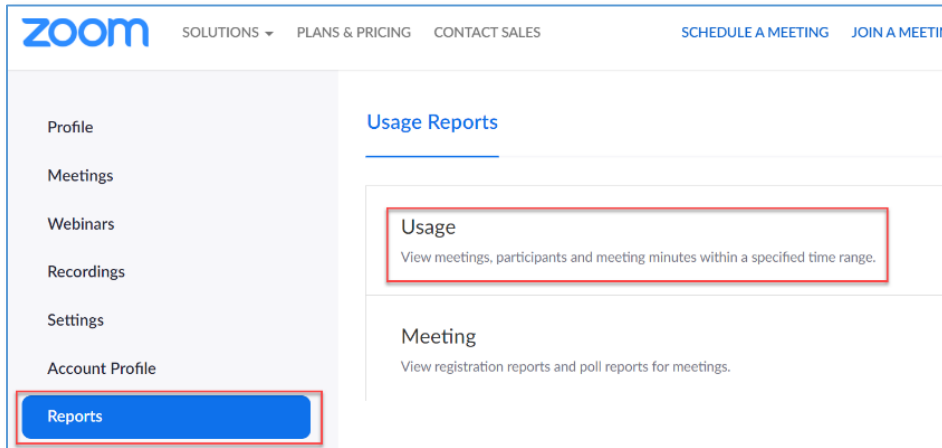


Zoom Attendance Report

1. Log into APSU Zoom at <https://apsu.zoom.us>
2. Select "Reports" and then "Usage"



3. Use the search features to find the meeting, then select the number in the Participants column for the meeting in question.

From: 09/01/2020 To: 09/02/2020 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](#)

Topic	Meeting ID	User Name	User Email	Department	Group	Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)	Participants	Source
Zoom Security Review Training	98522082790	Distance Education	online@apsu.edu	Distance Education		No	08/06/2020 10:07:27 AM	09/01/2020 10:45:23 AM	09/01/2020 12:00:38 PM	76	11	Zoom

4. You can review the report on the website or "Export" it.

Meeting Participants

Export with meeting data
 Show unique users

[Export](#)

Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)
Distance Education	online@apsu.edu	09/01/2020 11:24:40 PM	09/02/2020 12:10:44 AM	47
moto g stylus		09/01/2020 11:42:35 PM	09/01/2020 11:44:03 PM	2
Test Attendee (moto g stylus)		09/01/2020 11:44:03 PM	09/02/2020 12:10:43 AM	27