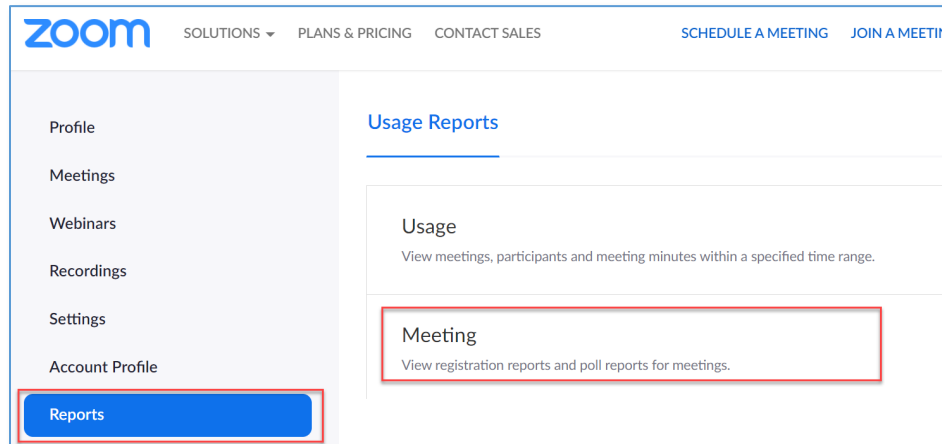
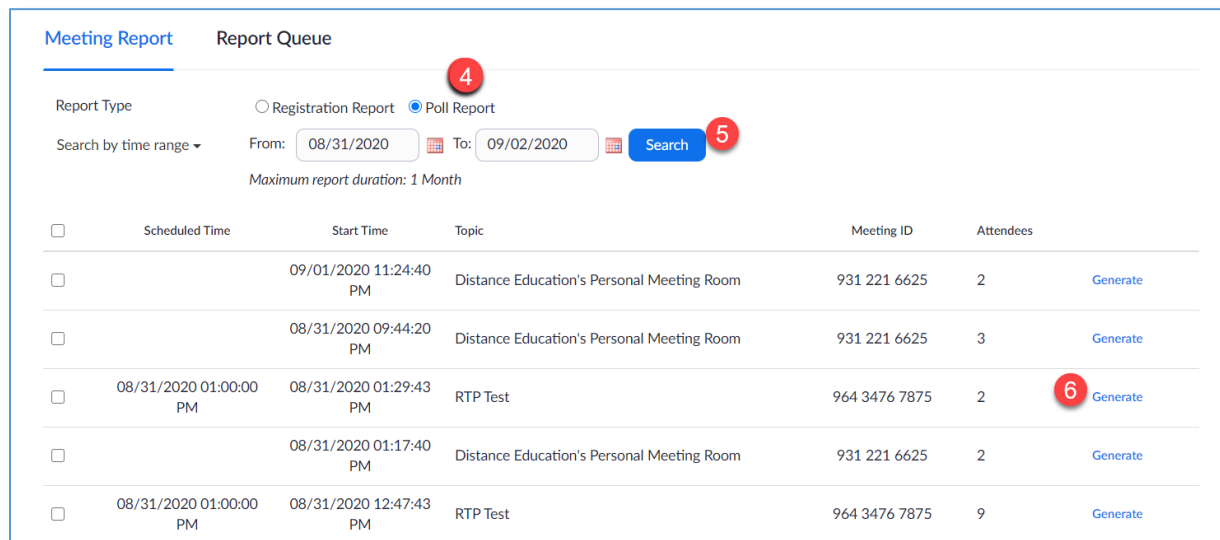


## Zoom Poll Report

1. Log into APSU Zoom at <https://apsu.zoom.us>.
2. Select "Reports."
3. Select "Meeting."



4. Check the bubble next to "Poll Report." **You must select "Search" after selecting "Poll Report" even if you do not adjust the date range.**
5. Adjust the date range as needed. You must select "Search" after selecting "Poll Report" even if you do not adjust the date range.
6. Select "Generate" next to the appropriate meeting.



Continued on Next Page

7. After the report processes, select “Download.”

Meeting Report

Report Queue

☐ Include reports that failed to generate results

Report Type	Scheduled Time	Start Time	Topic	Meeting ID	Generate Time	
Poll Report	Aug 31, 2020 01:00:00 PM	Aug 31, 2020 01:29:43 PM	RTP Test	964 3476 7875	Sep 2, 2020 12:19:59 AM	<a href="#">Download</a>
Poll Report	Aug 31, 2020 01:00:00 PM	Aug 31, 2020 12:47:43 PM	RTP Test	964 3476 7875	Aug 31, 2020 01:13:04 PM	<a href="#">Download</a>
Poll Report	Aug 31, 2020 01:00:00 PM	Aug 31, 2020 12:47:43 PM	RTP Test	964 3476 7875	Aug 31, 2020 01:10:39 PM	<a href="#">Download</a>
Poll Report		Aug 26, 2020 03:36:04 PM	Distance Education's Personal Meeting Room	931 221 6625	Aug 26, 2020 03:48:31 PM	<a href="#">Download</a>
Poll Report		Aug 26, 2020 03:36:04 PM	Distance Education's Personal Meeting Room	931 221 6625	Aug 26, 2020 03:47:27 PM	<a href="#">Download</a>

8. Then you can open the report in Excel

#	User Name	User Email	Submitted Date/Time		
1	Anonymous	Anonymous	8/31/2020 13:04	Do you recommend tenure for NAME?	Yes
2	Anonymous	Anonymous	8/31/2020 13:04	Do you recommend tenure for NAME?	No