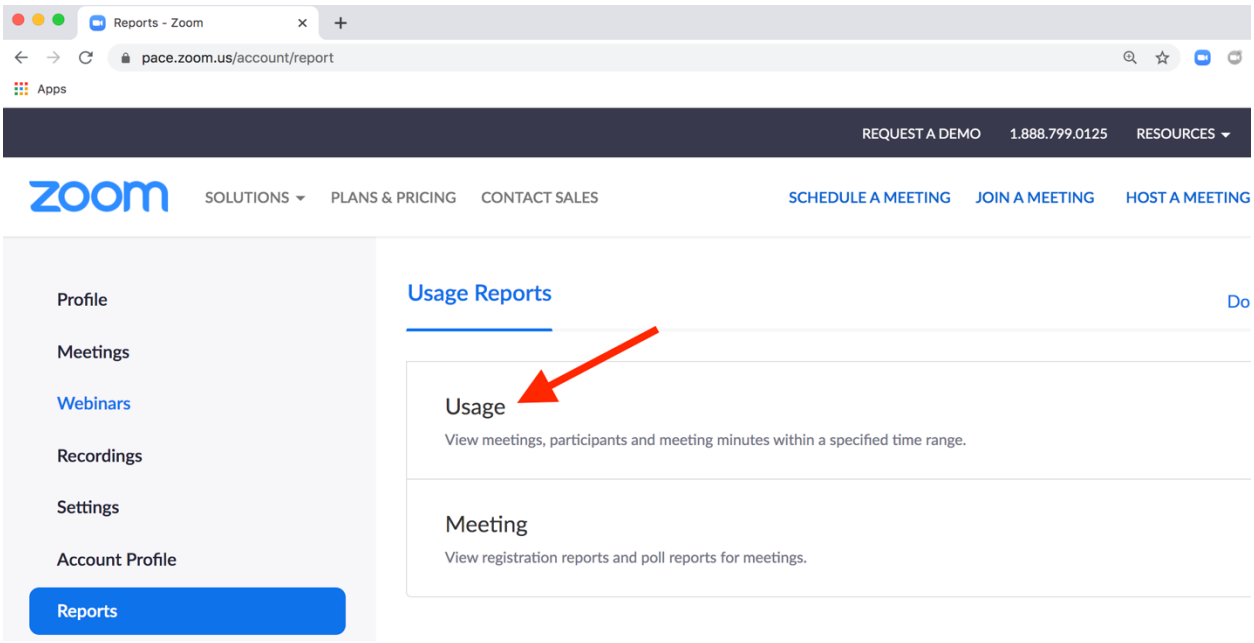
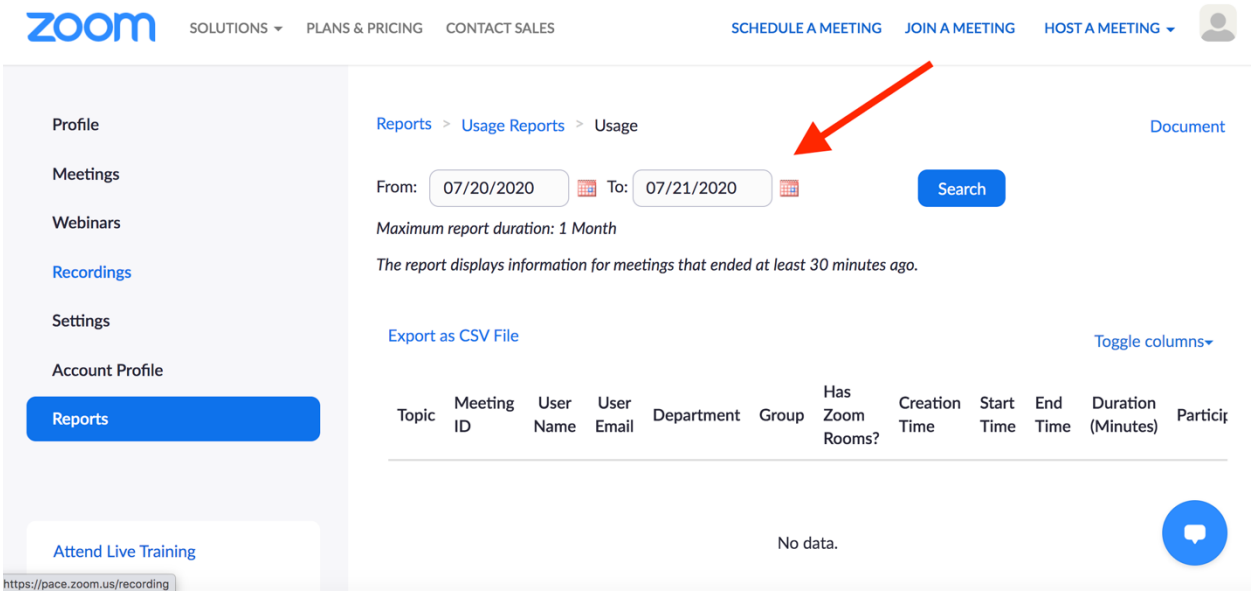
How to run an attendance report in Zoom.

