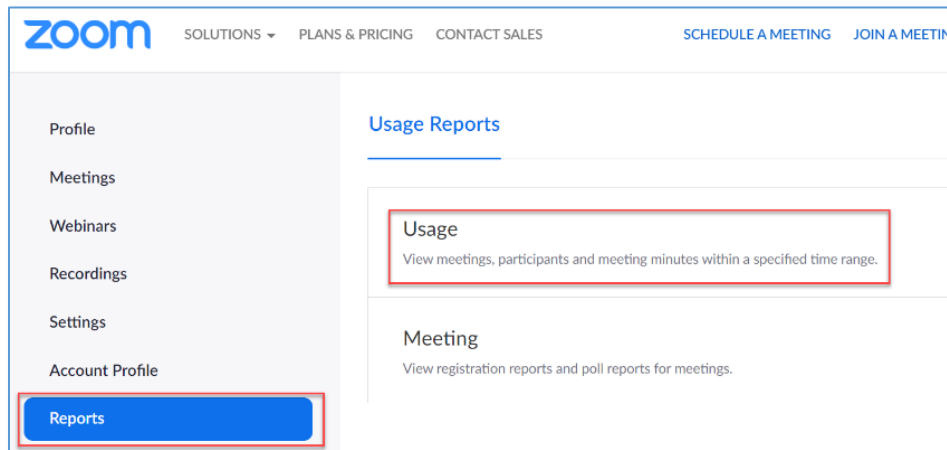


Zoom Attendance Report

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 2208 2790	985 2790	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