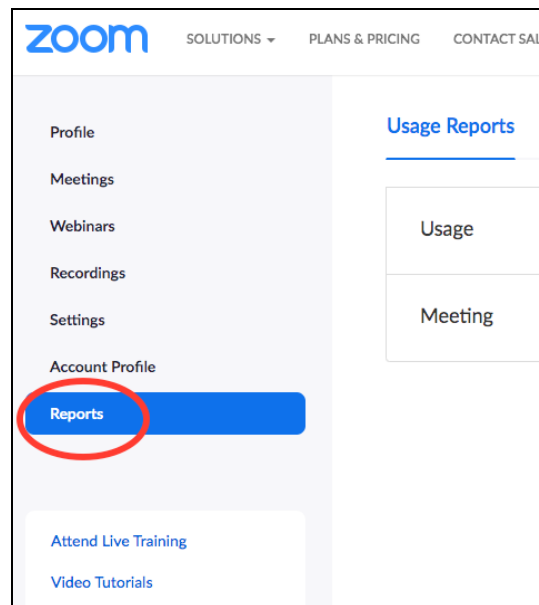


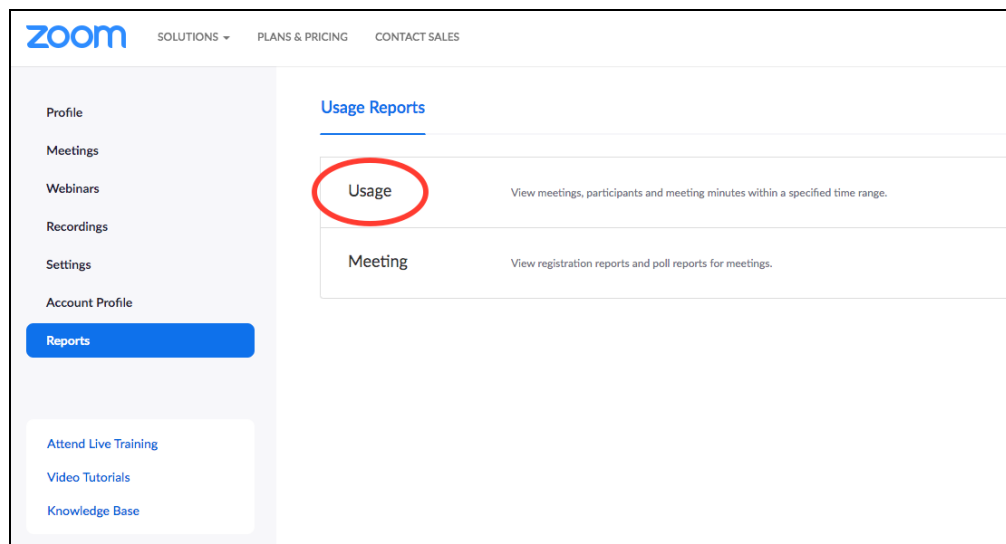
How to take attendance of a Zoom meeting:

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.

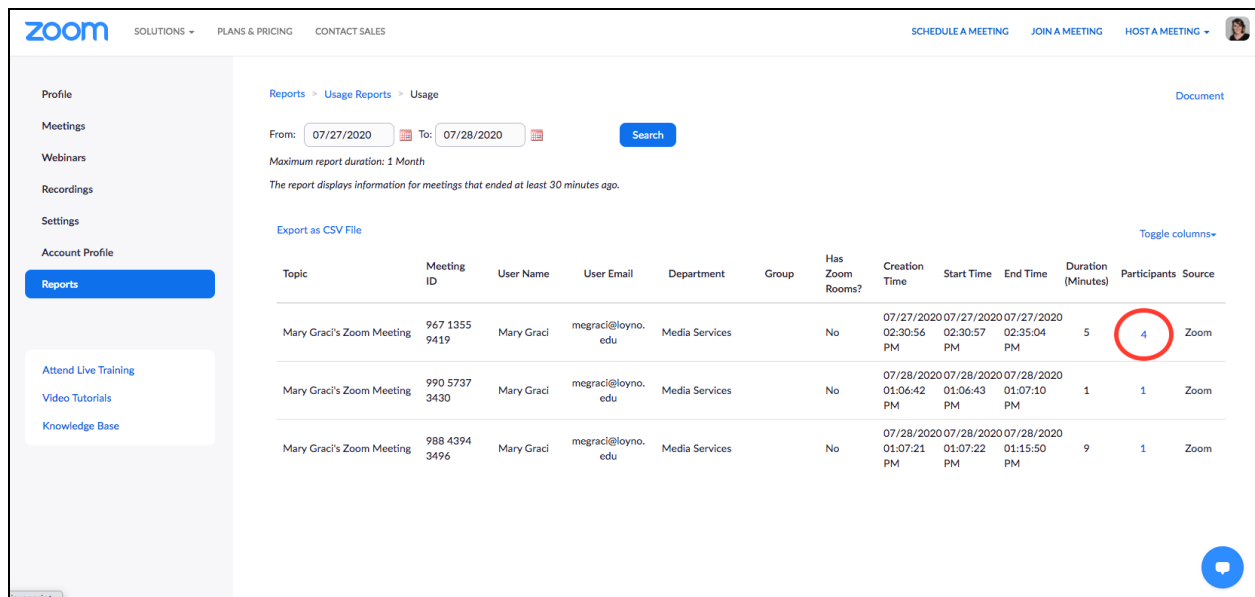
1. Navigate to the web interface of Zoom at loyno.zoom.us.
2. Sign in to your Loyola Zoom account. It will bring you to your “Meetings” tab.
3. On the left-hand side menu, click on the last tab called “Reports”.