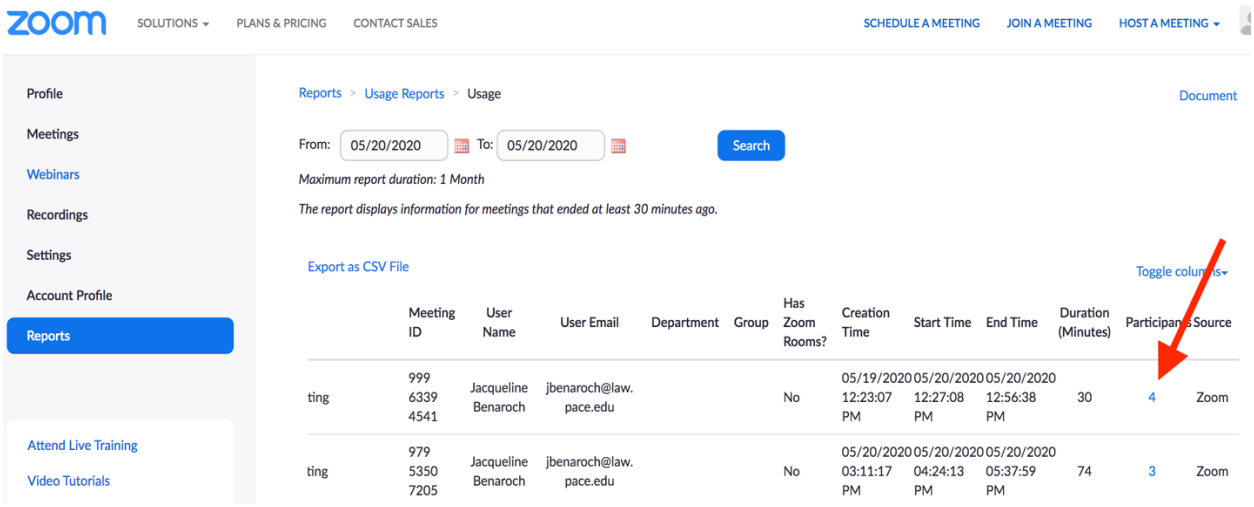
1. Log into https://pace.zoom.us.
2. Go to the **Reports** tab on the left-hand side and select **Usage**.



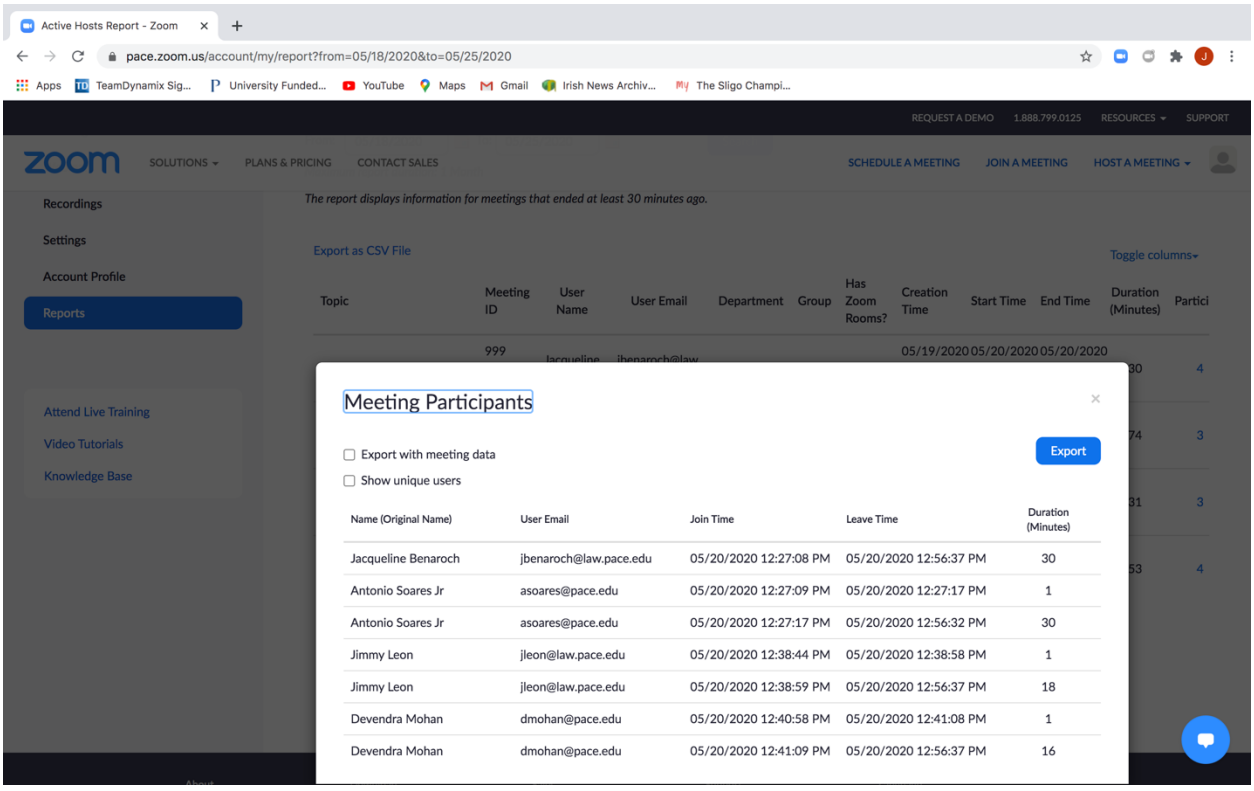
3. If the meeting you want to take attendance for is not listed below, you will need to change the dates and select **search** to find it.



