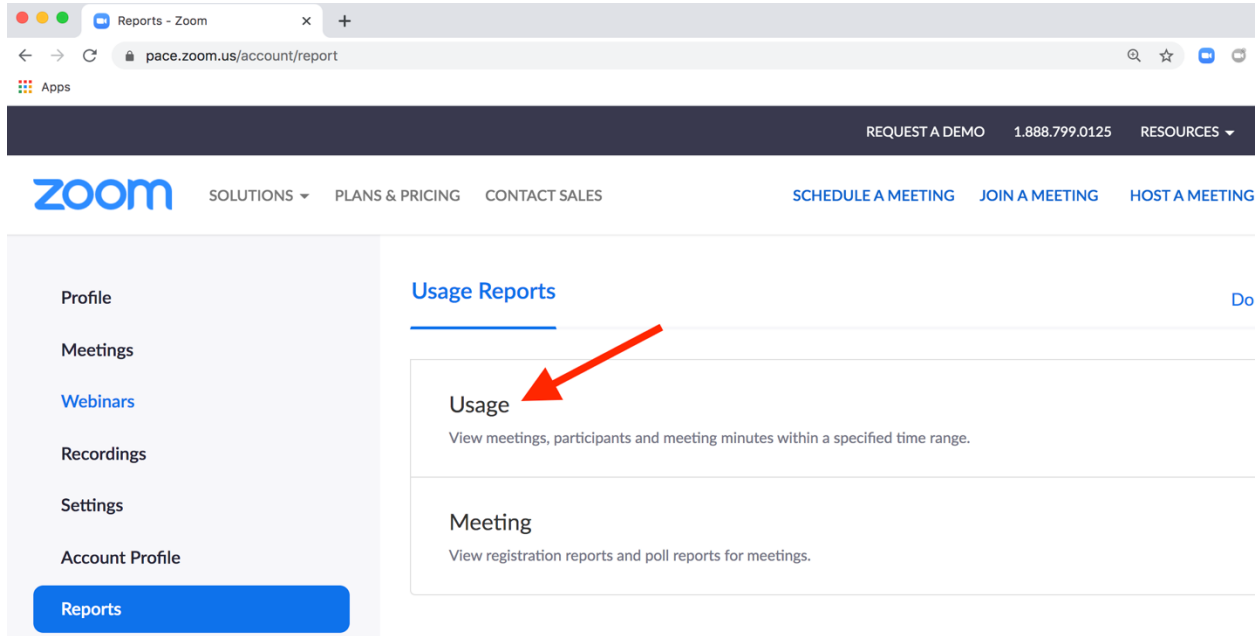
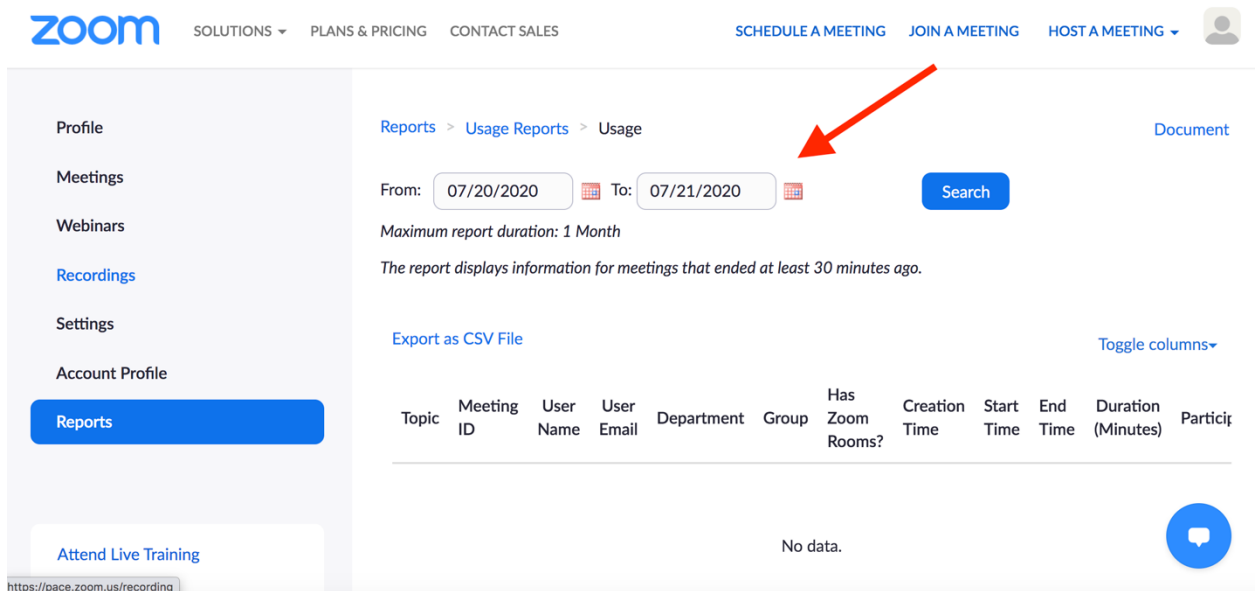


How to run an attendance report in Zoom.

1. Log into <https://pace.zoom.us>.
2. Go to the **Reports** tab on the left-hand side and select **Usage**.



3. If the meeting you want to take attendance for is not listed below, you will need to change the dates and select **search** to find it.



