

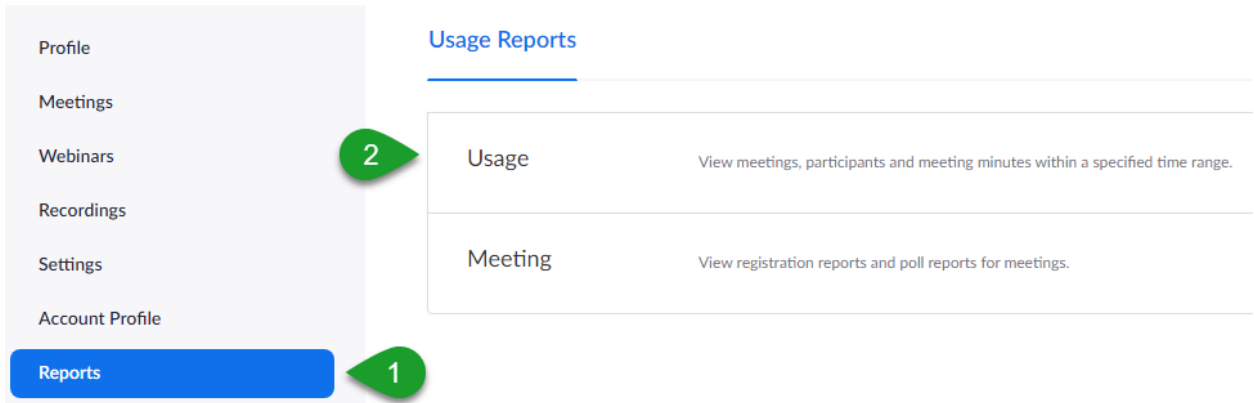
Downloading Zoom Meeting Attendance Records

This guide explains how you can download a .CSV (Microsoft Excel) file to your computer to store attendance records. Please see the steps below:

1. Log into ConferZoom at conferzoom.org



2. On the left navigation bar, selecting **“Reports”** will display two options for **“Usage”** and **“Meeting.”** Please select **“Usage.”**



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.

Profile

Meetings

Webinars

Recordings

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.

- 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 02:46:14 PM	08/12/2020 12:26:03 PM	08/12/2020 01:34:22 PM	1	11	Zoom

- 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. Next, select the blue **“Export”** button towards the top right of the window.

Tip: the option to “show unique users” combines separate records for each participant so that there aren't 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
SWC DE Training	swcdistanceed@swccd.edu	69
SWC DE Training	swcdistanceed@swccd.edu	68

- Your web browser will download the CSV file to your computer. 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 Traini	#####	#####	SWCDista	69	11
3							
4	Name (Original)	User Email	Total Duration (Minutes)				
5	SWC DE Train	swcdistanceec	69				
6			69				
7			68				
8			66				