c	Source

- 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.

Meeting Participants						
Export with meeting data Show unlow users						
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		