4. Click on the number of participants (highlighted in blue) for the meeting in which you would like to take attendance.

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾

Profile Meetings Webinars Recordings Settings Account Profile **Reports**

Reports > Usage Reports > Usage Document

From: 05/20/2020 To: 05/20/2020 Search

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

[Export as CSV File](#) [Toggle columns](#)

	Meeting ID	User Name	User Email	Department	Group	Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)	Participants	Source
ting	999 6339 4541	Jacqueline Benaroch	jbenaroch@law.pace.edu			No	05/19/2020 12:23:07 PM	05/20/2020 12:27:08 PM	05/20/2020 12:56:38 PM	30	4	Zoom
ting	979 5350 7205	Jacqueline Benaroch	jbenaroch@law.pace.edu			No	05/20/2020 03:11:17 PM	05/20/2020 04:24:13 PM	05/20/2020 05:37:59 PM	74	3	Zoom

5. Meeting Participants panel displays on screen.

Active Hosts Report - Zoom

pace.zoom.us/account/my/report?from=05/18/2020&to=05/25/2020

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾

Recordings Settings Account Profile **Reports**

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

[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)	Partici
	999	Jacqueline Benaroch	jbenaroch@law.pace.edu			No	05/19/2020 12:23:07 PM	05/20/2020 12:27:08 PM	05/20/2020 12:56:38 PM	30	4
		Antonio Soares Jr	asoares@pace.edu				05/20/2020 12:27:09 PM	05/20/2020 12:27:17 PM	05/20/2020 12:56:32 PM	1	3
		Antonio Soares Jr	asoares@pace.edu				05/20/2020 12:27:17 PM	05/20/2020 12:38:44 PM	05/20/2020 12:38:58 PM	1	4
		Jimmy Leon	jleon@law.pace.edu				05/20/2020 12:38:59 PM	05/20/2020 12:41:08 PM	05/20/2020 12:56:37 PM	1	3
		Jimmy Leon	jleon@law.pace.edu				05/20/2020 12:41:09 PM	05/20/2020 12:56:37 PM	05/20/2020 12:56:37 PM	16	4
		Devendra Mohan	dmohan@pace.edu								
		Devendra Mohan	dmohan@pace.edu								

Meeting Participants

Export with meeting data [Export](#)

Show unique users

Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)
Jacqueline Benaroch	jbenaroch@law.pace.edu	05/20/2020 12:27:08 PM	05/20/2020 12:56:37 PM	30
Antonio Soares Jr	asoares@pace.edu	05/20/2020 12:27:09 PM	05/20/2020 12:27:17 PM	1
Antonio Soares Jr	asoares@pace.edu	05/20/2020 12:27:17 PM	05/20/2020 12:38:44 PM	30
Jimmy Leon	jleon@law.pace.edu	05/20/2020 12:38:44 PM	05/20/2020 12:38:58 PM	1
Jimmy Leon	jleon@law.pace.edu	05/20/2020 12:38:59 PM	05/20/2020 12:56:37 PM	18
Devendra Mohan	dmohan@pace.edu	05/20/2020 12:40:58 PM	05/20/2020 12:41:08 PM	1
Devendra Mohan	dmohan@pace.edu	05/20/2020 12:41:09 PM	05/20/2020 12:56:37 PM	16

6. Select **Export with meeting data** and **Show unique users**.

Meeting Participants

Export with meeting data

Show unique users

Export

Meeting ID : 999 6339 4541 Duration (Minutes) : 30 Participants : 4	Topic : Law ITS meeting Start Time : 05/20/2020 12:27:08 PM	User Email : jbenaroch@law.pace.edu End Time : 05/20/2020 12:56:38 PM
Name (Original Name)	User Email	Total Duration (Minutes)
Jacqueline Benaroch	jbenaroch@law.pace.edu	30
Antonio Soares Jr	asoares@pace.edu	31
Jimmy Leon	jleon@law.pace.edu	19
Devendra Mohan	dmohan@pace.edu	17

7. Select **Export**.

Meeting Participants

Export with meeting data

Show unique users

Export

Meeting ID : 999 6339 4541 Duration (Minutes) : 30 Participants : 4	Topic : Law ITS meeting Start Time : 05/20/2020 12:27:08 PM	User Email : jbenaroch@law.pace.edu End Time : 05/20/2020 12:56:38 PM
Name (Original Name)	User Email	Total Duration (Minutes)
Jacqueline Benaroch	jbenaroch@law.pace.edu	30
Antonio Soares Jr	asoares@pace.edu	31
Jimmy Leon	jleon@law.pace.edu	19
Devendra Mohan	dmohan@pace.edu	17

8. Open the attendance report on the bottom left-hand side of your screen.

The screenshot shows the 'Meeting Participants' report interface. On the left is a sidebar with navigation options: Webinars, Recordings, Settings, Account Profile, Reports (highlighted), Attend Live Training, Video Tutorials, and Knowledge Base. The main report area is titled 'Meeting Participants' and includes the same options as in step 6. A red arrow points to the 'Reports' menu item in the sidebar. Another red arrow points to the 'Open' option in a file download menu that is open over the report table. The file name 'participants_99...csv' is visible at the bottom left.

9. Sample attendance report below.

participants_99963394541

Meeting ID	Topic	Start Time	End Time	User Email	Duration (Minutes)	Participants
99963394541	Law ITS meeting	05/20/2020 12:27:08 PM	05/20/2020 12:56:38 PM		30	4
Name (Original Name)	User Email	Total Duration (Minutes)				
Jacqueline Benaroch	jbenaroch@law.pace.edu	30				
Antonio Soares Jr	asoares@pace.edu	31				
Jimmy Leon	jleon@law.pace.edu	19				
Devendra Mohan	dmohan@pace.edu	17				