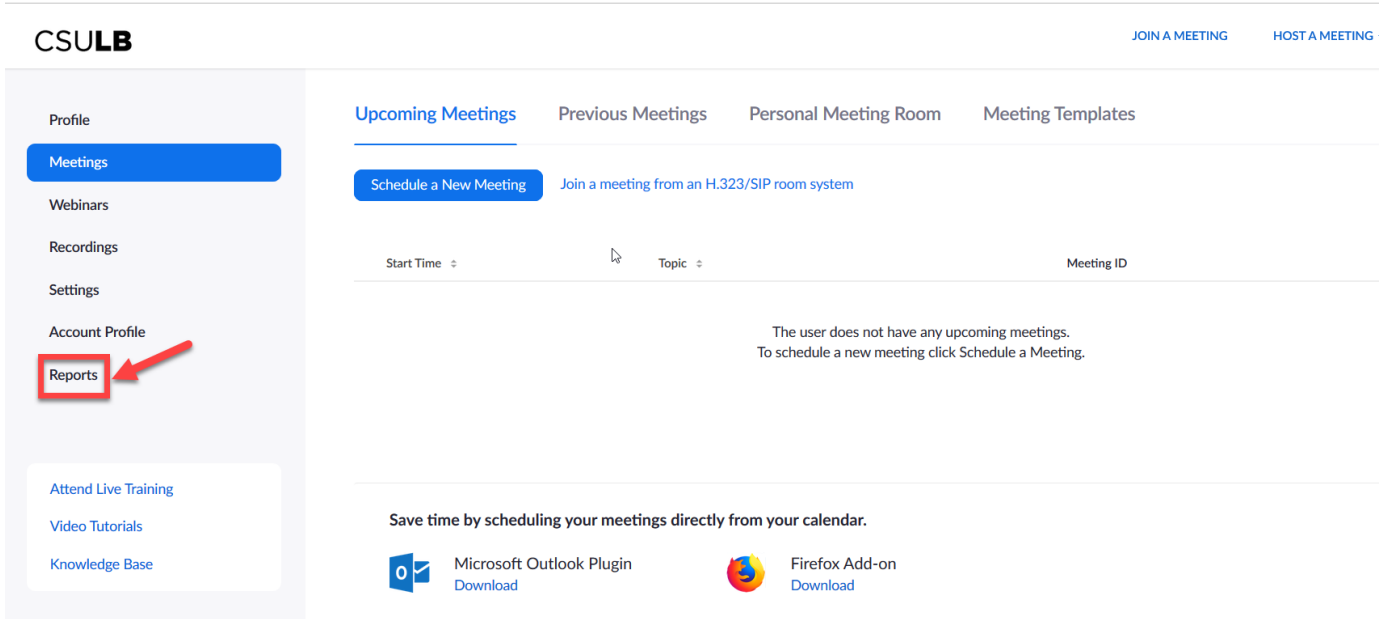
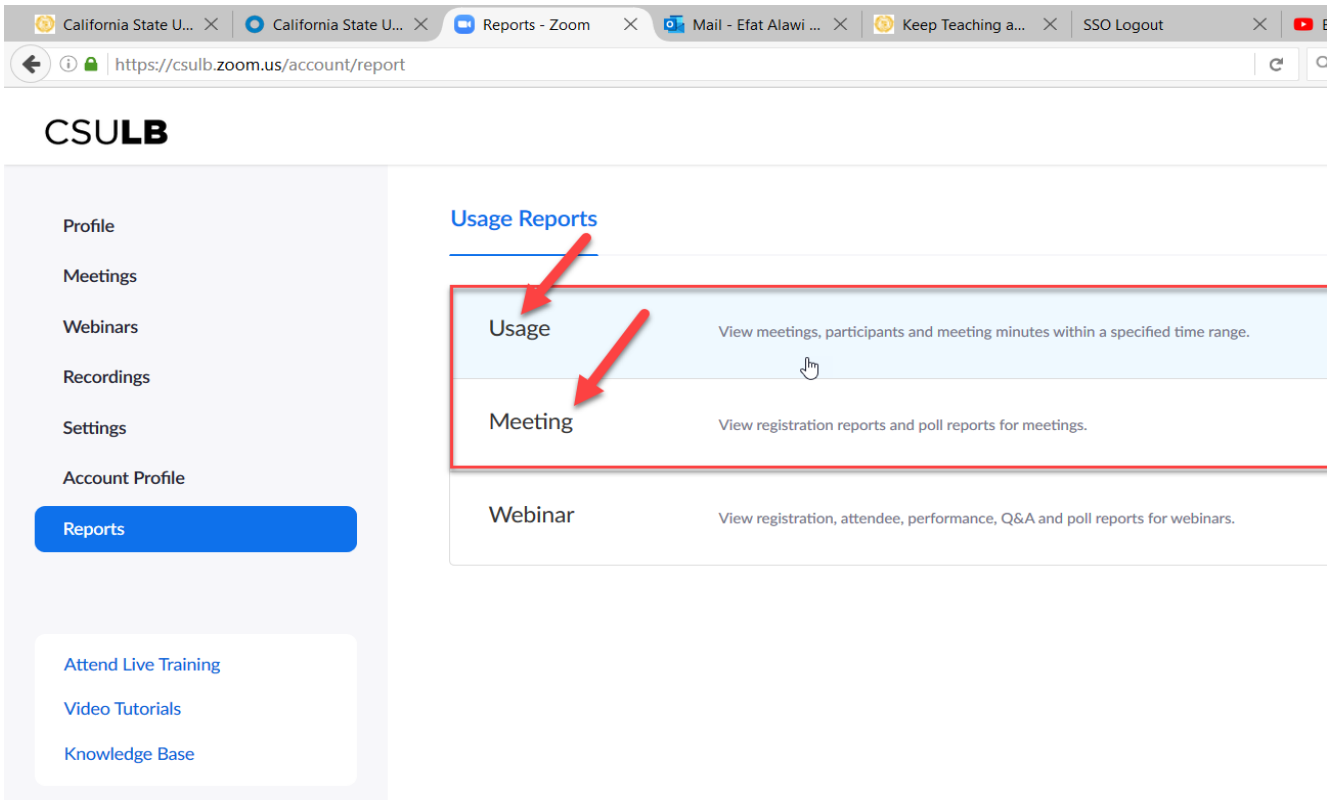


