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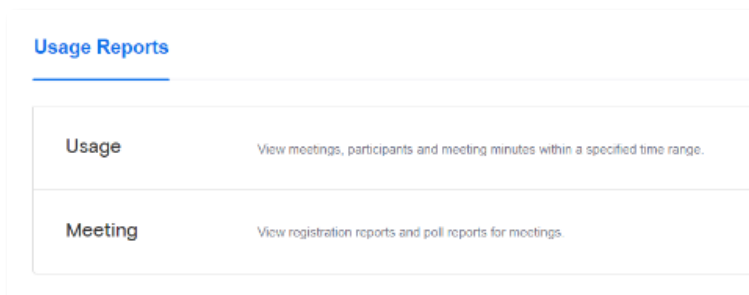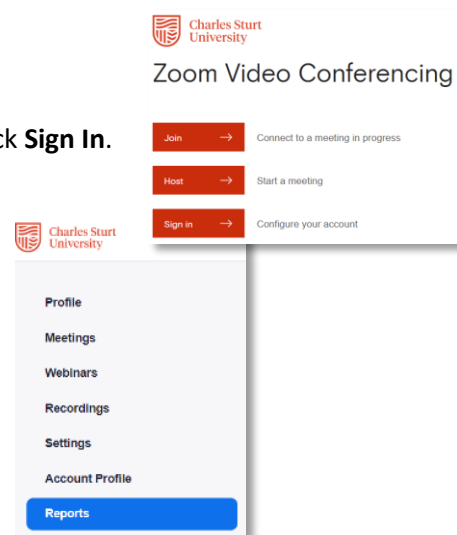
You will be presented with a list of your meetings including:

- 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.

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**.

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

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.