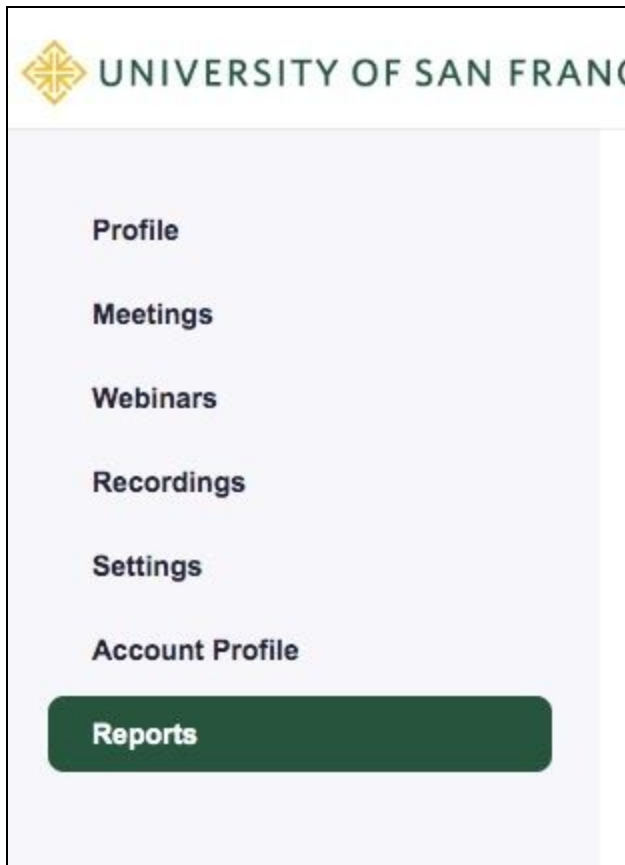


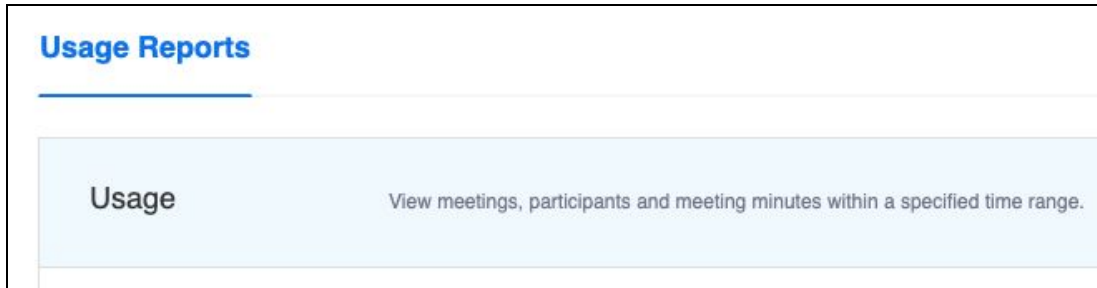
Attendance Reports for Zoom sessions

To run an attendance report in for a Zoom meeting, follow these steps:

1. On the web, sign in to Zoom via the web at <https://usfca.zoom.us/>.
2. Once signed in, select **Reports** in the navigation sidebar.



3. Within Reports click on the Usage link.



4. Use the date pickers to select the meeting date range you want, and select Search.

5. When you have found the meeting you want, click on the blue number in the Participants column.



6. Zoom will display the name of each participant in this meeting. You can export the list of meeting participants as a .csv file. You can open the .csv file with Excel or Google sheets.

Meeting Participants



Export with meeting data

Export

Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)	Attentiveness Score
Jill Ballard	jballard2@usfca.edu	03/10/2020 06:01:39 PM	03/10/2020 06:57:27 PM	56	100.0%

Note: the .csv file will include each participant's name, as they entered it when they joined the meeting. You can also see the times they joined and left the meeting, and the duration of the meeting (in minutes) for each participant.