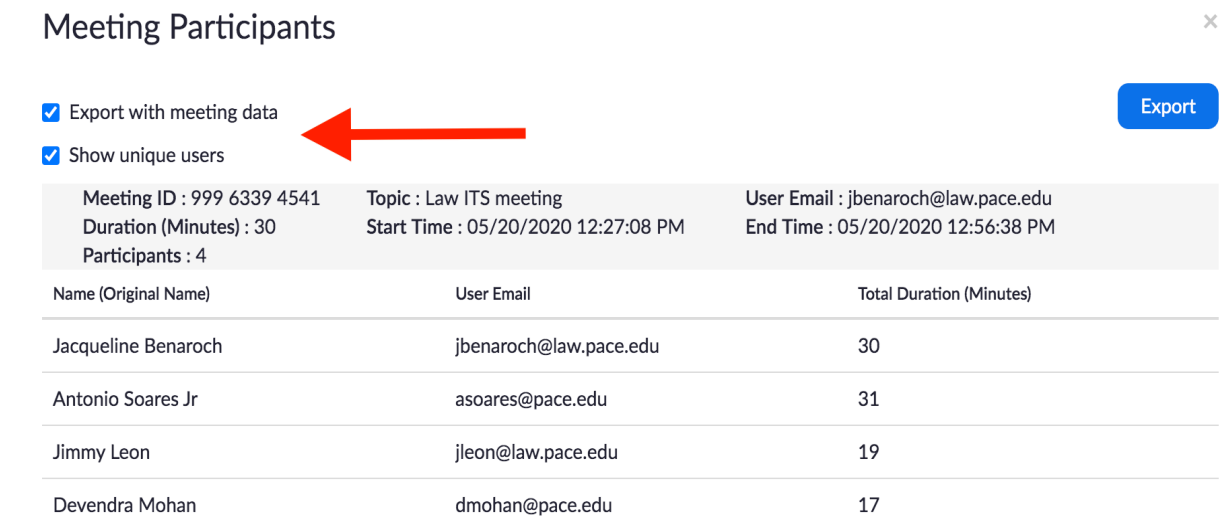
4. Click on the number of participants (highlighted in blue) for the meeting in which you would like to take attendance.



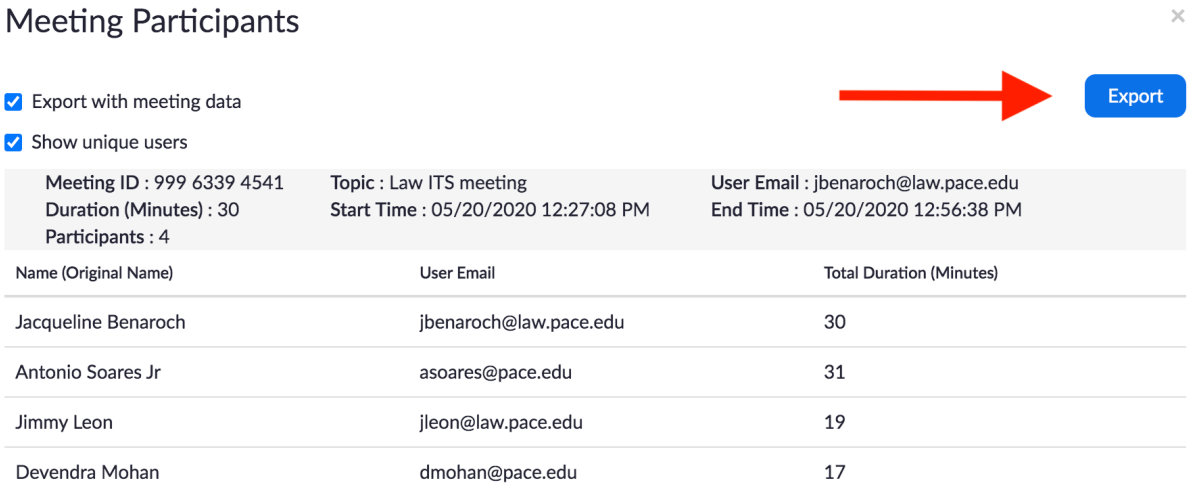
5. Meeting Participants panel displays on screen.



