

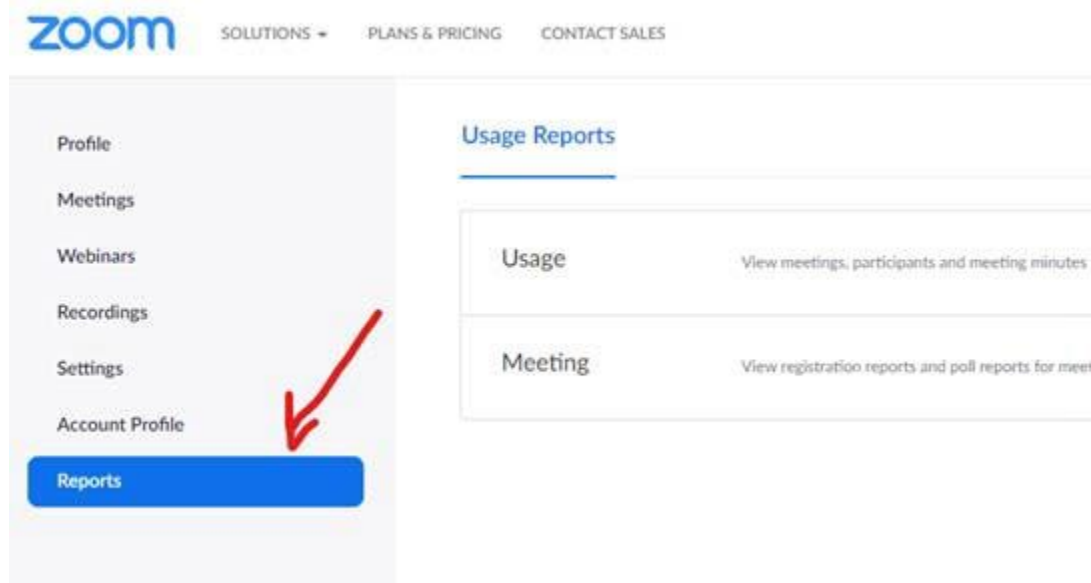
From: Tammy Taylor <TTaylor@cpsk12.org>
Sent: Wednesday, September 9, 2020 11:39 AM
Subject: Attendance report in Zoom

You may already know how to do this but it was shared with me today so I thought I would share in case you didn't know how OR I forget.

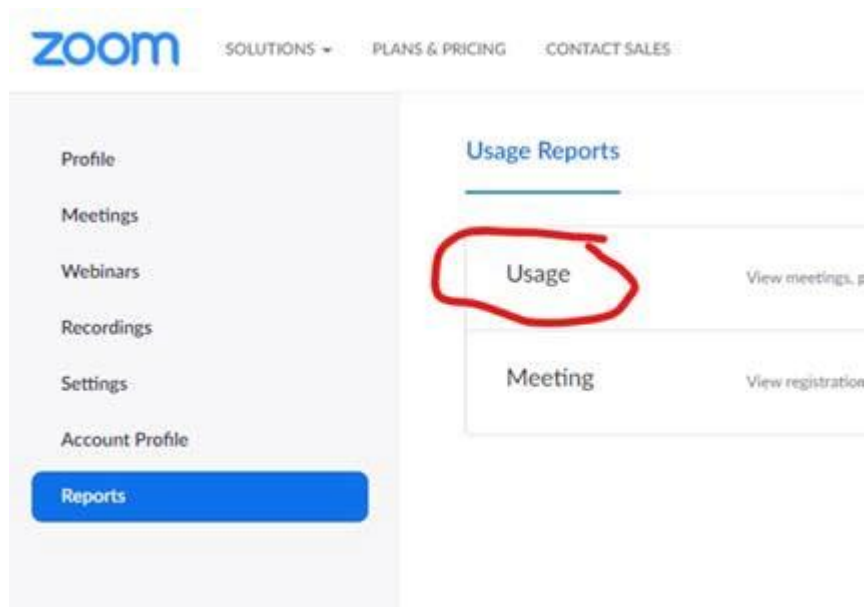
📧 Tammy

Here's a quick (I hope) how-to to find the attendance report for your Zoom meetings.

If you go into Zoom in the browser, then click reports on the left side.



Then click on Usage in the middle of the screen.



You'll then see a list of all the meetings you've had within the **report duration**. If you click the **blue** number in the Participants column...

The screenshot shows the Zoom Reports interface. On the left is a navigation menu with options: Profile, Meetings, Webinars, Recordings, Settings, Account Profile, and Reports (highlighted in blue). Below the menu are links for Attend Live Training, Video Tutorials, and Knowledge Base. The main content area shows the breadcrumb 'Reports > Usage Reports > Usage'. A date range filter is set to 'From: 09/08/2020' and 'To: 09/09/2020', with a 'Search' button to the right. Below the date range, it says 'Maximum report duration: 1 Month' and 'The report displays information for meetings that ended at least 15 minutes ago.' There is an 'Export as CSV File' link. Below this is a table with the following data:

Topic	Meeting ID	User Name	User Email	Department
Schaefer - 7th Grade Rtl - Pe...	952 8166 1102	Sherry Schaefer	shschaef@cpsk1 2.org	
Student Teacher meeting	997 2230 1068	Sherry Schaefer	shschaef@cpsk1 2.org	
Schaefer - Math 6 - Periods ...	929 8571 4158	Sherry Schaefer	shschaef@cpsk1 2.org	
Schaefer - Math 6 - Periods ...	999 1770 0851	Sherry Schaefer	shschaef@cpsk1 2.org	

...then you will get a report of who showed up, at what time, and for how long. It even lists them multiple times if they hopped on and then hopped off. Like this...

Meeting Participants



Export with meeting data

Show unique users

Export

Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)
Sherry Schaefer	shschaef@cpsk12.org	09/08/2020 07:23:32 AM	09/08/2020 08:17:16 AM	54
Audrey Holliday	26ash02@stu.cpsk12.org	09/08/2020 07:23:35 AM	09/08/2020 07:29:38 AM	7
Zaria Howard		09/08/2020 07:25:13 AM	09/08/2020 08:17:14 AM	53
Brewer Oxford		09/08/2020 07:28:43 AM	09/08/2020 08:17:16 AM	49
Audrey Holliday	26ash02@stu.cpsk12.org	09/08/2020 07:28:58 AM	09/08/2020 08:17:13 AM	49
Ema Bradley	26ejb01@stu.cpsk12.org	09/08/2020 07:29:17 AM	09/08/2020 07:35:43 AM	7
Jehu O.		09/08/2020 07:29:37 AM	09/08/2020 08:17:16 AM	48
Kiyah Brown	26dmb01@stu.cpsk12.org	09/08/2020 07:30:05 AM	09/08/2020 07:45:34 AM	16

Hopefully that is helpful for you. 🙏 Have a great rest of your week!