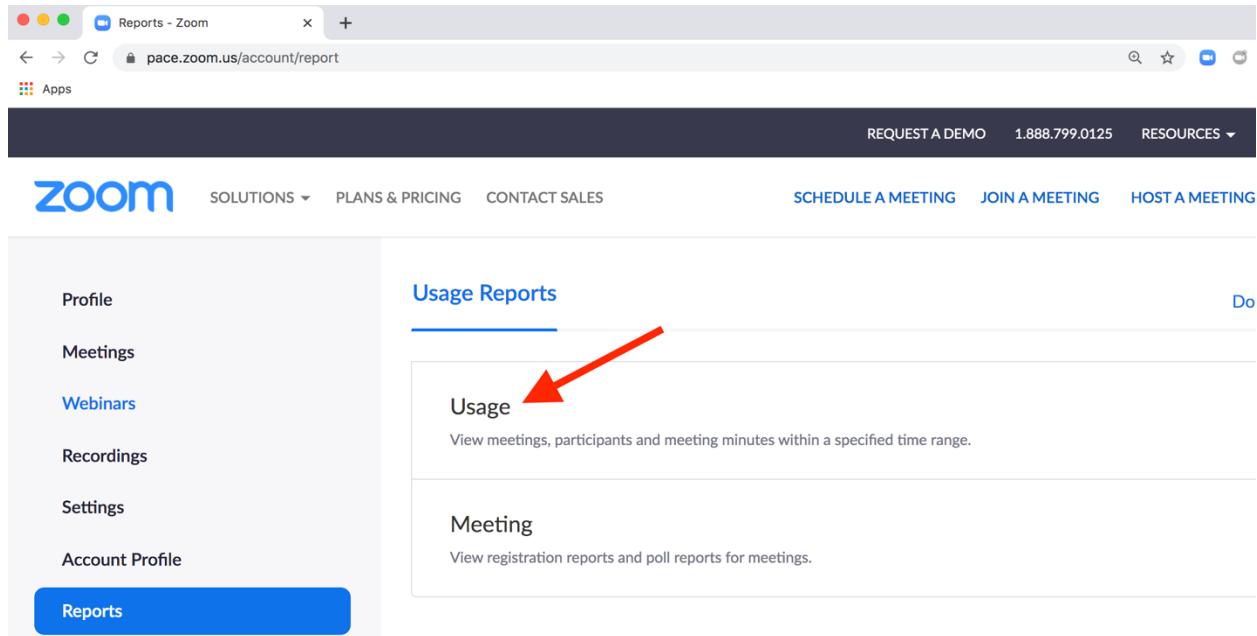


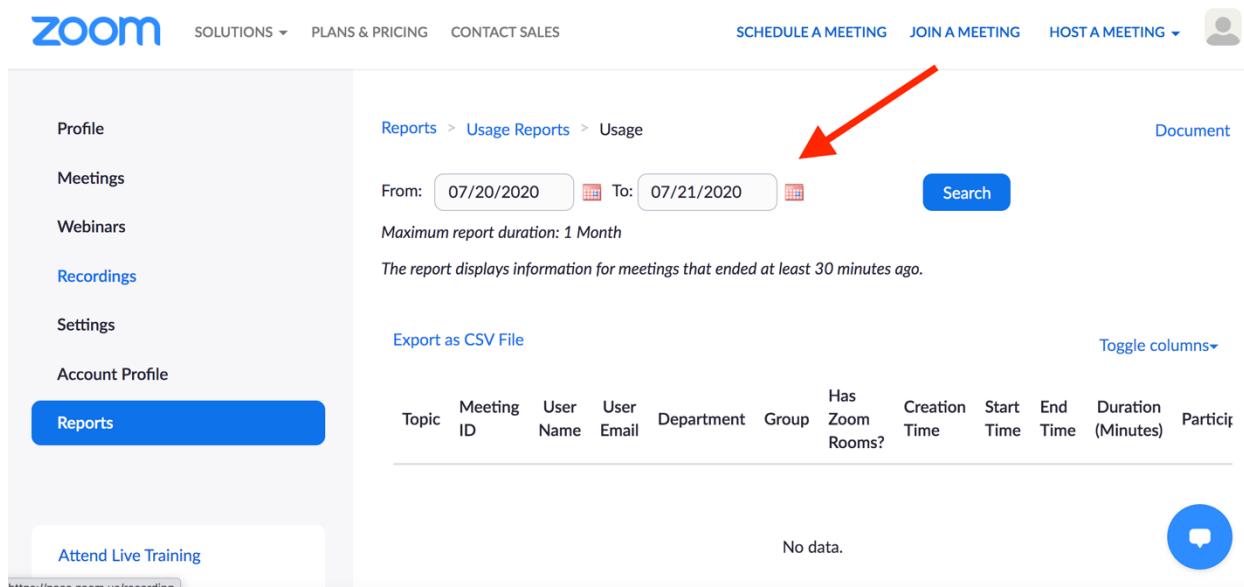
How to run an attendance report in Zoom.