4. On that page, click on the “Usage” tab.



- 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.



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: 07/27/2020 To: 07/28/2020 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

Topic	Meeting ID	User Name	User Email	Department	Group	Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)	Participants	Source
Mary Graci's Zoom Meeting	967 1355 9419	Mary Graci	megraci@loyno.edu	Media Services		No	07/27/2020 02:30:56 PM	07/27/2020 02:30:57 PM	07/27/2020 02:35:04 PM	5	4	Zoom
Mary Graci's Zoom Meeting	990 5737 3430	Mary Graci	megraci@loyno.edu	Media Services		No	07/28/2020 01:06:42 PM	07/28/2020 01:06:43 PM	07/28/2020 01:07:10 PM	1	1	Zoom
Mary Graci's Zoom Meeting	988 4394 3496	Mary Graci	megraci@loyno.edu	Media Services		No	07/28/2020 01:07:21 PM	07/28/2020 01:07:22 PM	07/28/2020 01:15:50 PM	9	1	Zoom

Attend Live Training Video Tutorials Knowledge Base

Toggle columns

Start Time	End Time	Duration (Minutes)	Participants	Source
07/27/2020 02:30:57 PM	07/27/2020 02:35:04 PM	5	4	Zoom
07/28/2020 01:06:43 PM	07/28/2020 01:07:10 PM	1	1	Zoom
07/28/2020 01:07:22 PM	07/28/2020 01:15:50 PM	9	1	Zoom

- 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:

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

Export as CSV File

Meeting Participants

☐ Export with meeting data

☐ Show unique users

Export

Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)
Mary Graci	megraci@loyno.edu	04/17/2020 10:25:00 AM	04/17/2020 10:40:37 AM	16
Susan Brower	brower@loyno.edu	04/17/2020 10:30:40 AM	04/17/2020 12:09:37 PM	99
Curry O'Day	jcoday@loyno.edu	04/17/2020 10:32:36 AM	04/17/2020 12:09:36 PM	97
Mary Graci	megraci@loyno.edu	04/17/2020 10:40:45 AM	04/17/2020 12:09:37 PM	89

IS Staff Mtg: Website 978 2949 Mary Graci megraci@loyno. Media Services No 04/17/2020 04/17/2020 04/17/2020 10:24:39 10:25:00 12:09:37 105

After:

Maximum report duration: 1 Month

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

Export as CSV File

Meeting Participants

☐ Export with meeting data

☒ Show unique users

Export

Name (Original Name)	User Email	Total Duration (Minutes)
Mary Graci	megraci@loyno.edu	105
Susan Brower	brower@loyno.edu	99
Curry O'Day	jcoday@loyno.edu	97

Mary Graci's Zoom Meeting 965 5381 9365 Mary Graci megraci@loyno.edu Media Services No 04/13/2020 07:08:10 PM 04/13/2020 07:08:11 PM 04/13/2020 07:57:45 PM 50 2

04/17/2020 04/17/2020 04/17/2020

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.

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

Export as CSV File

Topic

Mary Graci's Zoom Meeting

Game Day!

Family Dinner

Meeting Participants

☐ Export with meeting data

☒ Show unique users

Export

Name (Original Name)	User Email	Total Duration (Minutes)
Mary Graci	megraci@loyno.edu	105
Susan Brower	brower@loyno.edu	99
Curry O'Day	jcoday@loyno.edu	97

Topic	Meeting ID	Host	User Email	Media Services	No	04/13/2020 07:08:10 PM	04/13/2020 07:08:11 PM	04/13/2020 07:57:45 PM	Duration (Minutes)	Participants
Mary Graci's Zoom Meeting	965 5381 9365	Mary Graci	megraci@loyno.edu	Media Services	No	04/13/2020 07:08:10 PM	04/13/2020 07:08:11 PM	04/13/2020 07:57:45 PM	50	2

And that's it, you're done!