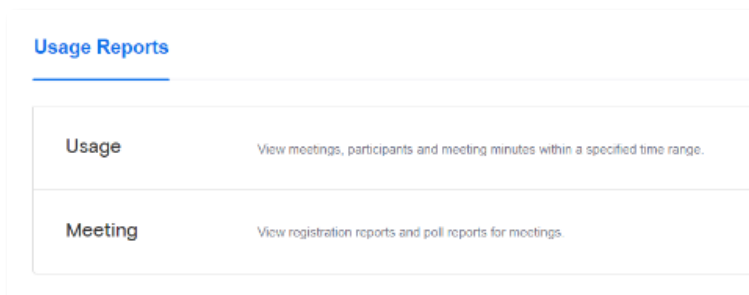
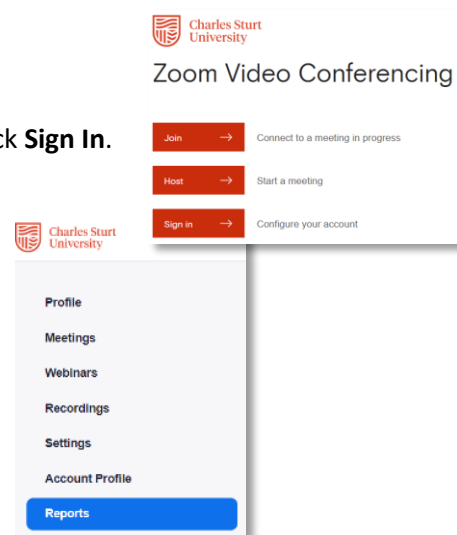


Tracking Attendance in Zoom Meetings

Brief: CSU staff are able to generate reports that show detailed information about their zoom meetings that they have created and hosted, including lists of attendees.

Note. Co-hosts are considered by Zoom to be participants.
Only the convenor of the meeting will have access to the reports.

1. Login to the **CSU Zoom Portal** (<https://charlessturt.zoom.us>) → click **Sign In**.
2. Click **Reports**.
3. Click **Usage** to view all your previously hosted meeting sessions.



You will be presented with a list of your meetings including:

- The Topic
- Meeting ID
- The time each meeting started and ended
- The duration of the meeting
- The number of participants in each meeting.

Tip: You can filter the listed meetings to a particular time period by adjusting the **From** and **To** fields.

Reports > Usage Reports > Usage Document

From: 03/31/2020 To: 04/01/2020 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](#)

Topic	Meeting ID	User Name	User Email	Department	Group	Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)	Participants	Source
Nathan Grieve's Zoom Meeti...	740-800-486	Nathan Grieve	nathan.grieve@u.nimelb.edu.au			No	03/31/2020 12:31:21 PM	03/31/2020 12:31:22 PM	03/31/2020 12:37:17 PM	6	2	Zoom
AIND20011	818-726-328	Nathan Grieve	nathan.grieve@u.nimelb.edu.au			No	03/30/2020 10:12:13 AM	04/01/2020 10:29:28 AM	04/01/2020 11:08:26 AM	39	2	Zoom
UniMelb Zoom meeting invit...	571-424-899	Nathan Grieve	nathan.grieve@u.nimelb.edu.au			No	04/01/2020 07:31:10 AM	04/01/2020 12:02:53 PM	04/01/2020 01:25:37 PM	83	3	Zoom

Usage reports - list of meetings

6. Click on the number of participants (under the **Participants** column) in the row of the meeting you wish to track attendance for, to generate a **Meeting Participants report**.

Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)
		04/08/2020 12:59:19 PM	04/08/2020 02:21:16 PM	82
		04/08/2020 01:00:44 PM	04/08/2020 01:54:20 PM	54
		04/08/2020 01:04:33 PM	04/08/2020 02:21:16 PM	77

Meeting participation report

The Meetings Participants report will display:

- Lists of participants who joined the session at any point during the meeting
- The time they joined
- The time they left
- The duration of time they spent in the meeting

7. Click the **Export** button to download this data in a CSV (excel spreadsheet) format of the Zoom meeting experience.

Using Registration Reports

If you've set up registration as a requirement for your Zoom meeting (i.e. would be participants provide email address, names etc. prior to the meeting), then you will also be able to generate a registration report after the meeting concludes.

1. Navigate to the **Reports** section
2. Select the **Meeting** report option

Meeting

View registration reports and poll reports for meetings.

3. Make sure the **Registration Report** option is selected, then make sure the date range filter is accurate for the meeting in question (this will allow you to search within a 1 month timeframe)

Note. You're also able to search by meeting ID if desired.

4. Check the box next to the relevant meeting, then click the blue **Generate** option on the right.
5. Select which registrants you want captured in the report (all / approved / denied), then continue.
6. Click **Download** to have a local copy of the report file (.csv) on your computer.