1. Log into <https://pace.zoom.us>.
2. Go to the **Reports** tab on the left-hand side and select **Usage**.



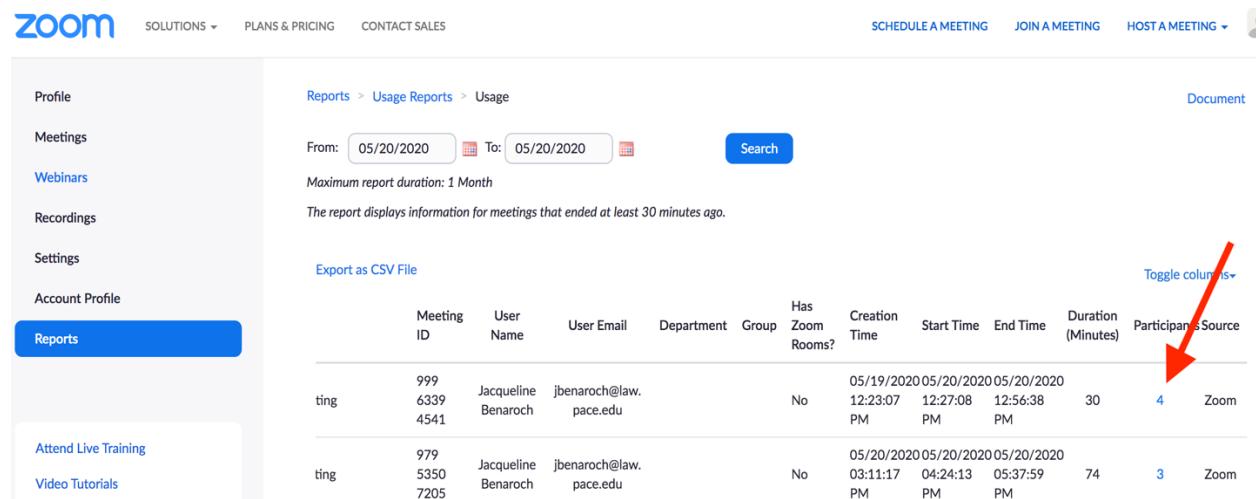
The screenshot shows the Zoom web interface with the 'Reports' tab selected in the sidebar. The main content area is titled 'Usage Reports' and contains two sections: 'Usage' and 'Meeting'. The 'Usage' section is highlighted with a red arrow pointing to the 'Usage' link. The 'Meeting' section is also present, showing a link to view registration reports and poll reports for meetings.

3. If the meeting you want to take attendance for is not listed below, you will need to change the dates and select **search** to find it.



The screenshot shows the 'Usage' report results. The sidebar has the 'Reports' tab selected. The main area shows the report path 'Reports > Usage Reports > Usage'. It includes date filters ('From: 07/20/2020' and 'To: 07/21/2020'), a 'Search' button, and a note about the report duration. Below this is a table header with columns: Topic, Meeting ID, User Name, User Email, Department, Group, Has Zoom Rooms?, Creation Time, Start Time, End Time, Duration (Minutes), and Participants. A message at the bottom says 'No data.' and there is a 'Comment' icon.

