

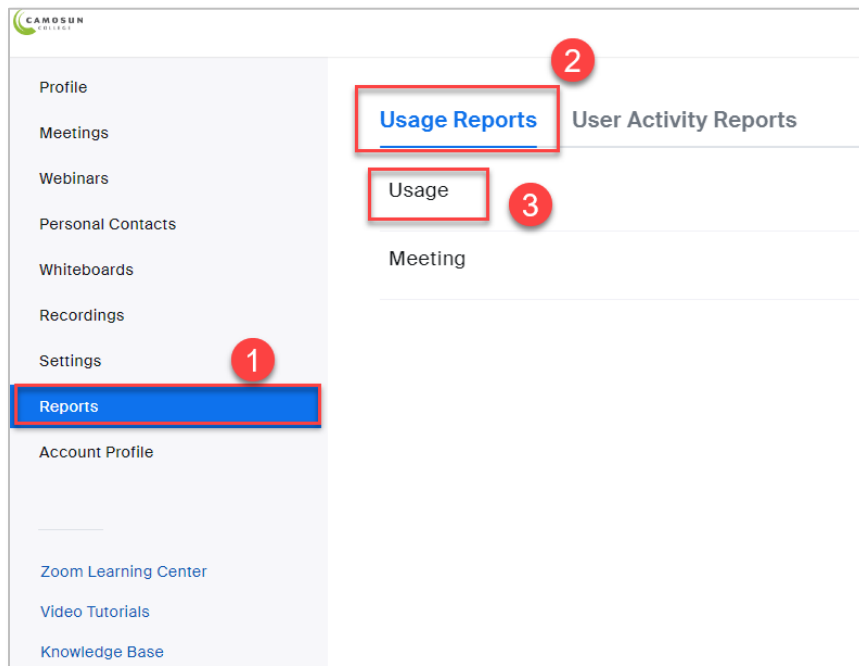
Generating Attendance Report for a Zoom Meeting

This tutorial describes how to generate an Attendance Report for a Zoom meeting. Attendance reports are generated using the Zoom Web Portal.

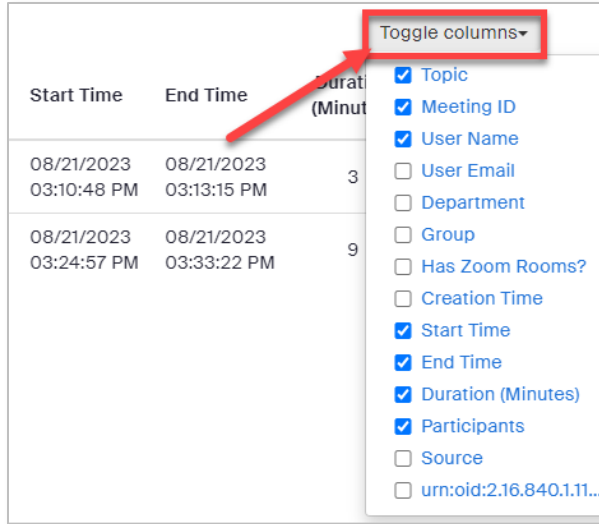
For further information or assistance, please visit our [Team Dynamix Support portal](#) and select the appropriate Category to submit a ticket.

Steps for generating an Attendance Report in Zoom.

1. Access your Zoom Web Portal (<https://camosun-ca.zoom.us>).
2. Select **Reports**, from the side bar on the left. Next select the **Usage Reports** tab, and then select **Usage**.

