

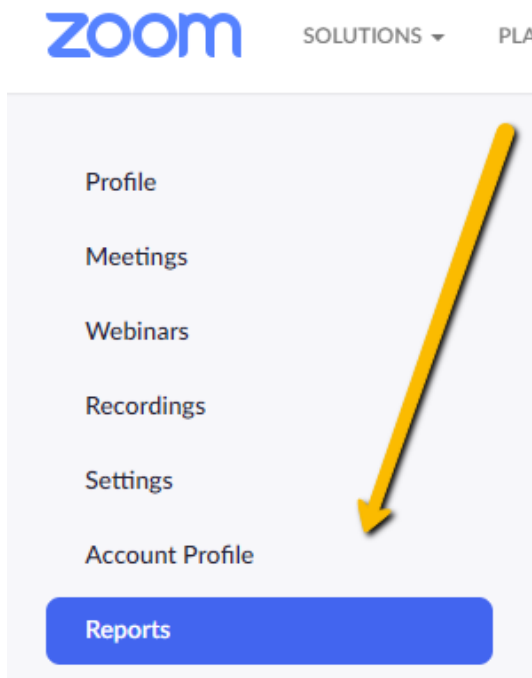
CNAS Instructional Technology Support Newsletter

Volume 1, Issue 6
October 30, 2020

Zoom participation report

Two issues ago, I shared a method for taking attendance in Zoom. A faculty member pointed out there is a built-in method to get an attendance report. You must have a licensed account to use these reports. Reports can be retrieved for the last 12 months. Once your meeting is deleted, the reports are deleted also.


1. Sign in to the web Zoom portal at <https://missouristate.zoom.us>
2. On the navigation pane on the left, click the Reports button.



- At the reports page, you can get two types of reports: Usage and Meeting. For attendance purposes, you will want to use the Meeting type of report.

Usage Reports

Usage	View meetings, participants and meeting minutes within a specified time range.
Meeting	View registration reports and poll reports for meetings.



- The default search type is to search by time range. The note under the date range boxes is important. You can only extend a time range report for 1 month. The better option may be to search by meeting ID. Your class is probably set up under a single meeting ID so you can get a report for all sessions of your class by searching for the meeting ID. If you need to get the meeting ID, click the Meetings button on the left and find the meeting for your class.

[Reports](#) > [Usage Reports](#) > [Meeting](#)

Meeting Report

Report Queue

Report Type

Registration Report Poll Report

Search by time range ▾

From:  To: 

Maximum report duration: 1 Month

[Reports](#) > [Usage Reports](#) > [Meeting](#)

Meeting Report

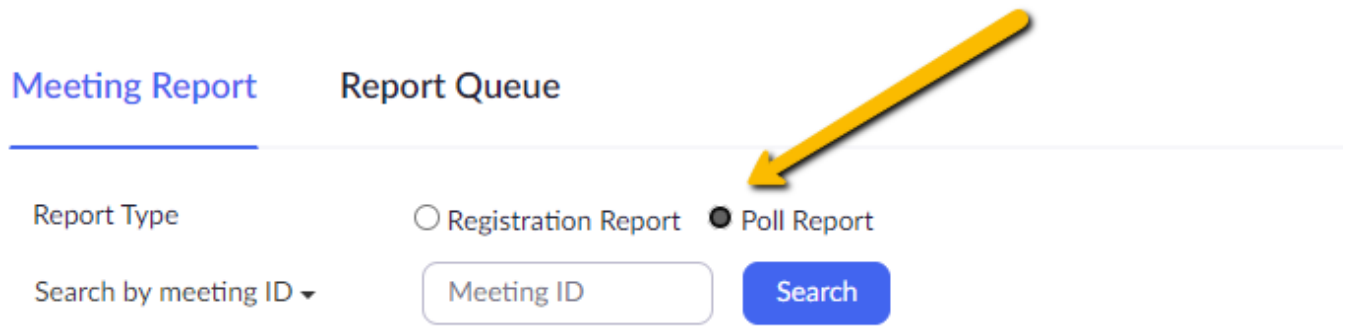
Report Queue

Report Type

Registration Report Poll Report

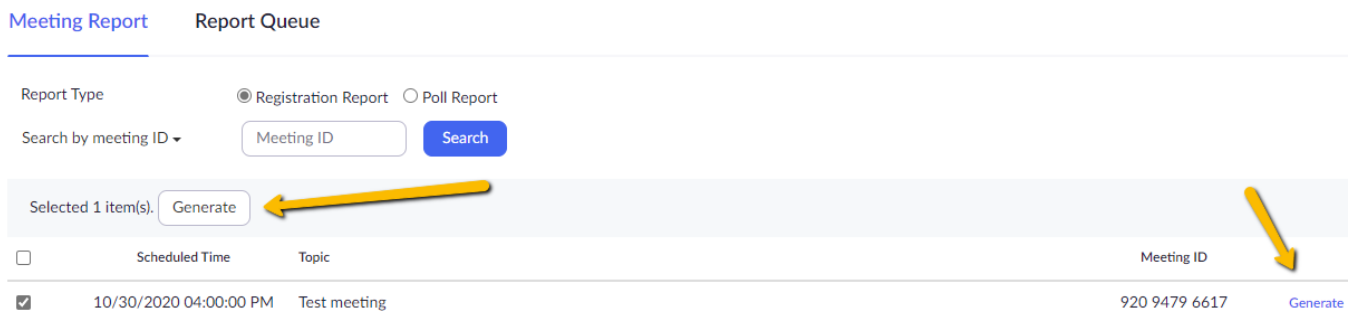
Search by meeting ID ▾

- At the report page you can also get a report on any polls you conducted during your Zoom session.
[Reports](#) > [Usage Reports](#) > [Meeting](#)

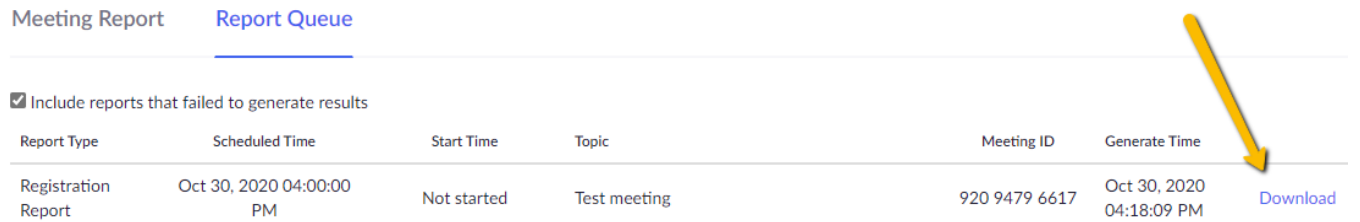


The report displays poll information for meeting that ended at least 5 minutes ago.

- Once you have searched for and found your meeting, you click the checkbox next to the report you want to create and click the Generate button or click the Generate link at the right of the meeting.
[Reports](#) > [Usage Reports](#) > [Meeting](#)



- The next screen asks you to select what type of registrants you want to include in the report. Most likely you will want to select All Registrants. Click Continue.
- You are then taken to the Report Queue. A large report may take a few minutes to create. Zoom says it could take up to 30 minutes for recently ended meetings. Your mileage may vary. When it is done, you click the Download link on the right.



- The downloaded report is in CSV format so you can open it directly in Microsoft Excel.

Newsletter archive

Past issues of this newsletter are available at the archive.

[CNAS ITS Newsletter archive](#)