

Downloading Zoom Meeting Usage / Attendance Reports

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

Downloading Zoom Meeting Usage/Attendance Records

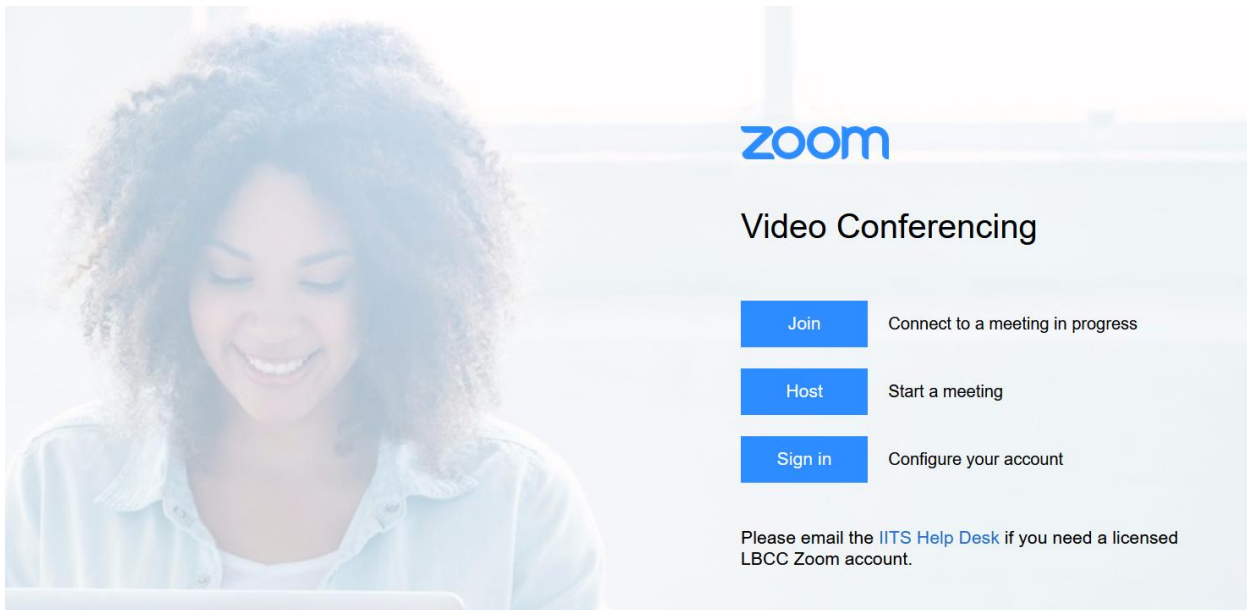
Introduction

- This guide explains how to download a .CSV (Microsoft Excel) file to your computer to store attendance records.
- Please follow the steps in the next slides.

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Step 1:

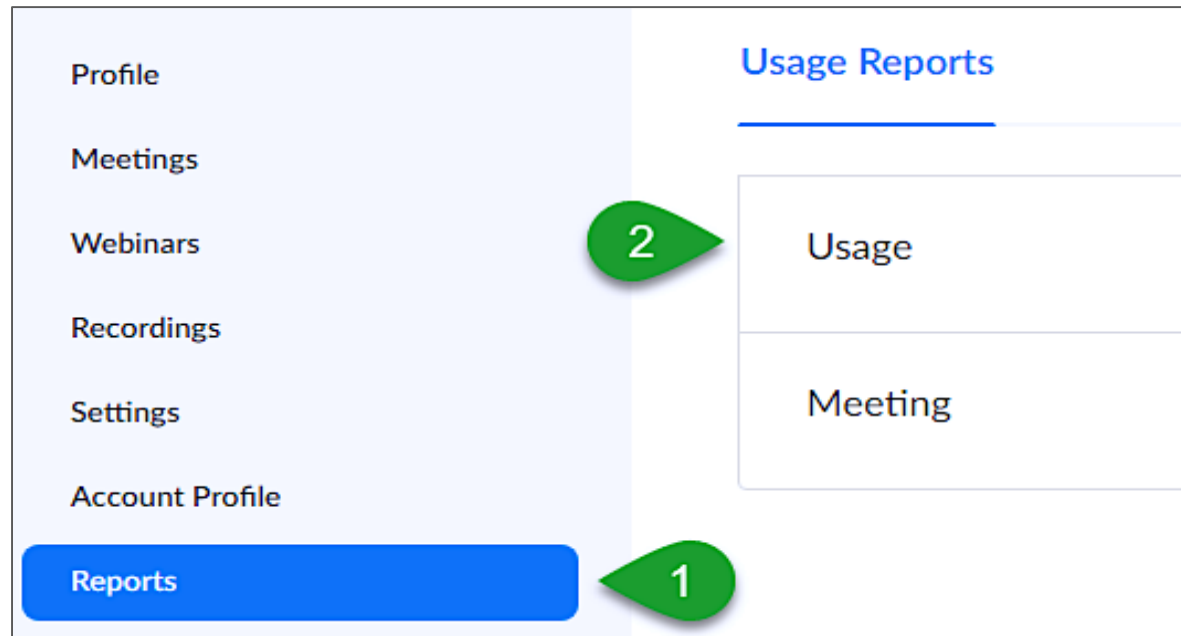
- Log into ConferZoom at <https://lbcc-edu.zoom.us/>