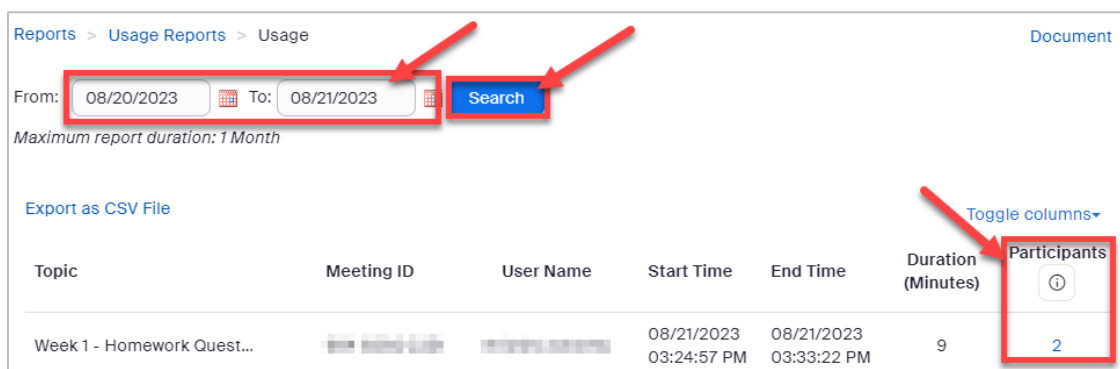


3. A table listing your Zoom meetings will appear. Select **Toggle Columns** to specify which columns you want visible/hidden. We recommend selecting Topic, Meeting ID, User Name, Start Time, End Time, Duration, and Participants.



4. Select the **From calendar icon** to enter the date of the Zoom meeting for which you want to generate an attendance report and then select the **Search** button. You will see a list of meetings you hosted within the specified date range. The total number of participants who attended each meeting will be displayed in the Participants column.

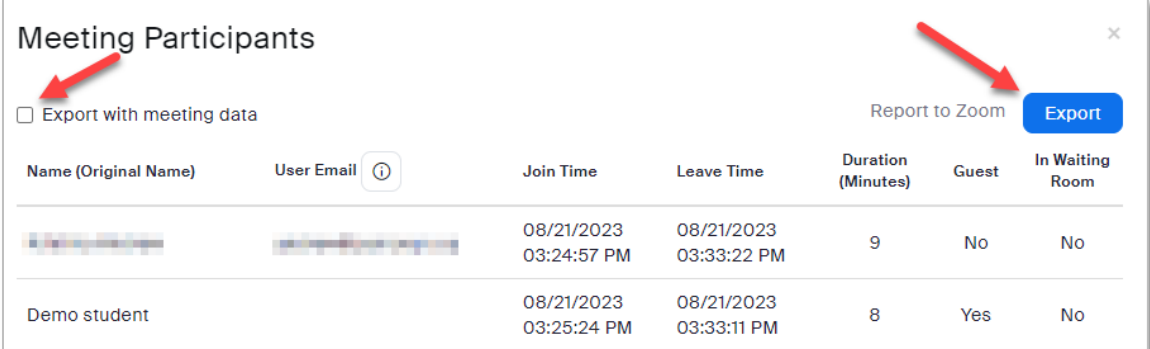
Note: You can specify a date range by entering both a **From** and **To** date if you are looking for more than one meeting. The maximum search range is one month.



5. To display a list of participants who attended a specific Zoom meeting, select the number shown in the Participants column for the desired meeting.



6. A Meeting Participants window will open. Select the **Export with meeting data** checkbox and then select the **Export** button to generate this report as a CSV file. The CSV file will now appear in your Downloads folder on your computer.



The screenshot shows a window titled "Meeting Participants" with a close button (X) in the top right corner. Below the title, there is a checkbox labeled "Export with meeting data" with a red arrow pointing to it. To the right of the checkbox, there is a "Report to Zoom" link and a blue "Export" button with a red arrow pointing to it. Below these elements is a table with the following columns: "Name (Original Name)", "User Email" (with an information icon), "Join Time", "Leave Time", "Duration (Minutes)", "Guest", and "In Waiting Room".

Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)	Guest	In Waiting Room
[Redacted]	[Redacted]	08/21/2023 03:24:57 PM	08/21/2023 03:33:22 PM	9	No	No
Demo student		08/21/2023 03:25:24 PM	08/21/2023 03:33:11 PM	8	Yes	No

