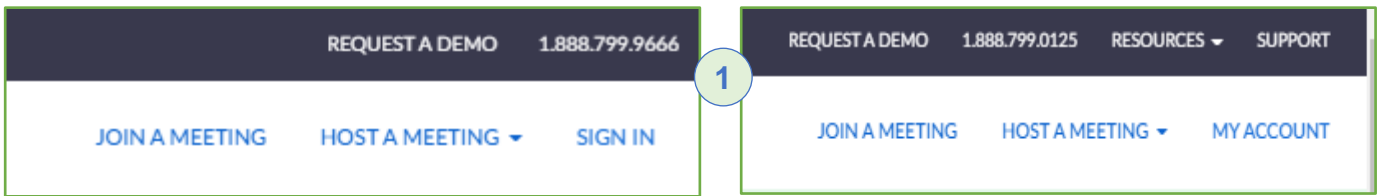
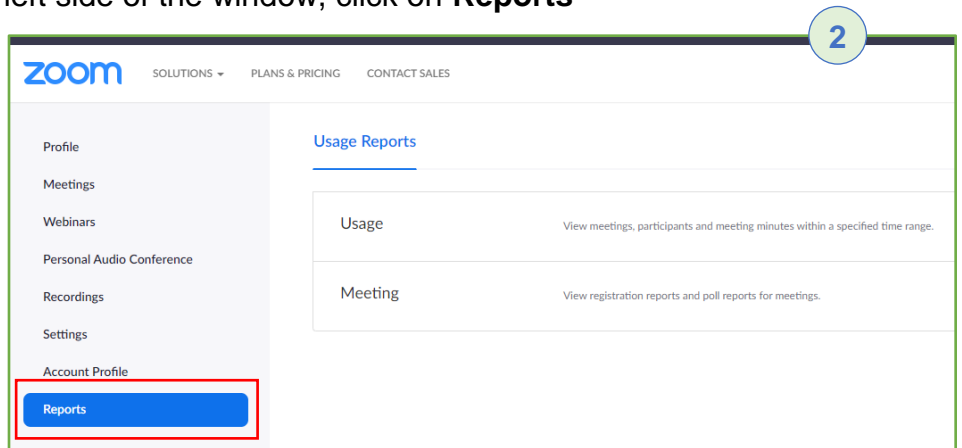


Zoom Attendance/Participant Report

1. Go to <https://zoom.us/> and log into your SBU account or click on **My Account** if you are already logged in. (image 1)



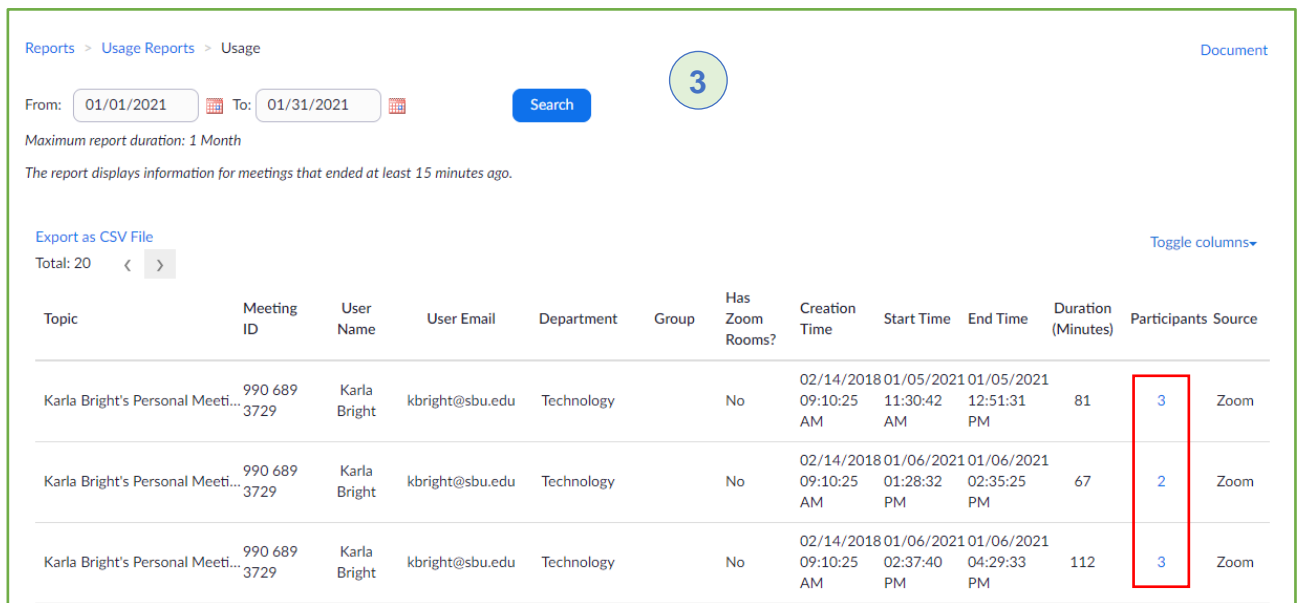
2. In the control panel on the left side of the window, click on **Reports** (image 2)



3. Click on Usage (image 2)

4. Select the date range of the meetings you want to view and click Search (image 3)

5. The meetings from the dates you selected will be shown in the usage report (image 3)
6. Click on the number in under Participants (image 3) to view the Meeting Participants report (image 4)



Reports > Usage Reports > Usage Document

From: 01/01/2021 To: 01/31/2021 Search

Maximum report duration: 1 Month

The report displays information for meetings that ended at least 15 minutes ago.

Export as CSV File Toggle columns

Total: 20 < >

Topic	Meeting ID	User Name	User Email	Department	Group	Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)	Participants	Source
Karla Bright's Personal Meeti...	990 689 3729	Karla Bright	kbright@sbu.edu	Technology		No	02/14/2018 09:10:25 AM	01/05/2021 11:30:42 AM	01/05/2021 12:51:31 PM	81	3	Zoom
Karla Bright's Personal Meeti...	990 689 3729	Karla Bright	kbright@sbu.edu	Technology		No	02/14/2018 09:10:25 AM	01/06/2021 01:28:32 PM	01/06/2021 02:35:25 PM	67	2	Zoom
Karla Bright's Personal Meeti...	990 689 3729	Karla Bright	kbright@sbu.edu	Technology		No	02/14/2018 09:10:25 AM	01/06/2021 02:37:40 PM	01/06/2021 04:29:33 PM	112	3	Zoom

Have Questions: Email the Instructional Technology Support Office kbright@sbu.edu

Zoom Attendance/Participant Report

7. Check the “Export with meeting data” and click the export button to export to Excel. (image 4)

4

Meeting Participants

Export with meeting data Export

Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)	Guest
Karla Bright	kbright@sbu.edu	01/11/2021 02:57:22 PM	01/11/2021 04:27:09 PM	90	No
ed		01/11/2021 02:58:35 PM	01/11/2021 04:27:10 PM	89	Yes