4. Click on the number of participants (highlighted in blue) for the meeting in which you would like to take attendance.



Zoom Usage Reports - Usage

From: 05/20/2020 To: 05/20/2020

Search

Maximum report duration: 1 Month

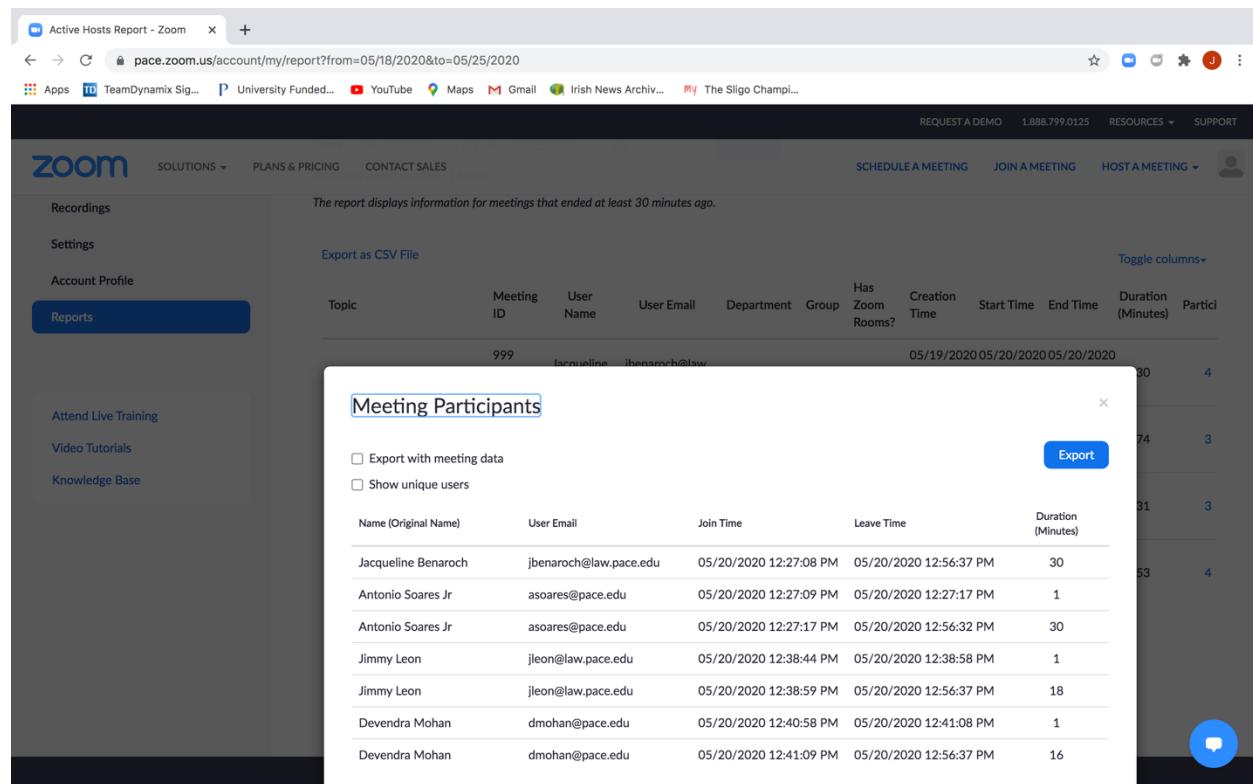
The report displays information for meetings that ended at least 30 minutes ago.

