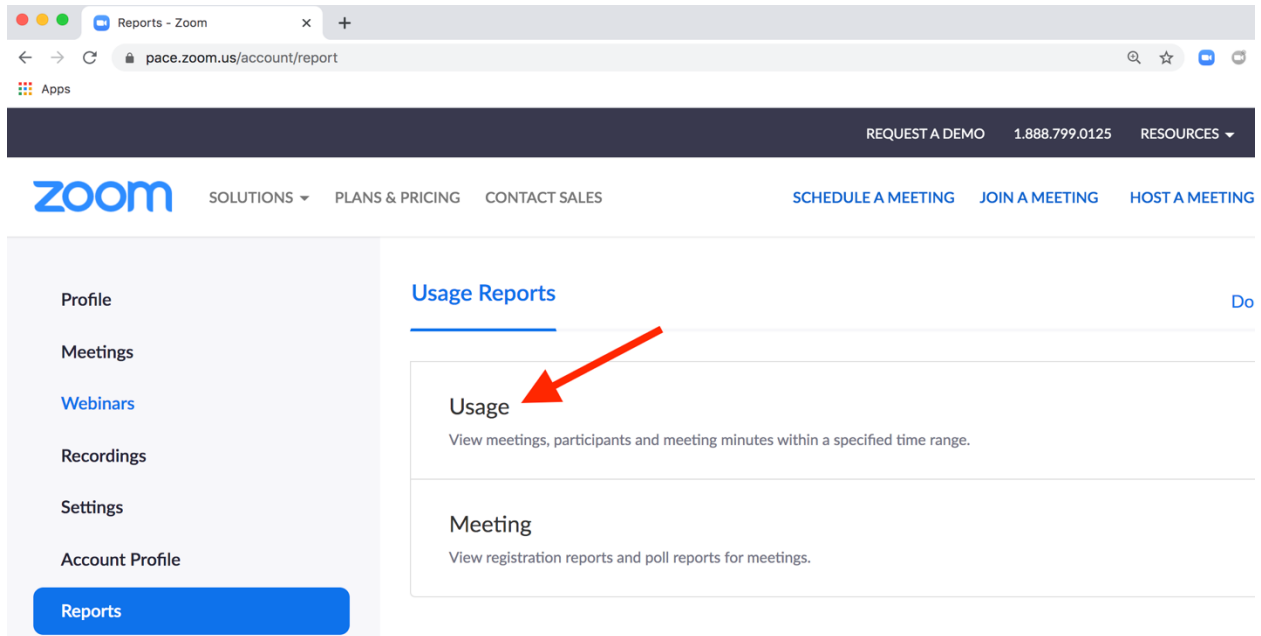
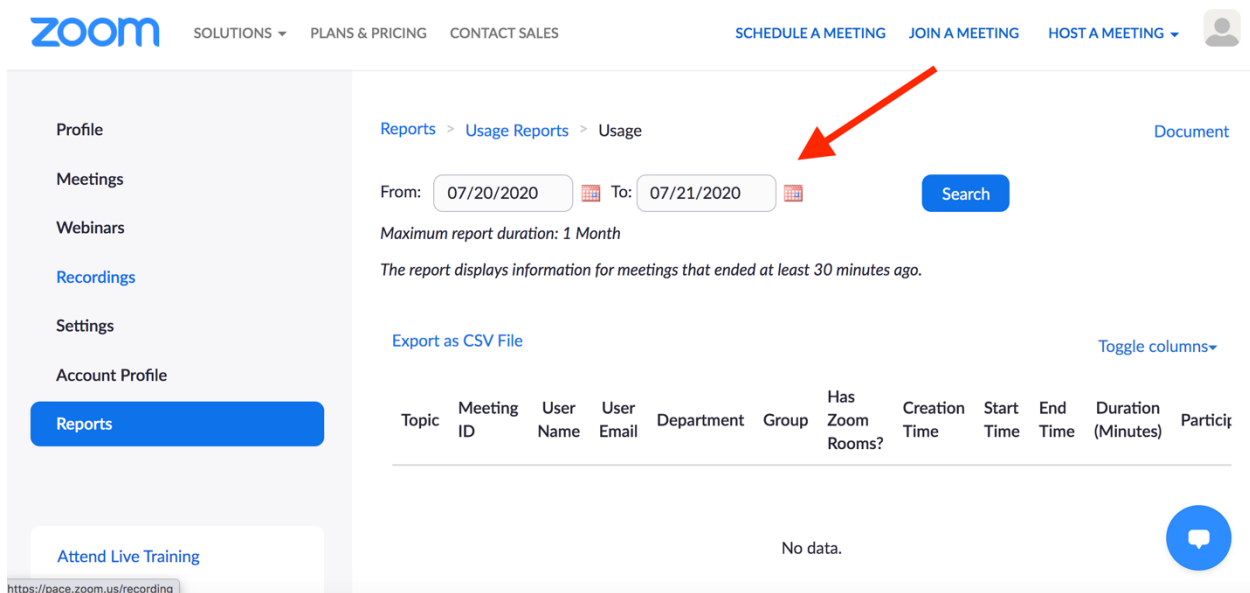