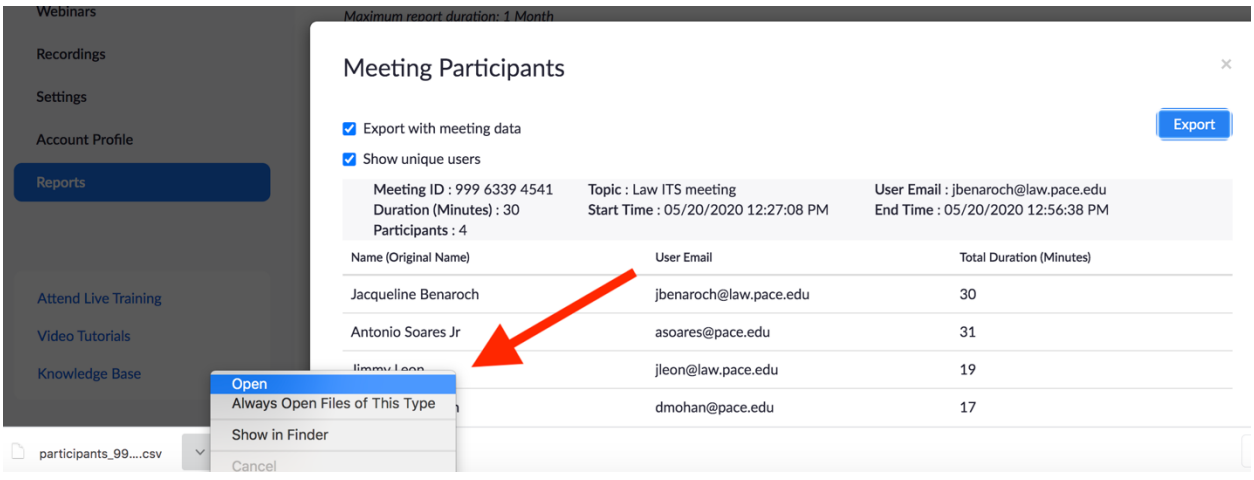
6. Select **Export with meeting data** and **Show unique users**.



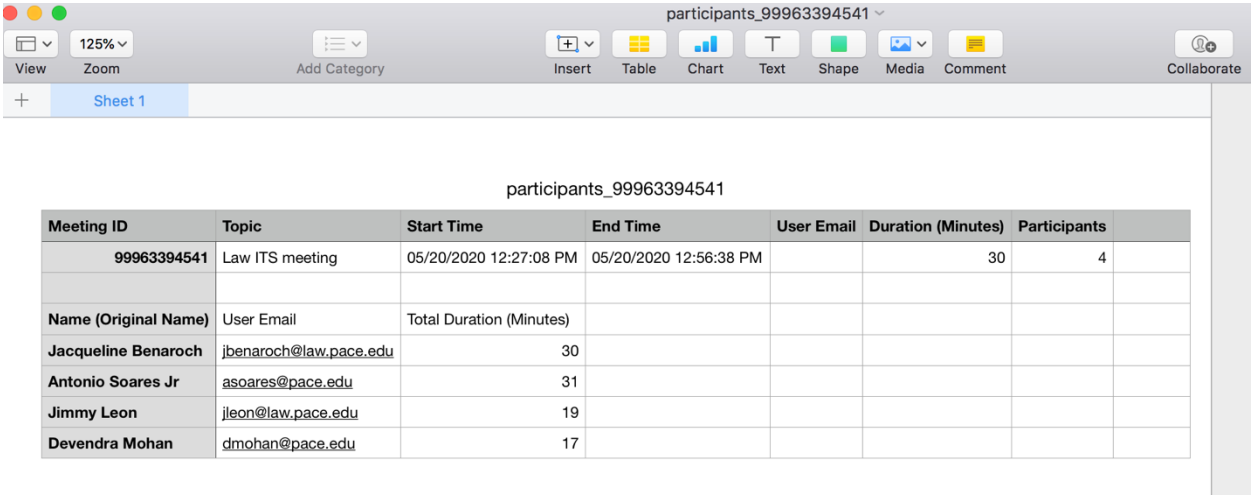
7. Select **Export**.



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



9. Sample attendance report below.



participants_99963394541

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					