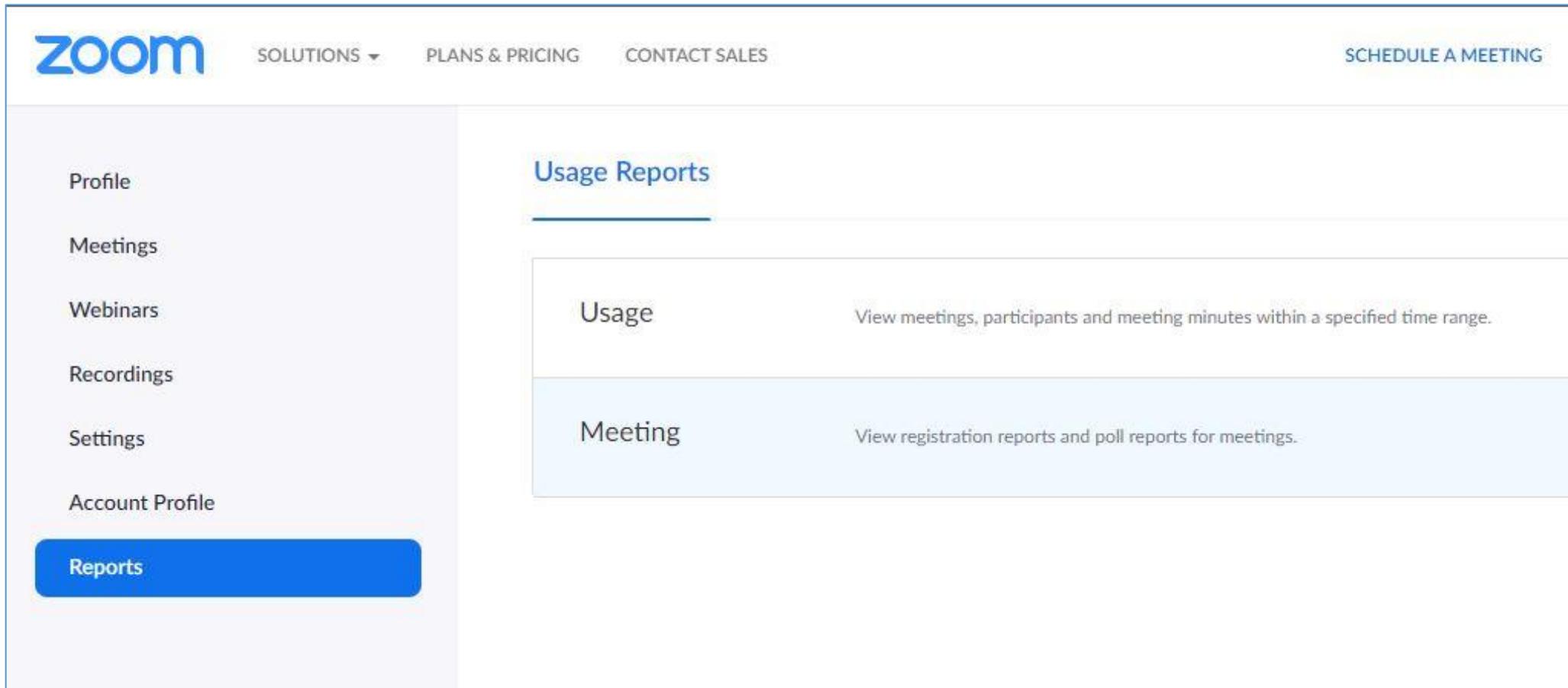


Attendance Record with Zoom

1. Login to Zoom Online Account @ <https://uahs.zoom.us/>
2. Click on REPORTS



The screenshot displays the Zoom web application interface. At the top left is the Zoom logo. To its right are navigation links: 'SOLUTIONS' with a dropdown arrow, 'PLANS & PRICING', and 'CONTACT SALES'. On the far right of the top bar is a button labeled 'SCHEDULE A MEETING'. A left-hand sidebar contains a list of menu items: 'Profile', 'Meetings', 'Webinars', 'Recordings', 'Settings', and 'Account Profile'. The 'Reports' item is highlighted with a blue background. The main content area is titled 'Usage Reports' and contains two rows of report options:

Usage Reports	
Usage	View meetings, participants and meeting minutes within a specified time range.
Meeting	View registration reports and poll reports for meetings.

Attendance Record with Zoom

3. Click “Usage”

4. Click hyperlinked (BLUE) Number under “Participants” column

Reports > Usage Reports > Usage Document

From: To:

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
Zoom Meeting on Zoom with...	991-5999-9235	User Name	User email		UAHS Users (Default Settings)	No	04/28/2020 04:03:14 PM	04/30/2020 12:58:13 PM	04/30/2020 02:05:57 PM	68	3	Zoom

Attendance Record with Zoom

- You may also EXPORT as .csv to view and maintain the data set in Excel

Meeting Participants ✕

Export with meeting data

Show unique users

[Export](#)

Meeting ID : 991-5999-9235 Topic : Zoom Meeting on Zoom with... User Email : xxxxxxx@email.Arizona.edu
Duration (Minutes) : 68 Start Time : 04/30/2020 12:58:13 PM End Time : 04/30/2020 02:05:57 PM
Participants : 3

Name (Original Name)	User Email	Total Duration (Minutes)
UA Net ID		71
Phone #		1
Host User Name	xxxxxxx@email.Arizona.edu	65

Attendance Record with Zoom

- You may also EXPORT as csv to view and maintain the data set in

Please note this meeting had only 2 participants but because one participant logged into the Zoom app with UA NetID and then used their PHONE for audio, they were logged in as 2 different participants.

I think it is best = especially when attendance counts, to login with UA NetID and use Computer Audio only

Meeting Participants

Export with meeting data

Show unique users

Meeting ID : 991-5999-9235 Topic : 7 Zoom with...
Duration (Minutes) : 68 Date : 04/30/2020 12:58:13 PM
Participants : 3

Name (Original Name)	User Email	Total Duration (Minutes)
UA Net ID		71
Phone #		1
Host User Name	xxxxxxx@email.Arizona.edu	65

Attendance Record with Zoom

- For best results and to sort data without compromising data, please save the cvs file as a Excel workbook, and then select the data for the Meeting ID to convert to a TABLE, and select the participant attendance data and convert it into a TABLE as well.
- This allows you to sort to identify if people are logged in under different titles or if someone is missing.

A	B	C	D	E	F	G
Meeting ID	Topic	Start Time	End Time	User Email	Duration (Minutes)	Participant
99159999235	Zoom Meeting on Zoom with KSE	4/30/2020 12:58	4/30/2020 14:05	xxxxxxx@email.Arizona.edu	68	3
Name (Original Name)	User Email	Total Duration (Minutes)				
uanetid		71				
1520xxxxxxx		1				
Host User Name	xxxxxxx@email.Arizona.edu	65				