How to run an attendance report in Zoom.

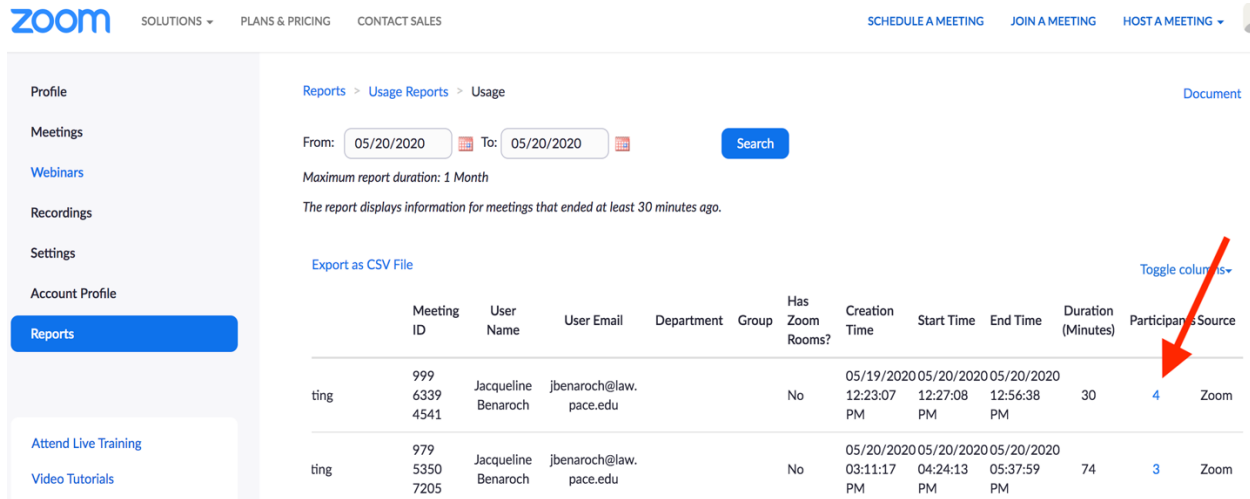
1. Log into <https://pace.zoom.us>.
2. Go to the **Reports** tab on the left-hand side and select **Usage**.



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.



