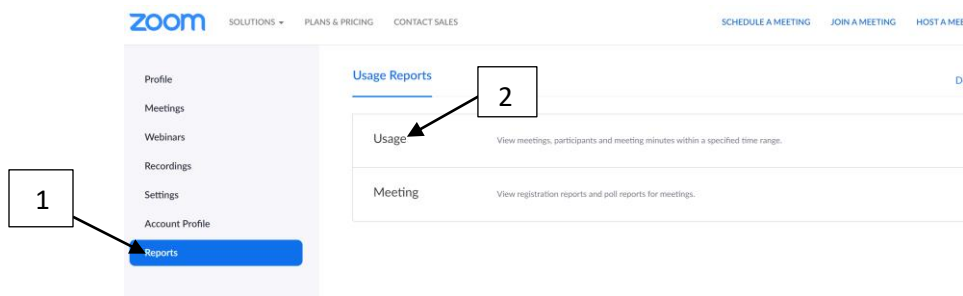


Track Attendance in Zoom

1. Log in to your Zoom account
2. Click on Reports and then Usage



3. Check that the date range at the top includes the session for which you want to take attendance. Then, click on the participant link for that session

The screenshot shows the Zoom Usage Reports page. At the top, the breadcrumb navigation is 'Reports > Usage Reports > Usage'. A box labeled '1' points to the date range filter, which is circled in red. The date range is set to 'From: 10/01/2020 To: 10/31/2020'. Below the date range, there is a 'Search' button. The table below shows a list of meetings with columns for Topic, Meeting ID, User Name, User Email, Department, Group, Has Zoom Rooms?, Creation Time, Start Time, End Time, Duration (Minutes), Participants, and Source. A box labeled '2' points to the 'Participants' link for the meeting 'CME Advisory Committee M...' which has 16 participants. The number '16' is circled in red.

Topic	Meeting ID	User Name	User Email	Department	Group	Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)	Participants	Source
Staff Meeting	968 9149 3672	Chanise Reese-Queen	creese-queen@som.umaryland.edu	SOM		No	10/12/2020 10:13:03 AM	10/15/2020 09:54:59 AM	10/15/2020 10:47:23 AM	53	4	Zoom
Meet with Dr. Silke Niederha...	946 8544 4927	Chanise Reese-Queen	creese-queen@som.umaryland.edu	SOM		No	10/13/2020 10:05:34 AM	10/15/2020 11:24:24 AM	10/15/2020 12:26:04 PM	62	5	Zoom
CME Advisory Committee M...	938 3443 2474	Chanise Reese-Queen	creese-queen@som.umaryland.edu	SOM		No	10/08/2020 07:03:21 AM	10/27/2020 11:45:09 AM	10/27/2020 01:06:39 PM	82	16	Zoom
Meeting with Dr. Offurum - ...	915 5170 0669	Chanise Reese-Queen	creese-queen@som.umaryland.edu	SOM		No	10/23/2020 03:32:38 PM	10/30/2020 02:21:33 PM	10/30/2020 03:11:06 PM	50	6	Zoom

1. Check that the date range includes the date of the session for which you want to take attendance. If not, adjust the date range and click **Search**.
2. Then click the **Participants** link for the session.

4. Click Show Unique users to see a collapsed list of each unique attendee and their total duration

Meeting Participants ×

Export with meeting data Export

Show unique users

Name (Original Name)	User Email	Total Duration (Minutes)
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5. Select and click Export and excel file of participants will download to your computer.

Export with meeting data Export

Show unique users

Meeting ID : 938 3443...	Topic : CME Advisory Committee...	User Email : creese-queen@som.umaryland.edu
Duration (Minutes) : 82	Start Time : 10/27/2020 11:45:09 AM	End Time : 10/27/2020 01:06:39 PM
Participants : 16		

Duration