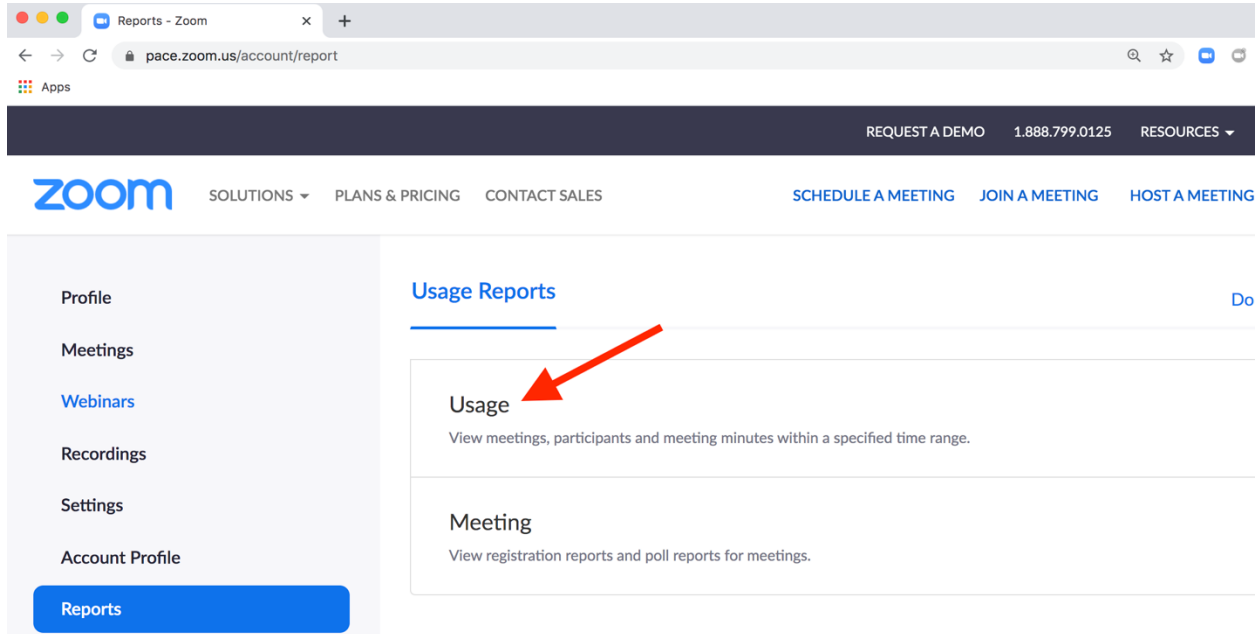


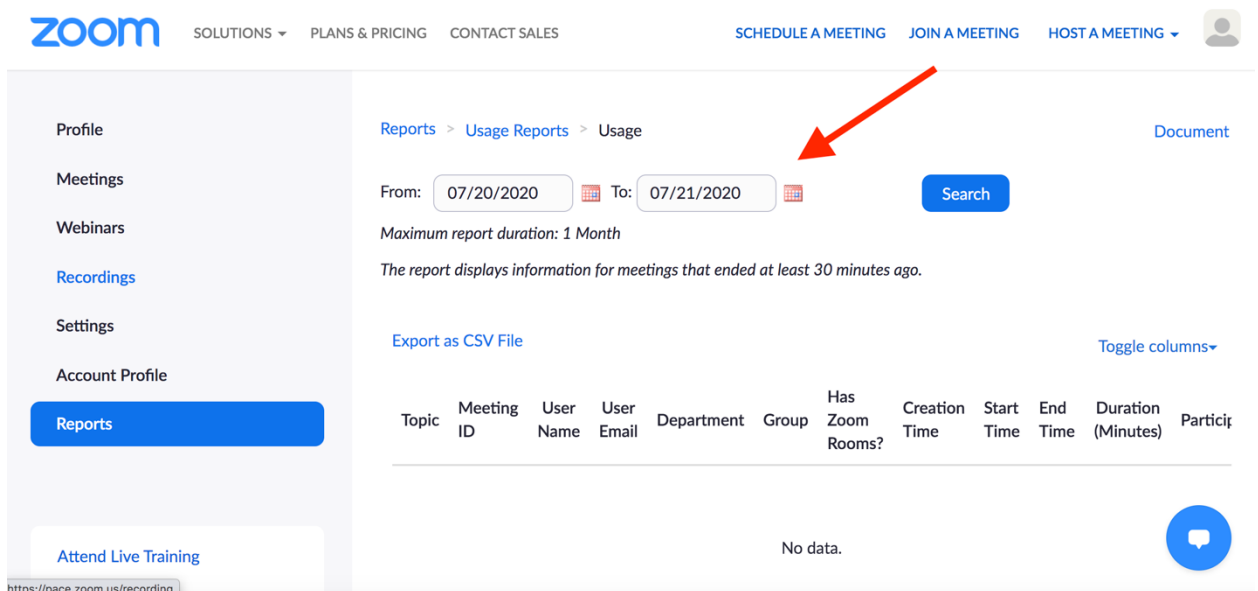
How to run an attendance report in Zoom.

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



The screenshot shows the Zoom account interface. The browser address bar displays `pace.zoom.us/account/report`. The navigation bar includes links for `REQUEST A DEMO`, `1.888.799.0125`, and `RESOURCES`. The main navigation menu on the left lists `Profile`, `Meetings`, `Webinars`, `Recordings`, `Settings`, `Account Profile`, and `Reports` (highlighted in blue). The `Usage Reports` section is active, showing two options: `Usage` (with a red arrow pointing to it) and `Meeting`. The `Usage` option includes the text: "View meetings, participants and meeting minutes within a specified time range."

