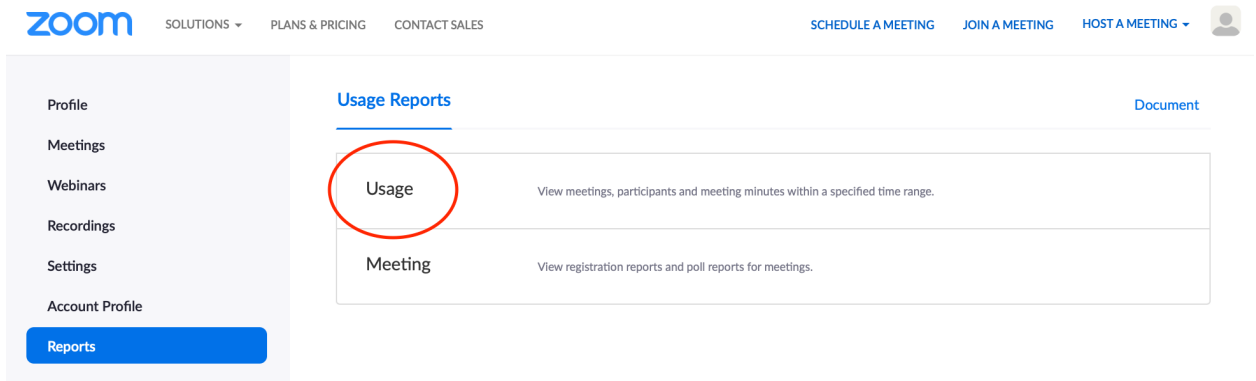


How to see attendance in a past Zoom meeting

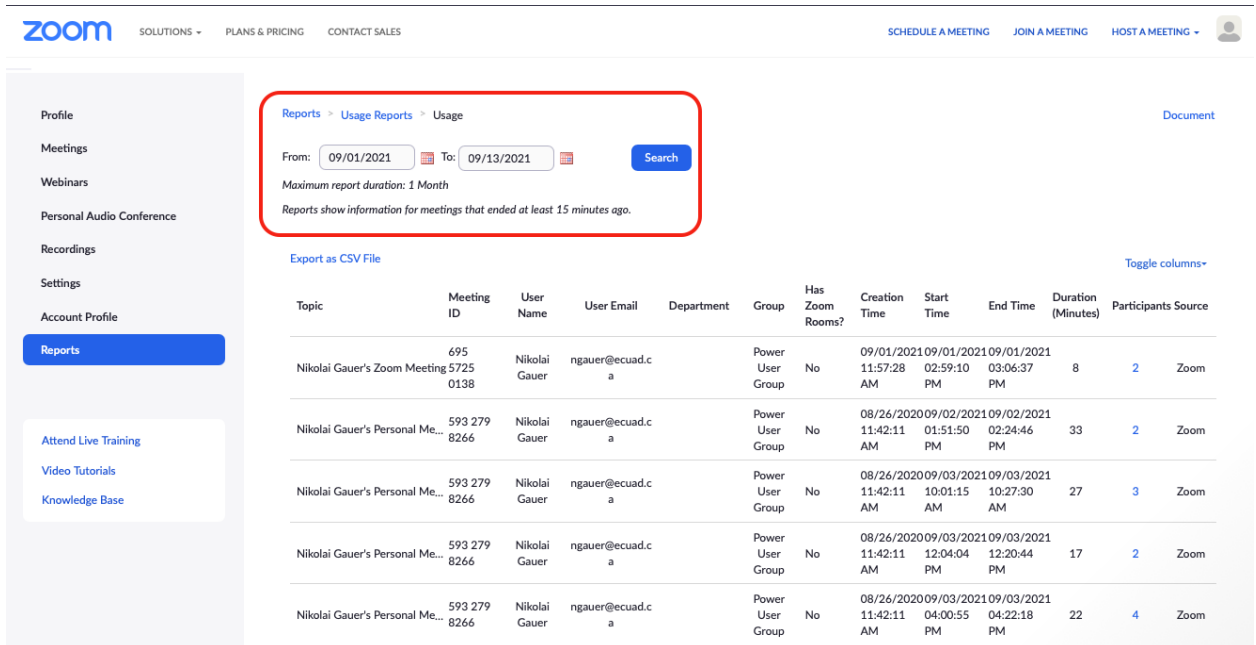
After a Zoom meeting you can log into your [profile page](#) and generate a meeting report that tells you who was present during the call. This is useful for taking attendance, but it won't help if the students have joined using an alias or a non-identifiable name - so be sure to have an agreement with your class on how students present their names during a Zoom call.

Guide to Generating a Meeting Usage Report

To see who attended a specific Zoom meeting we will have to generate a report after the class or meeting is over. When logged in with your ECU account in emilycarru.zoom.us click the 'Reports' button from the left-hand column, and choose 'Usage'



1. Set the date or the range of time to view a list of past meetings:



2. Identify the meeting/class you are interested in and click the blue number in the Participants column:

SCHEDULE A MEETING JOIN A MEETING HOST A MEETING - SIGN OUT

Document

Toggle columns-

Group	Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)	Participants	Source
Employee	No	02/24/2020 11:54:21 AM	02/24/2020 01:16:20 PM	02/24/2020 01:23:12 PM	7	9	Zoom

3. From here you can view a detailed report on who was in the meeting and for how long. It is configurable and exportable:

Meeting Participants

Export with meeting data

Show unique users

Export

Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)
[REDACTED]	[REDACTED]	02/24/2020 01:16:20 PM	02/24/2020 01:20:45 PM	5
[REDACTED]	[REDACTED]	02/24/2020 01:17:13 PM	02/24/2020 01:20:31 PM	4
[REDACTED]	[REDACTED]	02/24/2020 01:18:03 PM	02/24/2020 01:20:31 PM	3
[REDACTED]	[REDACTED]	02/24/2020 01:20:32 PM	02/24/2020 01:22:36 PM	3
[REDACTED]	[REDACTED]	02/24/2020 01:20:32 PM	02/24/2020 01:22:35 PM	3
[REDACTED]	[REDACTED]	02/24/2020 01:20:46 PM	02/24/2020 01:22:16 PM	2
[REDACTED]	[REDACTED]	02/24/2020 01:22:17 PM	02/24/2020 01:23:11 PM	1
[REDACTED]	[REDACTED]	02/24/2020 01:22:35 PM	02/24/2020 01:23:11 PM	1