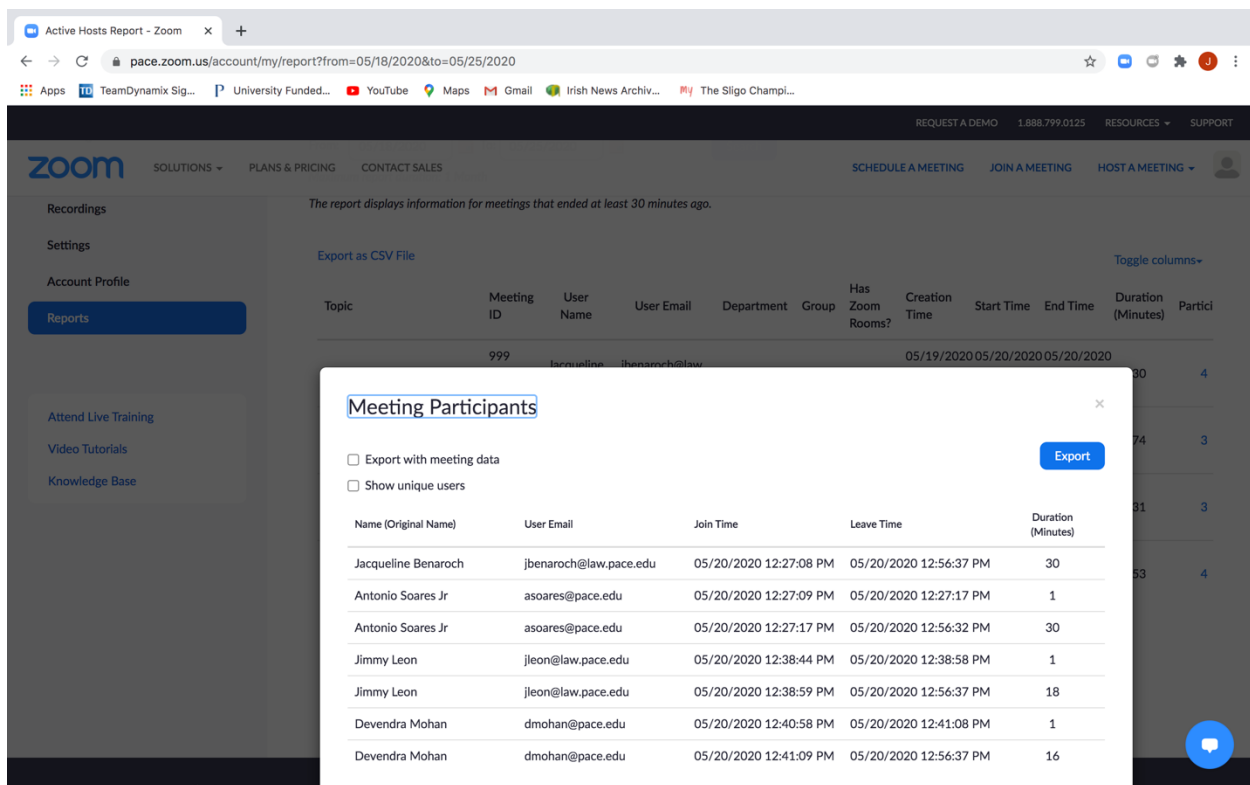
4. Click on the number of participants (highlighted in blue) for the meeting in which you would like to take attendance.



The screenshot shows the Zoom Reports interface. On the left is a sidebar with navigation options: Profile, Meetings, Webinars, Recordings, Settings, Account Profile, and Reports (highlighted in blue). Below the sidebar are links for 'Attend Live Training' and 'Video Tutorials'. The main content area is titled 'Reports > Usage Reports > Usage'. It includes filters for 'From' (05/20/2020) and 'To' (05/20/2020) dates, a 'Search' button, and a note: 'Maximum report duration: 1 Month. The report displays information for meetings that ended at least 30 minutes ago.' There is an 'Export as CSV File' link and a 'Toggle columns' link. A table lists meeting details. The first row is highlighted, and the number '4' in the 'Participants' column is highlighted in blue, with a red arrow pointing to it.

Meeting ID	User Name	User Email	Department	Group	Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)	Participants	Source
999 6339 4541	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
979 5350 7205	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.



The screenshot shows the Zoom Reports interface with the 'Meeting Participants' panel open. The panel is titled 'Meeting Participants' and has a close button (X). It contains two checkboxes: 'Export with meeting data' and 'Show unique users'. Below these is a table of participants. The background shows the same Zoom Reports page as before, but the 'Meeting Participants' panel is the primary focus.

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

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

participants_99....csv

Open

Always Open Files of This Type

Show in Finder

Cancel

9. Sample attendance report below.

participants_99963394541

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				