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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.**”
- Keep in mind that the maximum date range is **1 Month.**

The screenshot shows the Zoom Usage Reports interface. On the left is a navigation menu with 'Profile', 'Meetings', 'Webinars', and 'Recordings'. The main content area shows a breadcrumb trail: 'Reports > Usage Reports > Usage'. Below this, there are two date input fields: 'From: 08/12/2020' and 'To: 08/13/2020', each with a calendar icon. A green callout bubble with the number '1' points to the 'From' field, and another green callout bubble with the number '2' points to the 'To' field. To the right of the date fields is a blue 'Search' button. Below the date fields, 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/End Time**” columns and use them to help you locate the meeting for which a report will be generated.
- In the “**Participants**” column, across from the appropriate start/end time, you will find a link in the form of a blue number. Click this number.

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	12/13/2017 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	12/13/2017 12:26:03 PM	08/12/2020 12:26:03 PM	08/12/2020 01:34:22 PM	11	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.”**
- We recommend that you check both boxes.
- Also, when ready, select the blue **“Export”** button towards the top right of the window.

Tips: The option to “show unique users” combines separate records for each participant so that there aren't duplicate name entries for the same participant.

The screenshot shows a window titled "Meeting Participants" with a close button (X) in the top right corner. Below the title, there are two checked checkboxes: "Export with meeting data" and "Show unique users". To the right of these checkboxes is a blue "Export" button. Below the checkboxes, there is a summary section with the following information:

- 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

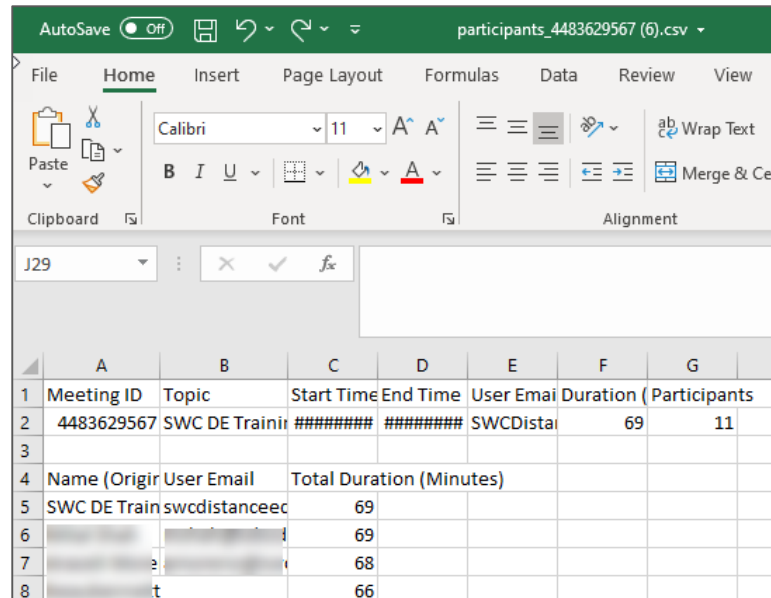
Below the summary section is a table with the following columns: Name (Original Name), User Email, and Total Duration (Minutes). The table contains three rows of data:

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

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Step 6:

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



1	Meeting ID	Topic	Start Time	End Time	User Email	Duration (Minutes)	Participants
2	4483629567	SWC DE Trainin	#####	#####	SWCDista	69	11
3							
4	Name (Original User Email)		Total Duration (Minutes)				
5	SWC DE Train swcdistanceec		69				
6	[REDACTED]		69				
7	[REDACTED]		68				
8	[REDACTED]		66				

Questions?

For Faculty – Canvas Zoom Integration Questions: Please Contact our OLET Team

Email: olet@lbcc.edu

Phone: (562) 938-4357 (connect with OLET team)

For all Colleagues – General ConferZoom Questions: Please contact our IITS Faculty & Staff Help Desk Team

Email: helpdesk@lbcc.edu

Phone: (562) 938-4357