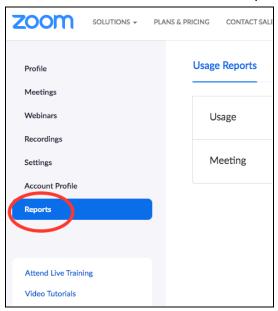
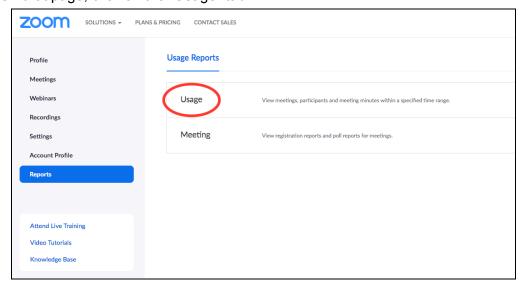
How to take attendance of a Zoom meeting:

This guide will show you how to find the attendance report for each Zoom meeting. The report will tell you who joined, at what time, for how long, when they left the meeting, and more.

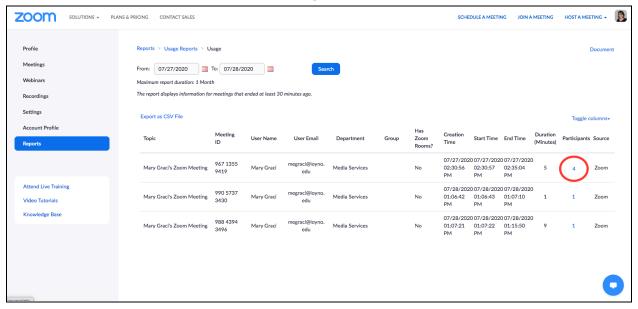
- 1. Navigate to the web interface of Zoom at loyno.zoom.us.
- 2. Sign in to your Loyola Zoom account. It will bring you to your "Meetings" tab.
- 3. On the left-hand side menu, click on the last tab called "Reports".

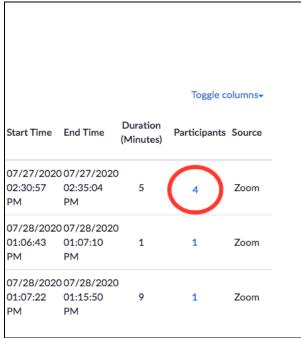


4. On that page, click on the "Usage" tab.



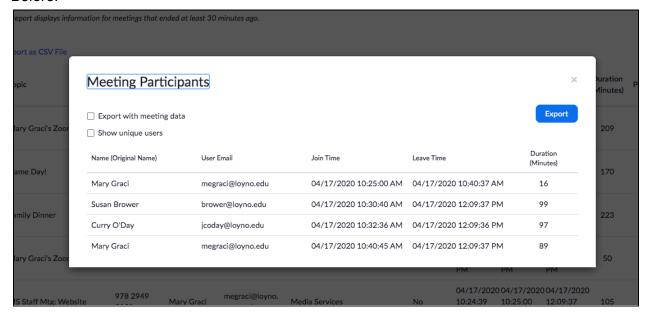
5. Under "Usage", you will see that you can set the date range for the meetings you'd like to see. The max is a month at a time. To get the attendance report for a specific meeting, click the number of participants on the right-hand side.



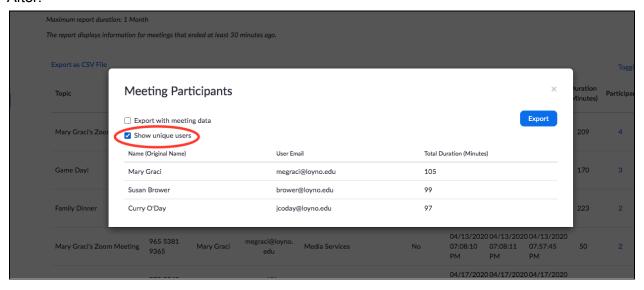


6. A pop-up window will display the attendance information. It will include all users' names, emails, join time, leave time, and duration of their stay. It will also display if any users left and returned as separate entries. To only show each unique user only once, select "Show unique users". Below, the images show before and after this box is checked.

Before:

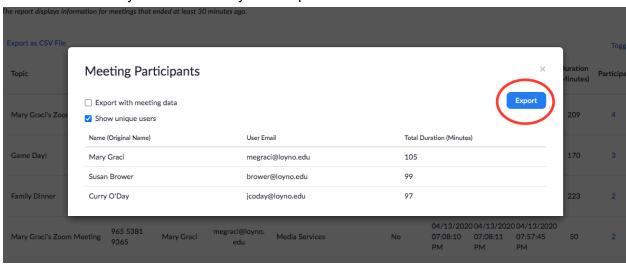


After:



Note: Now that you have an attendance list, you can export it as a CSV file either with or without all of the other meeting data. To export with meeting data, be sure to check the box that says "Export with meeting data". If you just want the Meeting Participants information, leave it unchecked.

7. To export it as a CSV file, just click the blue "Export" button on the right-hand side. It will automatically download onto your computer.



And that's it, you're done!