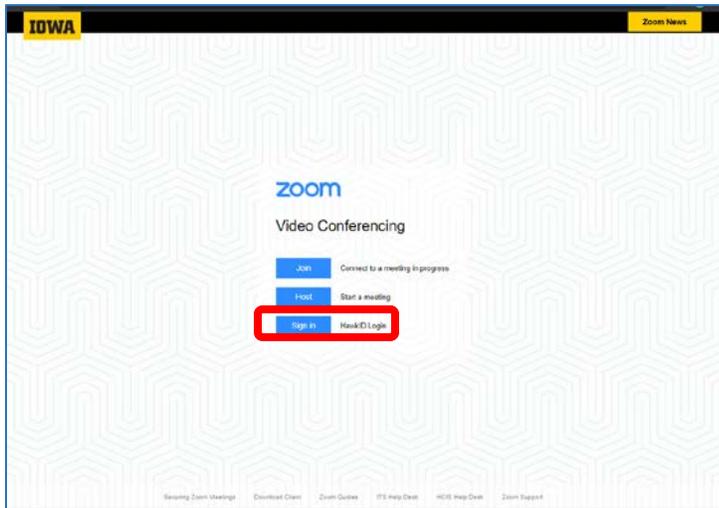


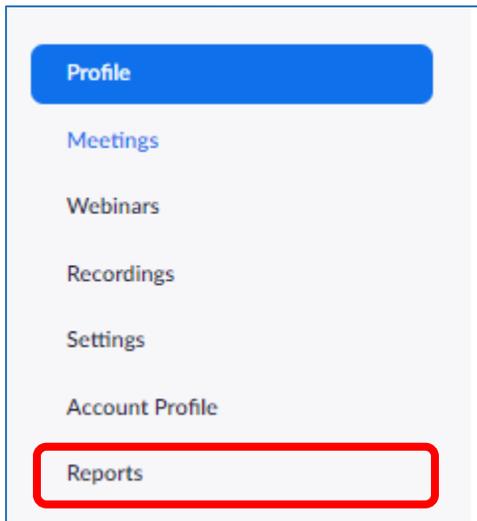
How do I review a Zoom attendance report?

Sign In



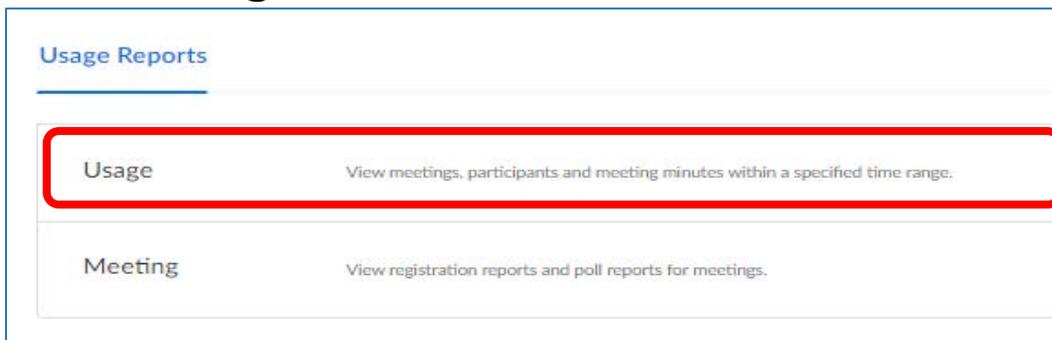
Sign into your Zoom account.

Select Reports



From the left hand menu bar, select **Reports**

Select Usage



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.

Participants

Export as CSV File Toggle columns

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

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

Example report:

Meeting Participants X

Export with meeting data Export

Show unique users

Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)	Recording Consent
[Redacted]		08/10/2020 03:52:39 PM	08/10/2020 04:34:33 PM	42	Y
[Redacted]	[Redacted]	08/10/2020 03:55:34 PM	08/10/2020 04:34:36 PM	40	
[Redacted]		08/10/2020 03:55:58 PM	08/10/2020 04:34:33 PM	39	Y
[Redacted]		08/10/2020 03:56:38 PM	08/10/2020 04:34:35 PM	38	Y
[Redacted]	[Redacted]	08/10/2020 03:56:55 PM	08/10/2020 04:34:32 PM	38	Y