

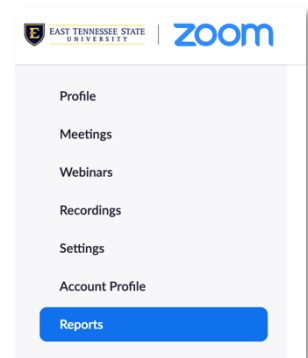
Zoom

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.

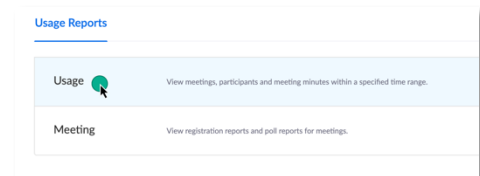
Access Your Zoom Reports:

1. Sign in at <https://etsu.zoom.us/> using your ETSU username and password.

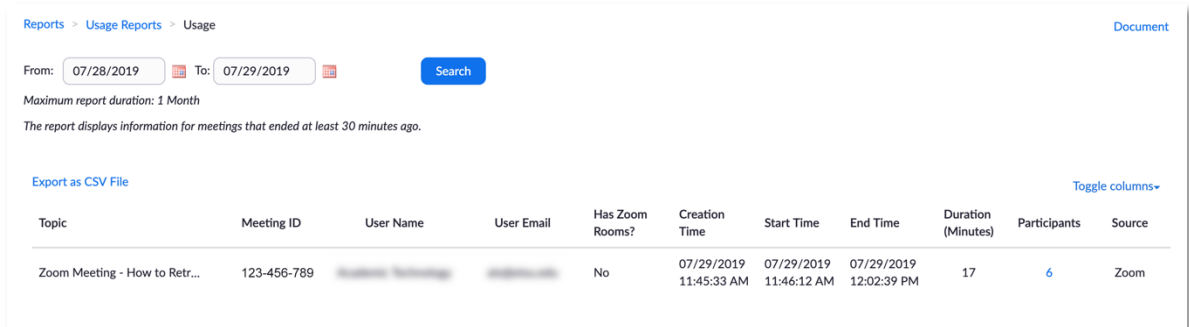


2. Click **Reports** on left side of screen.

3. Select **Usage**.



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



The screenshot shows the Zoom 'Usage Reports' page with search filters. The 'From' date is 07/28/2019 and the 'To' date is 07/29/2019. A 'Search' button is visible. Below the search filters, there is a table with the following columns: Topic, Meeting ID, User Name, User Email, Has Zoom Rooms?, Creation Time, Start Time, End Time, Duration (Minutes), Participants, and Source. The table contains one row of data.

Topic	Meeting ID	User Name	User Email	Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)	Participants	Source
Zoom Meeting - How to Retr...	123-456-789	[REDACTED]	[REDACTED]	No	07/29/2019 11:45:33 AM	07/29/2019 11:46:12 AM	07/29/2019 12:02:39 PM	17	6	Zoom

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

Reports > Usage Reports > Usage Document

From: 07/28/2019 To: 07/29/2019 Search

Maximum report duration: 1 Month
The report displays information for meetings that ended at least 30 minutes ago.

Export as CSV File ← This will export only the meeting details below

Click here to see meeting participants info

Topic	Meeting ID	User Name	User Email	Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)	Participants	Source
Zoom Meeting - How to Retr...	123-456-789	Robert Technology	robert@...	No	07/29/2019 11:45:33 AM	07/29/2019 11:46:12 AM	07/29/2019 12:02:39 PM	17	6	Zoom

Toggle columns ▾

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.

Meeting Participants ✕

Export with meeting data Export

Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)	Attentiveness Score
Robert Technology	robert@...	07/29/2019 11:46:12 AM	07/29/2019 12:02:39 PM	17	100.0%
Robert Technology	robert@...	07/29/2019 11:47:16 AM	07/29/2019 12:02:39 PM	16	100.0%
...	...	07/29/2019 11:55:22 AM	07/29/2019 11:58:08 AM	3	100.0%
...	...	07/29/2019 11:55:41 AM	07/29/2019 11:57:55 AM	3	100.0%
...	...	07/29/2019 11:55:47 AM	07/29/2019 11:57:33 AM	2	100.0%
...	...	07/29/2019 11:55:53 AM	07/29/2019 11:57:15 AM	2	100.0%

Zoom

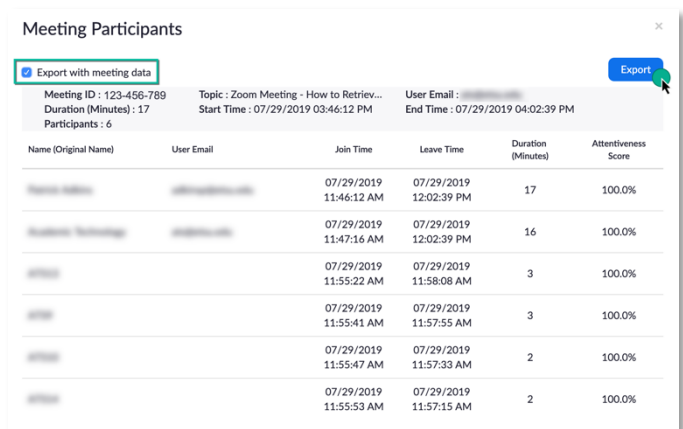
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To Export Meeting Participants Info as a CSV File:

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.



Meeting Participants

Export with meeting data Export

Meeting ID : 123-456-789 Topic : Zoom Meeting - How to Retrie... User Email : [redacted]
Duration (Minutes) : 17 Start Time : 07/29/2019 03:46:12 PM End Time : 07/29/2019 04:02:39 PM
Participants : 6

Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)	Attentiveness Score
[redacted]	[redacted]	07/29/2019 11:46:12 AM	07/29/2019 12:02:39 PM	17	100.0%
[redacted]	[redacted]	07/29/2019 11:47:16 AM	07/29/2019 12:02:39 PM	16	100.0%
[redacted]	[redacted]	07/29/2019 11:55:22 AM	07/29/2019 11:58:08 AM	3	100.0%
[redacted]	[redacted]	07/29/2019 11:55:41 AM	07/29/2019 11:57:55 AM	3	100.0%
[redacted]	[redacted]	07/29/2019 11:55:47 AM	07/29/2019 11:57:33 AM	2	100.0%
[redacted]	[redacted]	07/29/2019 11:55:53 AM	07/29/2019 11:57:15 AM	2	100.0%