Zoom

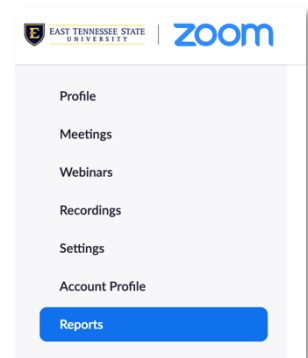## Generate Meeting Attendance Report as Host

A report with meeting participants attendance information will be generated approximately 30 minutes after a meeting ends. The meeting host can view and/or export that information as a CSV file.
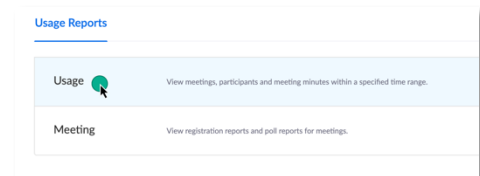
Access Your Zoom Reports:

1. Sign in at https://etsu.zoom.us/ using your ETSU username and password.
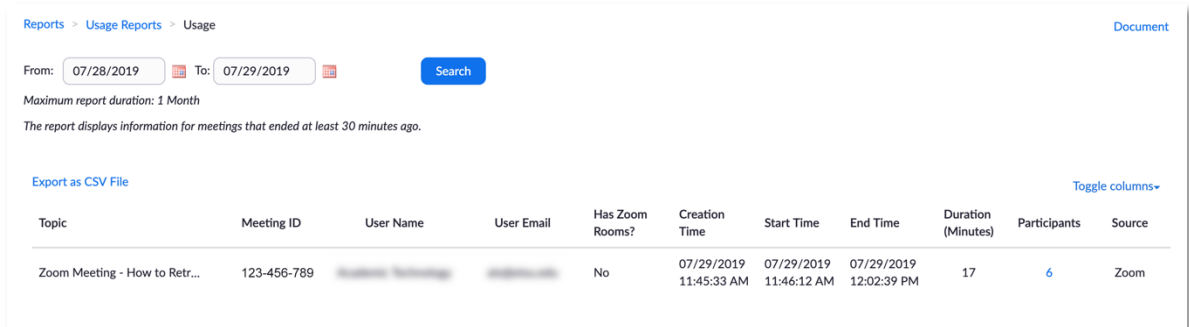
2. Click **Reports** on left side of screen.

3. Select **Usage**.

4. Use the search options to narrow down the list of meetings by date range if needed.

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5. Click the number in the **Participants** column to view Meeting Participants info.

6. A window will open with a list of meeting participants, their join time, leave time, and duration. If you enabled Attention Tracking in your meeting settings, participants' Attentiveness Score will be available as well.
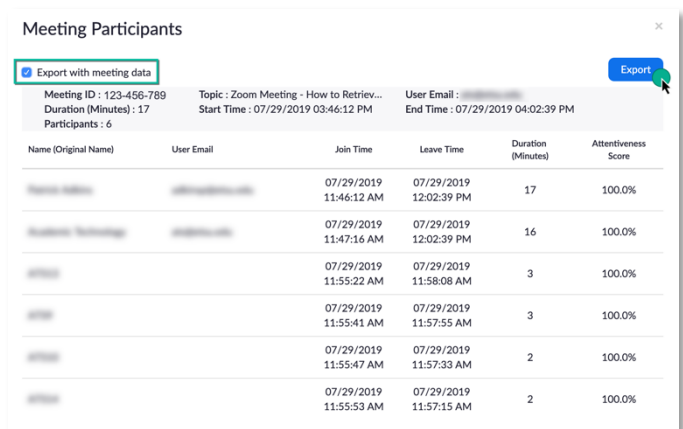
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To Export Meeting Participants Info as a CSV File:

1. If you would like to include meeting data such as *Meeting ID*, *Topic*, *Duration*, *Start* and *End Time* in addition to the list of *Participants*, simply check the box next to **Export With Meeting Data**.

2. Click **Export**.

   A CSV file will be saved to your default downloads location.