Information
Technology
Services

LONG BEACH
CITY COLLEGE

Downloading Zoom Meeting Usage/Attendance Reports

FOR LONG BEACH CITY COLLEGE **FACULTY & STAFF**

Objectives

A) Explain how to download a .csv (Comma Separated Values) file to your computer to store attendance records. CSV files can be opened in Microsoft Excel to view a list of data.
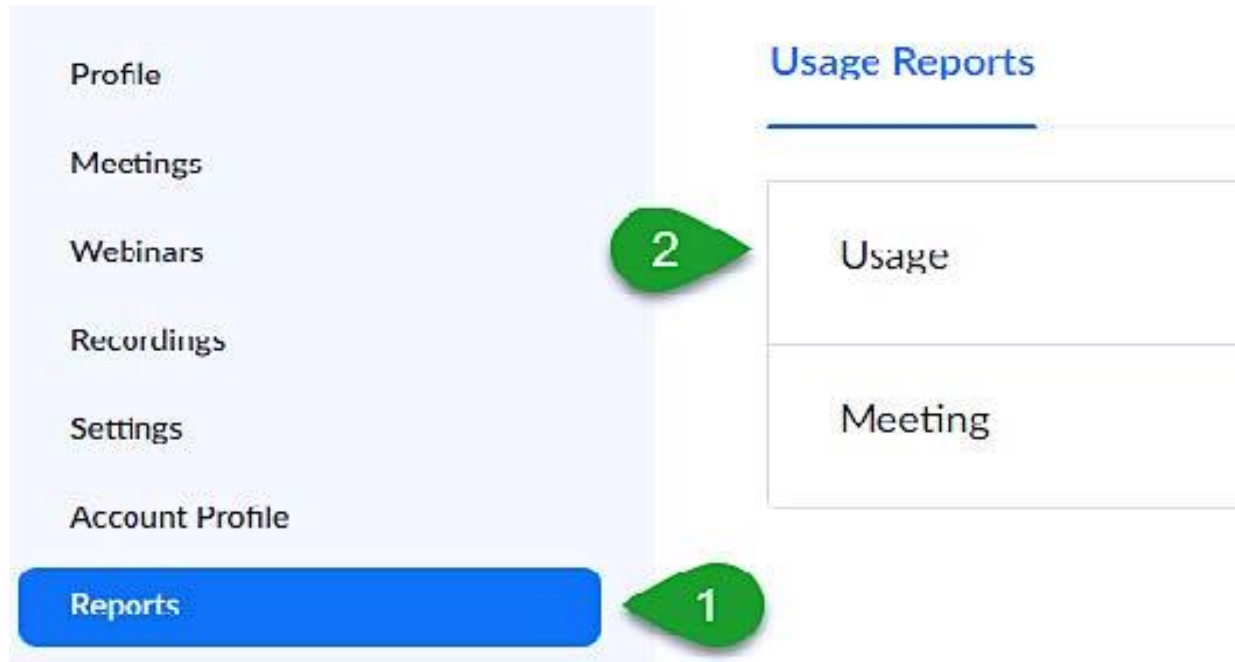
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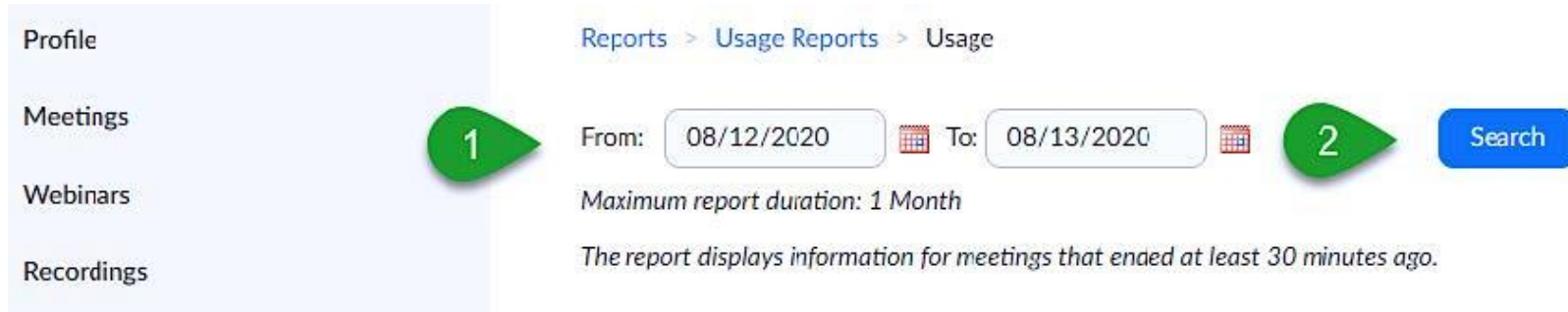**Step 1:** Log into your LBCC Zoom account ([LBCC Zoom](#)).
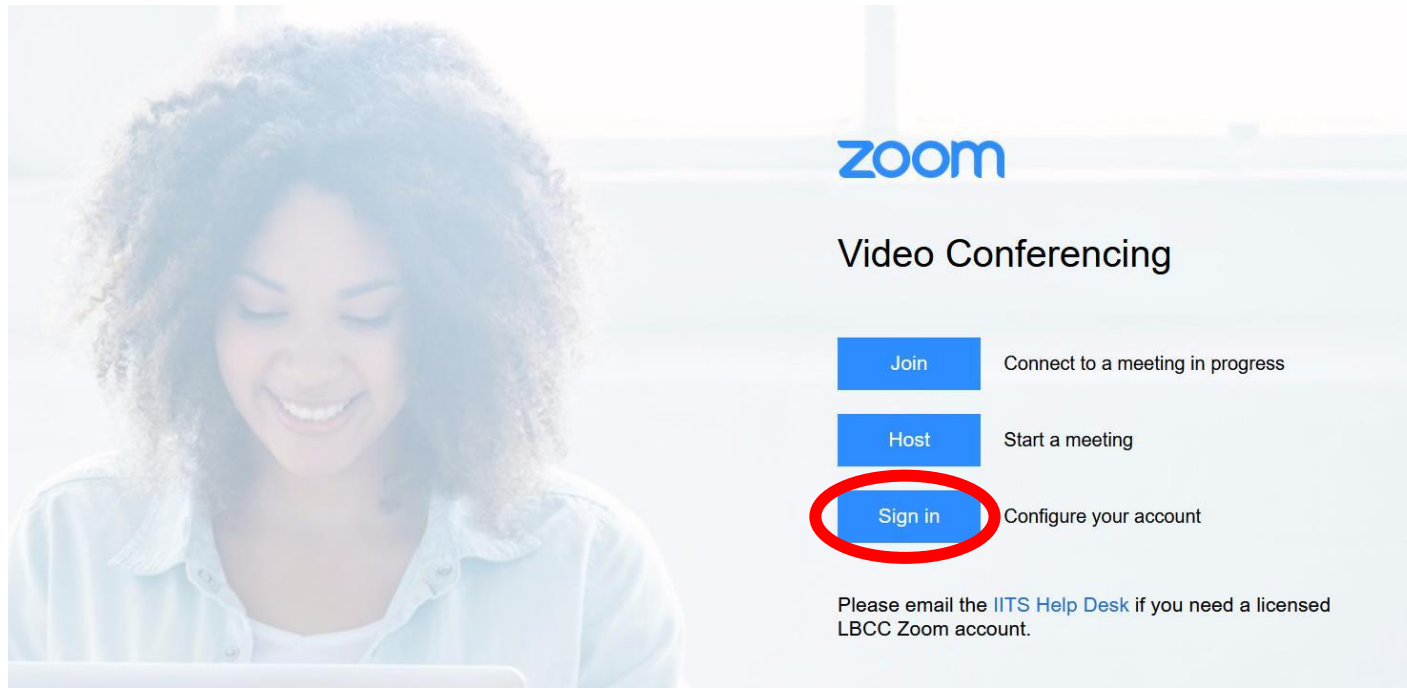
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Step 2: From the left navigation bar, select **Reports**. Then select **Usage**.