Export as CSV File

Toggle columns

	Meeting ID	User Name	User Email	Department	Group	Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)	Participants	Source
ting	99963394541	Jacqueline Benaroch	jbenaroch@law.pace.edu			No	05/19/2020 12:23:07 PM	05/20/2020 12:27:08 PM	05/20/2020 12:56:38 PM	30	4	Zoom
ting	97953507205	Jacqueline Benaroch	jbenaroch@law.pace.edu			No	05/20/2020 03:11:17 PM	05/20/2020 04:24:13 PM	05/20/2020 05:37:59 PM	74	3	Zoom

5. Meeting Participants panel displays on screen.



Active Hosts Report - Zoom

pace.zoom.us/account/my/report?from=05/18/2020&to=05/25/2020

REQUEST A DEMO 1.888.799.0125 RESOURCES SUPPORT

Meeting Participants

Export with meeting data

Show unique users

Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)
Jacqueline Benaroch	jbenaroch@law.pace.edu	05/20/2020 12:27:08 PM	05/20/2020 12:56:37 PM	30
Antonio Soares Jr	asoares@pace.edu	05/20/2020 12:27:09 PM	05/20/2020 12:27:17 PM	1
Antonio Soares Jr	asoares@pace.edu	05/20/2020 12:27:17 PM	05/20/2020 12:56:32 PM	30
Jimmy Leon	jleon@law.pace.edu	05/20/2020 12:38:44 PM	05/20/2020 12:38:58 PM	1
Jimmy Leon	jleon@law.pace.edu	05/20/2020 12:38:59 PM	05/20/2020 12:56:37 PM	18
Devendra Mohan	dmohan@pace.edu	05/20/2020 12:40:58 PM	05/20/2020 12:41:08 PM	1
Devendra Mohan	dmohan@pace.edu	05/20/2020 12:41:09 PM	05/20/2020 12:56:37 PM	16

6. Select **Export with meeting data** and **Show unique users**.

Meeting Participants

- Export with meeting data
- Show unique users

Export



Meeting ID : 999 6339 4541
Duration (Minutes) : 30
Participants : 4

Topic : Law ITS meeting
Start Time : 05/20/2020 12:27:08 PM

User Email : jbenaroch@law.pace.edu
End Time : 05/20/2020 12:56:38 PM

Name (Original Name)	User Email	Total Duration (Minutes)
Jacqueline Benaroch	jbenaroch@law.pace.edu	30
Antonio Soares Jr	asoares@pace.edu	31
Jimmy Leon	jleon@law.pace.edu	19
Devendra Mohan	dmohan@pace.edu	17

7. Select **Export**.

Meeting Participants

- Export with meeting data
- Show unique users

Export



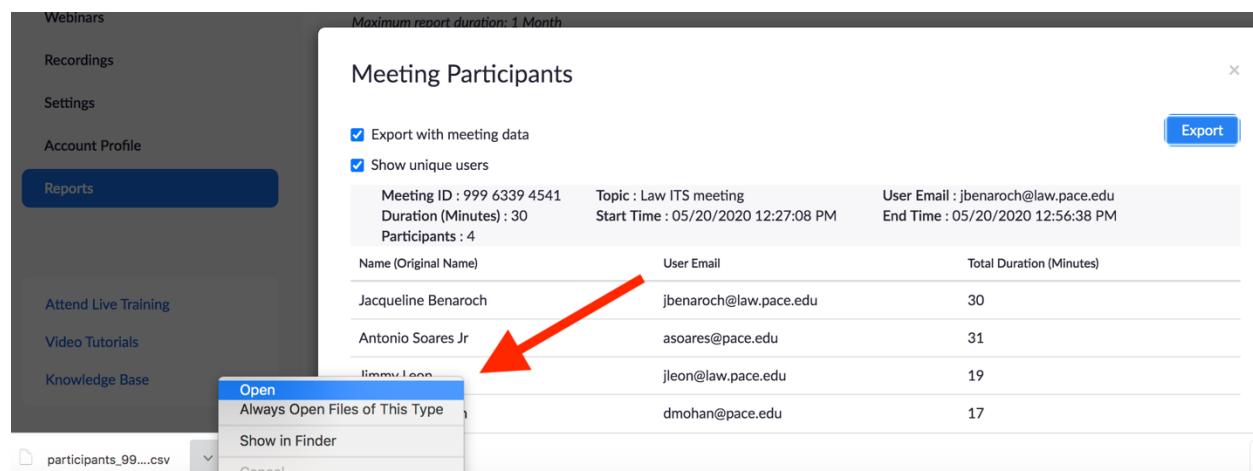
Meeting ID : 999 6339 4541
Duration (Minutes) : 30
Participants : 4