How to take attendance with Zoom

Step 1: On the Zoom Homepage, click on **Report** tab



Step 2: In the Usage Report window select either **Usage** or **Meetings**. **Usage** is preferred.



Step 3: Select the date range and click on Search

Reports > Usage Reports > Usage Document

From: To:

Maximum report duration: 1 Month
The report displays information for meetings that ended at least 30 minutes ago.

[Export as CSV File](#) [Toggle columns](#) [Add tracking field to columns](#)

Topic	Meeting ID	User Name	User Email	Department	Group	Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)	Participants	Source
No data.												

Step 4: Click on the number of Participants of the desired session.

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

[Export as CSV File](#) [Toggle columns](#) [Add tracking field to columns](#)

Topic	Meeting ID	User Name	User Email	Department	Group	Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)	Participants	Source
Afifa Alawi's Personal Meetin...222-444-8011		Afifa Alawi	Afifa.Alawi@csulb.edu	ATS		No	08/22/2016 08:26:42 AM	03/09/2020 03:25:16 PM	03/09/2020 03:48:47 PM	24	8	Zoom
Afifa Alawi's Personal Meetin...222-444-8011		Afifa Alawi	Afifa.Alawi@csulb.edu	ATS		No	08/22/2016 08:26:42 AM	03/11/2020 02:18:03 PM	03/11/2020 02:21:04 PM	4	2	Zoom
CNSM Zoom Training	815-836-495	Afifa Alawi	Afifa.Alawi@csulb.edu	ATS		No	03/12/2020 03:28:51 PM	03/13/2020 11:40:37 AM	03/13/2020 11:54:35 AM	112	57	Zoom
CNSM Zoom Training	815-836-495	Afifa Alawi	Afifa.Alawi@csulb.edu	ATS		No	03/12/2020 03:28:51 PM	03/13/2020 11:50:32 AM	03/13/2020 11:53:24 AM	3	3	Zoom
CNSM Zoom Training	815-836-495	Afifa Alawi	Afifa.Alawi@csulb.edu	ATS		No	03/12/2020 03:28:51 PM	03/13/2020 11:54:35 AM	03/13/2020 01:44:13 PM	112	57	Zoom
Afifa Alawi's Personal Meetin...222-444-8011		Afifa Alawi	Afifa.Alawi@csulb.edu	ATS		No	08/22/2016 08:26:42 AM	03/15/2020 08:41:23 PM	03/15/2020 08:53:21 PM	12	2	Zoom

Step 5: Zoom will open the Report

Meeting Participants

Export with meeting data
 Show unique users

Export

Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)	Attentiveness Score
Ahfa Alawi	Ahfa.Alawi@csulb.edu	03/13/2020 11:54:35 AM	03/13/2020 01:44:13 PM	110	88.32%
HSCI 100 Room (Alex Mathews)	alex.mathews@csulb.edu	03/13/2020 11:55:00 AM	03/13/2020 01:44:13 PM	110	92.52%
Michael Schramm	michael.schramm@csulb.edu	03/13/2020 11:58:30 AM	03/13/2020 12:04:44 PM	7	100.0%
Adam Mitchell	Adam.Mitchell@csulb.edu	03/13/2020 12:05:26 PM	03/13/2020 12:07:56 PM	3	100.0%
Michael Schramm	michael.schramm@csulb.edu	03/13/2020 12:05:46 PM	03/13/2020 12:07:08 PM	2	100.0%
Michael Schramm	michael.schramm@csulb.edu	03/13/2020 12:06:52 PM	03/13/2020 01:20:40 PM	74	97.88%
Adam Mitchell	Adam.Mitchell@csulb.edu	03/13/2020 12:07:57 PM	03/13/2020 01:00:27 PM	53	100.0%
www.csulb.edu	www.csulb.edu	03/13/2020 12:12:16 PM	03/13/2020 01:43:38 PM	92	51.66%

Select the appropriate export option and export the report.