

Downloading Zoom Meeting Usage/Attendance Reports

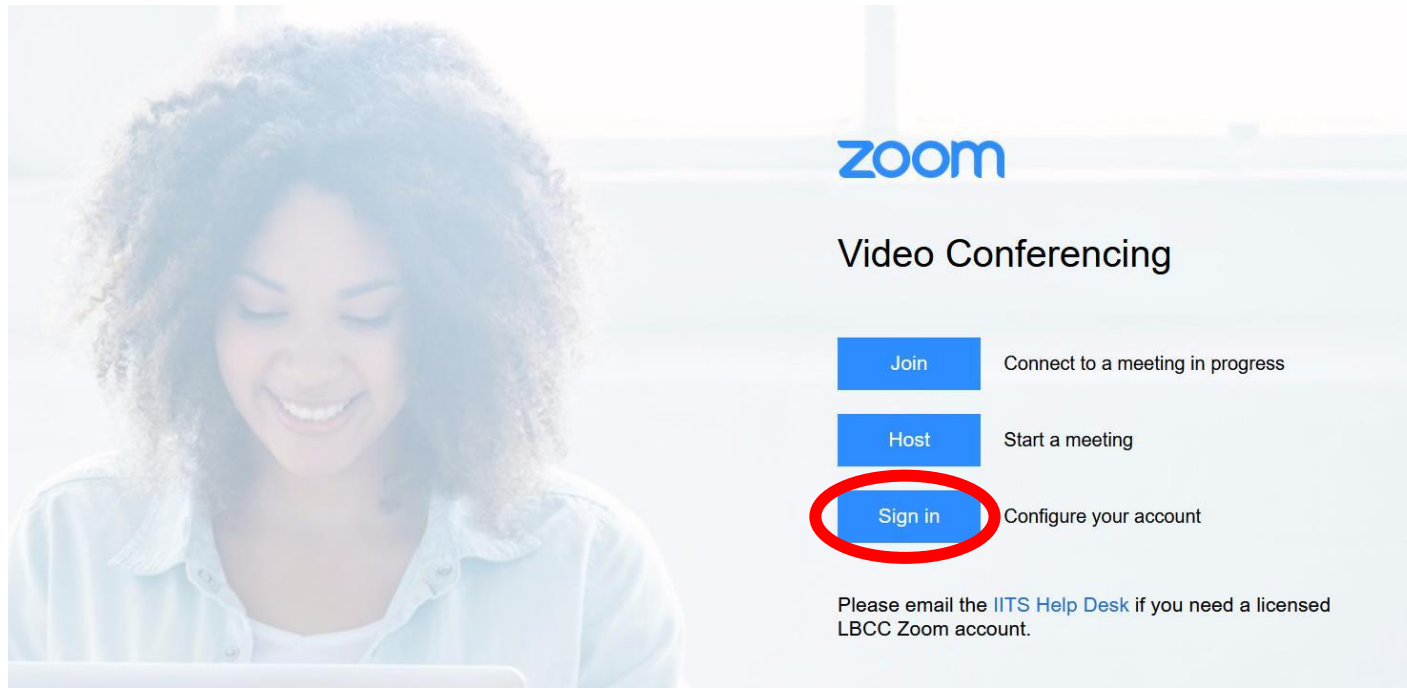
FOR LONG BEACH CITY COLLEGE **FACULTY & STAFF**

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.

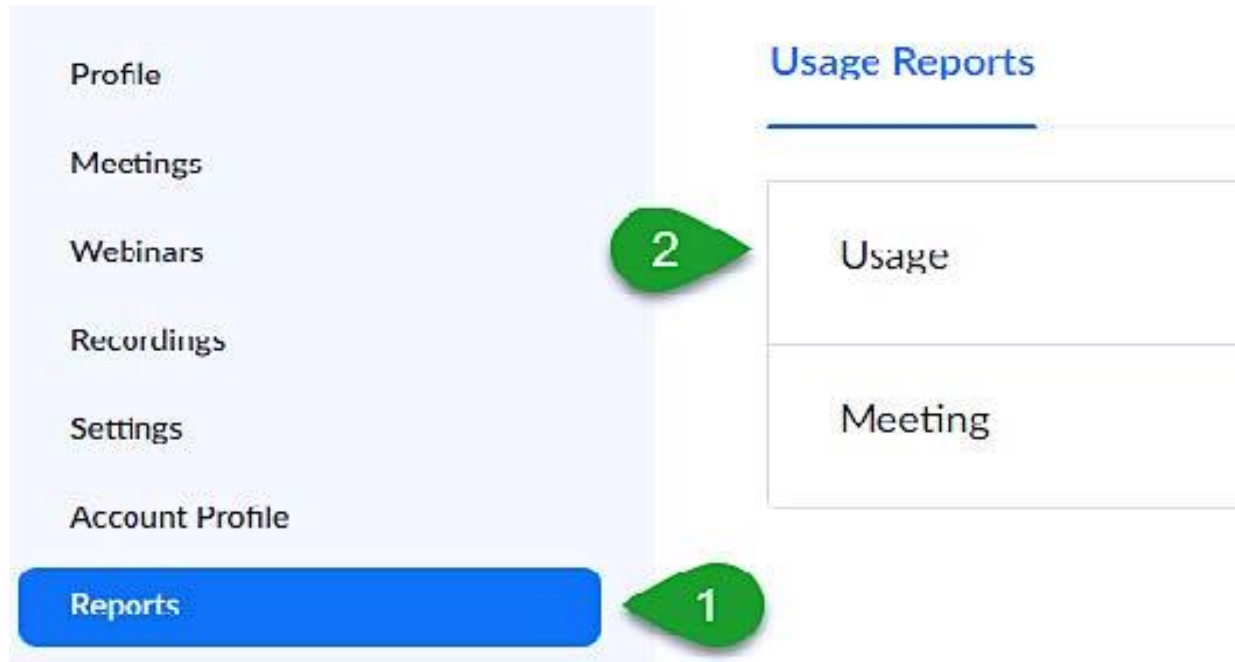
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Step 1: Log into your LBCC Zoom account ([LBCC Zoom](#)).