Topic : Law ITS meeting
Start Time : 05/20/2020 12:27:08 PM

User Email : jbenaroch@law.pace.edu
End Time : 05/20/2020 12:56:38 PM

Name (Original Name)	User Email	Total Duration (Minutes)
Jacqueline Benaroch	jbenaroch@law.pace.edu	30
Antonio Soares Jr	asoares@pace.edu	31
Jimmy Leon	jleon@law.pace.edu	19
Devendra Mohan	dmohan@pace.edu	17

8. Open the attendance report on the bottom left-hand side of your screen.



Webinars

Recordings

Settings

Account Profile

Reports

Attend Live Training

Video Tutorials

Knowledge Base

Maximum report duration: 1 Month

Meeting Participants

- Export with meeting data
- Show unique users

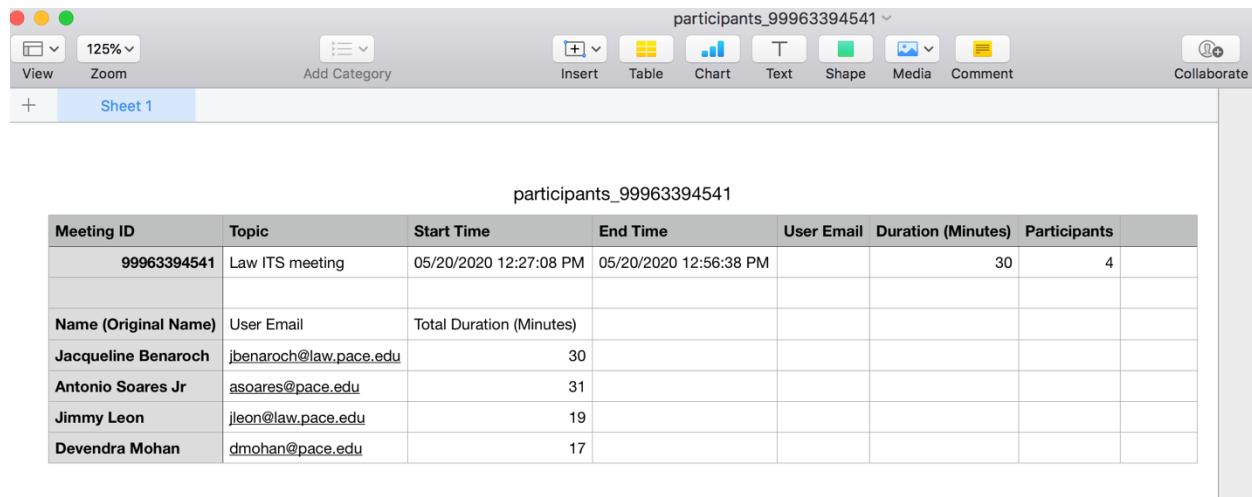
Meeting ID : 999 6339 4541
Duration (Minutes) : 30
Participants : 4

Name (Original Name)	User Email	Total Duration (Minutes)
Jacqueline Benaroch	jbenaroch@law.pace.edu	30
Antonio Soares Jr	asoares@pace.edu	31
Jimmy Leon	jleon@law.pace.edu	19
Devendra Mohan	dmohan@pace.edu	17

participants_99...csv

- Open
- Always Open Files of This Type
- Show in Finder
- Cancel

9. Sample attendance report below.



The screenshot shows a Microsoft Excel spreadsheet with the following structure:

Meeting ID	Topic	Start Time	End Time	User Email	Duration (Minutes)	Participants
99963394541	Law ITS meeting	05/20/2020 12:27:08 PM	05/20/2020 12:56:38 PM		30	4
Name (Original Name)	User Email	Total Duration (Minutes)				
Jacqueline Benaroch	jbenaroch@law.pace.edu	30				
Antonio Soares Jr	asoares@pace.edu	31				
Jimmy Leon	jleon@law.pace.edu	19				
Devendra Mohan	dmohan@pace.edu	17				