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.



The screenshot shows the Zoom account interface with the `Usage` report selected. The breadcrumb trail is `Reports > Usage Reports > Usage`. The search filters are set to `From: 07/20/2020` and `To: 07/21/2020`, with a red arrow pointing to the `Search` button. Below the filters, it states: "Maximum report duration: 1 Month" and "The report displays information for meetings that ended at least 30 minutes ago." There is an `Export as CSV File` link and a `Toggle columns` dropdown. A table with the following columns is shown: `Topic`, `Meeting ID`, `User Name`, `User Email`, `Department`, `Group`, `Has Zoom Rooms?`, `Creation Time`, `Start Time`, `End Time`, `Duration (Minutes)`, and `Particip`. The table is currently empty, displaying `No data.` at the bottom. A `Attend Live Training` button is visible in the bottom left corner.

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			No	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			No	05/20/2020 12:27:17 PM	05/20/2020 12:38:44 PM	05/20/2020 12:56:37 PM	30	4
		Jimmy Leon	jleon@law.pace.edu			No	05/20/2020 12:38:44 PM	05/20/2020 12:38:59 PM	05/20/2020 12:56:37 PM	1	3
		Jimmy Leon	jleon@law.pace.edu			No	05/20/2020 12:38:59 PM	05/20/2020 12:41:08 PM	05/20/2020 12:56:37 PM	18	4
		Devendra Mohan	dmohan@pace.edu			No	05/20/2020 12:40:58 PM	05/20/2020 12:41:09 PM	05/20/2020 12:56:37 PM	1	3
		Devendra Mohan	dmohan@pace.edu			No	05/20/2020 12:41:09 PM	05/20/2020 12:56:37 PM	05/20/2020 12:56:37 PM	16	4

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 12:38:59 PM	1
Jimmy Leon	jleon@law.pace.edu	05/20/2020 12:38:59 PM	05/20/2020 12:41:08 PM	18
Devendra Mohan	dmohan@pace.edu	05/20/2020 12:40:58 PM	05/20/2020 12:41:09 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	Topic : Law ITS meeting	User Email : jbenaroch@law.pace.edu
Duration (Minutes) : 30	Start Time : 05/20/2020 12:27:08 PM	End Time : 05/20/2020 12:56:38 PM
Participants : 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

7. Select **Export**.

Meeting Participants ×

Export with meeting data 

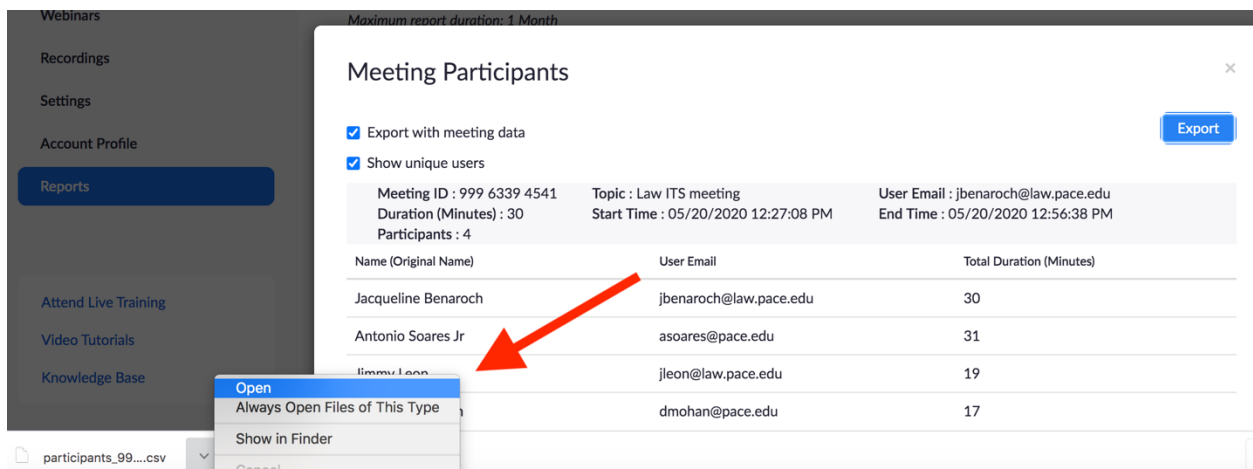
Show unique users

Export

Meeting ID : 999 6339 4541	Topic : Law ITS meeting	User Email : jbenaroch@law.pace.edu
Duration (Minutes) : 30	Start Time : 05/20/2020 12:27:08 PM	End Time : 05/20/2020 12:56:38 PM
Participants : 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

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



Webinars

Recordings

Settings

Account Profile

Reports

Attend Live Training

Video Tutorials

Knowledge Base

participants_99...csv

Maximum report duration: 1 Month

Meeting Participants ×

Export with meeting data

Show unique users

Export

Meeting ID : 999 6339 4541	Topic : Law ITS meeting	User Email : jbenaroch@law.pace.edu
Duration (Minutes) : 30	Start Time : 05/20/2020 12:27:08 PM	End Time : 05/20/2020 12:56:38 PM
Participants : 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

Open

Always Open Files of This Type

Show in Finder

Cancel

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				