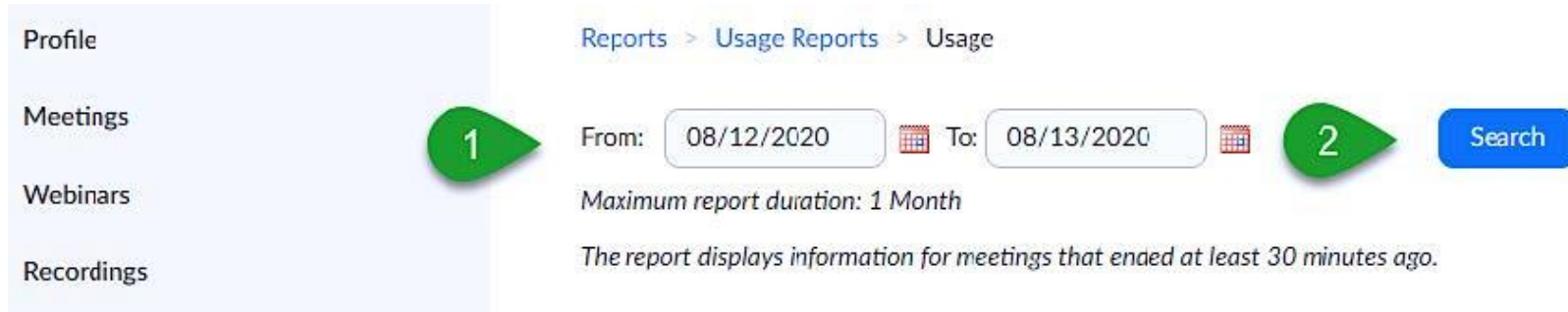
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Step 2: From the left navigation bar, select **Reports**. Then select **Usage**.



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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*.



The screenshot shows the Zoom Usage Reports interface. On the left is a navigation menu with 'Meetings' highlighted. The main content area shows a breadcrumb trail: 'Reports > Usage Reports > Usage'. Below this is a date range selector with 'From: 08/12/2020' and 'To: 08/13/2020', each with a calendar icon. A blue 'Search' button is to the right. A green callout bubble with the number '1' points to the 'Meetings' menu item, and another green callout bubble with the number '2' points to the 'Search' button. Below the date range, it says 'Maximum report duration: 1 Month' and 'The report displays information for meetings that ended at least 30 minutes ago.'

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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.

Reports > Usage Reports > Usage

From: 08/12/2020 To: 08/13/2020

Search

Maximum report duration: 1 Month

The report displays information for meetings that ended at least 30 minutes ago.

