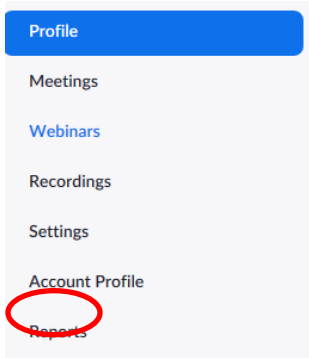


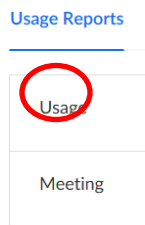


## Taking Attendance in Zoom

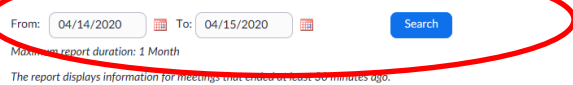
An easy way to capture attendance is through [‘Reports’](#) in Zoom. You can capture participant reports up to one month after a meeting.



After linking on Reports, choose ‘Usage’



Choose the date of your training. Link on the number of participants for the training.



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
Diane Hermann-Artim's Pers...	687-594-4486	Diane Hermann-Artim	dmh01060@vsc.edu		CCV	No	07/26/2018 08:32:28 AM	04/14/2020 10:54:00 AM	04/14/2020 12:23:48 PM	90	8	Zoom

This will provide you with a report of participant names, emails, and meeting entry and leaving times. Note: Participants sometimes enter Zoom from another person’s account and may thus be identified with another name in Zoom.