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Step 3: Please set the date range for the reports you wish to access and select **Search**. Note, the maximum date range is *one month*.

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Step 4: Locate the **Start Time** and **End Time** columns and use them to help you locate the meeting for which a report will be generated. In the **Participants** column, you will find a link in the form of a blue number. Click this number to view your meeting participants.

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Step 5: Once the blue number link is clicked, you will be given the options to **export with meeting data** and show **unique users**.
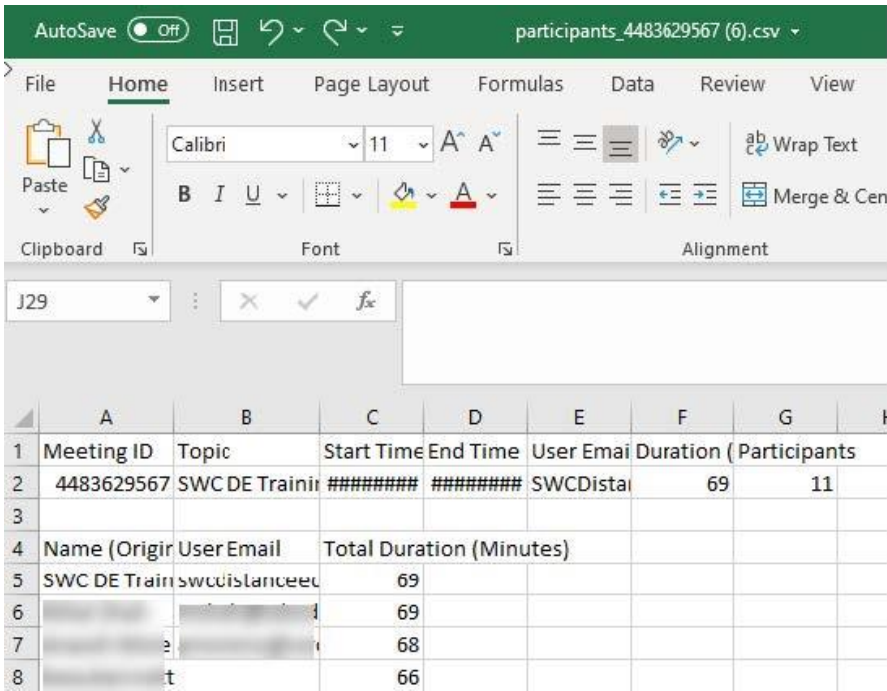
Please note, we recommend that you check both boxes. Also, when ready, select the blue **Export** button towards the top right corner of the window.

Tip: The option to show unique users combines separate records for each participant so that there are not duplicate name entries for the same participant.

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Step 6: Your web browser will download the CSV file to your computer device. The file extension is .CSV and can be opened with Microsoft Excel.

Questions?

If you have any questions, feel free to reach out to:

1. ITS Help Desk:

- helpdesk@lbcc.edu

- (562) 938-4357

2. Integrating Zoom TechConnect with Canvas:

- Online Learning & Educational Technology (OLET)

- olet@lbcc.edu

- (562) 938-4357 (please ask to be transferred to OLET for Zoom assistance within Canvas)

3. Questions for DSPS Services:

- Disabled Students Programs & Services (DSPS)

- dsps-staff@lbcc.edu

- (562) 938-4558