Export as CSV File

Toggle columns Add tracking field

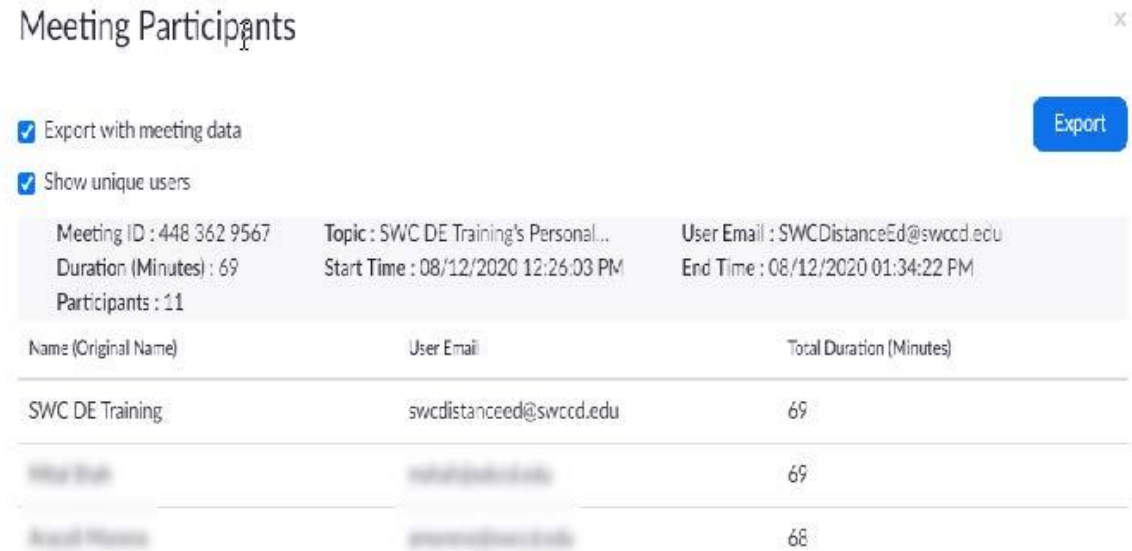
Topic	Meeting ID	User Name	User Email	Department	Group	Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)	Participants	Source
SWC DE Training's Personal ...	448 362 9567	SWC DE Training	SWCDistanceEd@swccd.edu	DE/OLC	ACCOUNT HOLDERS	No	12/13/2019 02:46:14 PM	08/12/2020 10:00:23 AM	08/12/2020 10:01:05 AM	1	1	Zoom
SWC DE Training's Personal ...	448 362 9567	SWC DE Training	SWCDistanceEd@swccd.edu	DE/OLC	ACCOUNT HOLDERS	No	12/13/2019 12:26:03 PM	08/12/2020 12:26:03 PM	08/12/2020 01:34:22 PM	2	11	Zoom

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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.



Meeting Participants

Export with meeting data

Show unique users

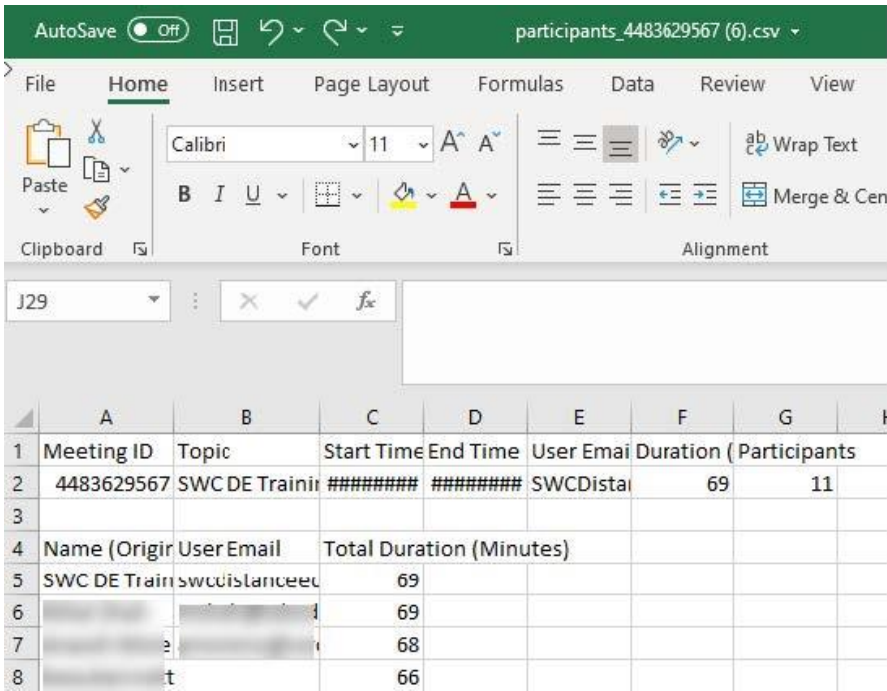
Export

Meeting ID : 448 362 9567 Topic : SWC DE Training's Personal... User Email : SWCDistanceEd@swccd.edu
 Duration (Minutes) : 69 Start Time : 08/12/2020 12:26:03 PM End Time : 08/12/2020 01:34:22 PM
 Participants : 11

Name (Original Name)	User Email	Total Duration (Minutes)
SWC DE Training	swcdistanceed@swccd.edu	69
...	...	69
...	...	68

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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.



1	Meeting ID	Topic	Start Time	End Time	User Email	Duration (Participants
2	4483629567	SWC DE Traini	#####	#####	SWCDista	69	11
3							
4	Name (Origir	User Email	Total Duration (Minutes)				
5	SWC DE Train	swcdistancee	69				
6			69				
7			68				
8			66				

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