How do I review a Zoom attendance report?

Sign In

INWA		Zoom News
	zoom	
	Video Conferencing	
	Video Comerencing	
	Join Connect to a meeting in progress	
	Host Start a meeting	611 I F
	Sign in HaukOLogin	
Basping Zoom Utestops	Developed Clearer Zoost Ovates IT'S Help Cleare HCI'S Help Cleare Zoost Support	

Sign into your Zoom account.

Select Reports

Profile	
Meetings	
Webinars	
Recordings	
Settings	
Account Profile	
Reports	

From the left hand menu bar, select Reports

Select Usage

ge Reports	
Usage	View meetings, participants and meeting minutes within a specified time range.
Meeting	View resistration reports and nell reports for meetings

Adjust search date

Reports > Usage Reports > Usage	
From: 08/02/2020 To: 08/21/2020	Search
Maximum report duration: 1 Month	
The report displays information for meetings that ended at least 30 minutes ago.	

Select the **From** or **To** date to adjust the dates in which the meeting occurred. Then select **Search** to re-run the report.

Export as CSV File Toggle columns Has Meeting User Creation Duration Topic User Email Department Group Zoom Start Time End Time Participants urce ID Name Time (Minutes) Rooms? University 935 Cden-05/19/202008/10/202008/10/2020 of Iowa - No Course Director/Instructor U... 5718 Dentistry 10:21:52 03:52:39 04:34:37 43 51 Zoom default 9813 Administration AM PM PM group University 959 Cden-07/10/2020 08/19/2020 08/19/2020 of Iowa -default No Curriculum Committee Work... 3175 Dentistry 09:43:34 11:53:22 01:00:23 19 68 9157 Administration AM AM PM group University 935 Cden-05/19/2020 08/19/2020 08/19/2020 of Iowa -default No Course Director/Instructor U... 5718 Dentistry 10:21:52 03:34:17 04:48:22 75 71 Zoom PM PM 9813 Administration AM group

Participants

Select the number displayed in the Participants column to view the list of participants.

Example report:

Meeting Partici	pants				×
Export with meeting da Show upique users	ita				Export
Name (Original Name)	User Email	Join Time	Leave Time	Duration	Recording
Hame (Original Hame)			Join Time Leave Time	(Minutes)	Consent
		08/10/2020	08/10/2020	40	
		03:52:39 PM	04:34:33 PM	42	Ŷ
		08/10/2020	08/10/2020		
		03:55:34 PM	04:34:36 PM	40	
		08/10/2020	08/10/2020		
		03:55:58 PM	04:34:33 PM	39	Y
		08/10/2020	08/10/2020	38	
		03:56:38 PM	04:34:35 PM		Y
		08/10/2020	08/10/2020		
		03:56:55 PM	04:34:32 PM	38	Ŷ
		00/40/2020	00/40/2020		