

# Taking Attendance in a Zoom Meeting

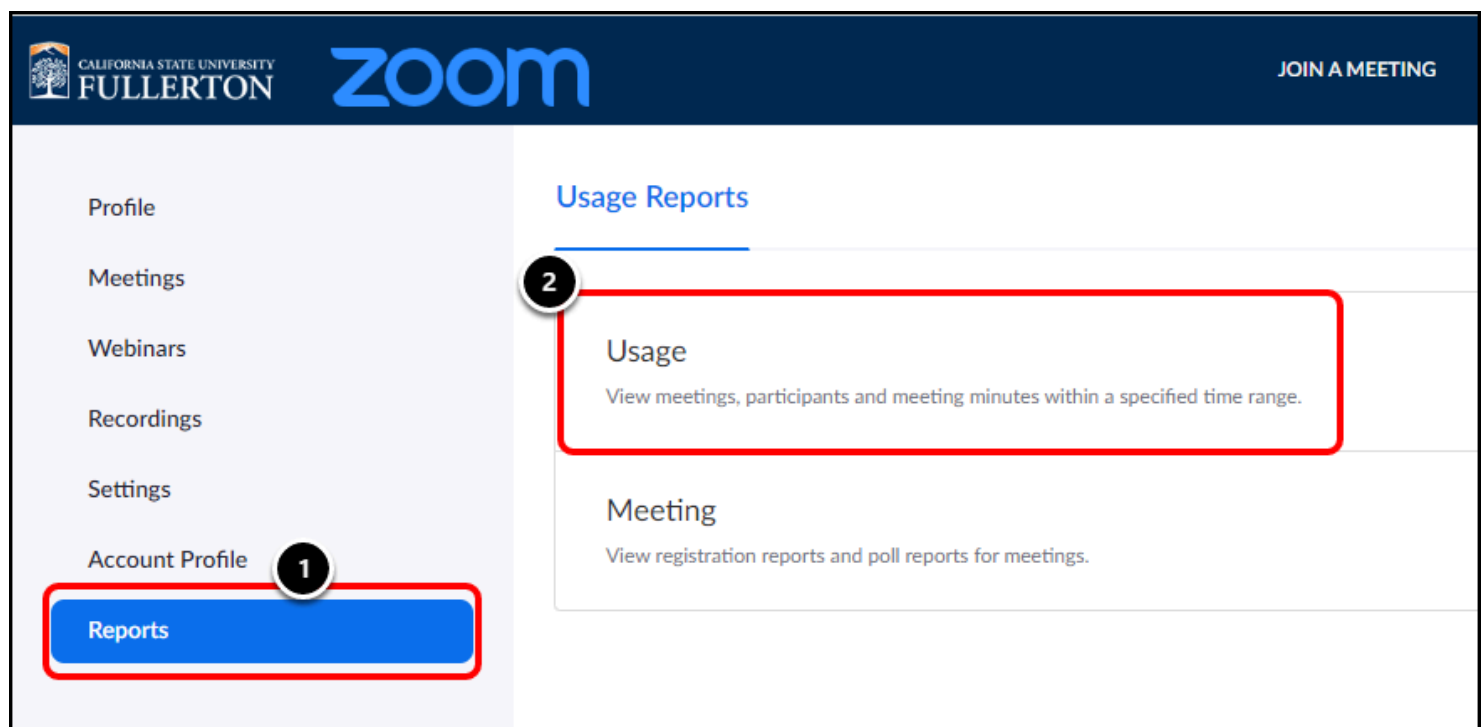
This article covers how faculty can take attendance in a Zoom meeting.

**!** Please note that the attendance report is available 30 minutes after a meeting is ended.

## 1. Log in to Zoom on the web.

[View detailed instructions on accessing Zoom on the web.](#)

## 2. Click Reports and then choose Usage.



## 3. Check that the date range at the top includes the session

for which you want to take attendance. Then click on the **Participants** link for the session.

Reports > Usage Reports > Usage Document

From: 03/01/2020 To: 03/18/2020 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
IDT 520 - Spring 2020 - Sec...	570-202-682	Lorien Arthur-Carmichael	larthur@fullerton.edu			No	03/10/2020 08:59:45 AM	03/13/2020 08:43:15 AM	03/13/2020 09:02:30 AM	22	3	Zoom
IDT 520 - Spring 2020 - Sec...	570-202-682	Lorien Arthur-Carmichael	larthur@fullerton.edu			No	03/10/2020 08:59:45 AM	03/13/2020 09:03:08 AM	03/13/2020 09:21:19 AM	21	3	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. Review the report. Check the Export with meeting data checkbox.

You can choose to export the report without the meeting data, but it's recommended that you include it to avoid confusion if you download multiple reports.

### Meeting Participants

☐ Export with meeting data
 ☐ Show unique users

Export

Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)
Lorien Arthur-Carmichael	larthur@fullerton.edu	03/13/2020 08:43:14 AM	03/13/2020 09:02:29 AM	20
Lori	lori.arthur@csu.fullerton.edu	03/13/2020 08:43:40 AM	03/13/2020 08:43:59 AM	1
Lorien Arthur-Carmichael	lori.arthur@csu.fullerton.edu	03/13/2020 09:01:39 AM	03/13/2020 09:01:49 AM	1

1. Notice that the same student joined the meeting twice. This happens when a student leaves the meeting and re-joins it. You won't be able to tell if they left the meeting because of technical difficulties, but you can see how long they were in the meeting under Duration.
2. Click **Export with meeting data**.

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

**i** The Total Duration includes the total amount of time the student spent in the meeting even if they left/rejoined several times.

### Meeting Participants

☐ Export with meeting data
 ☒ Show unique users

Export

Name (Original Name)	User Email	Total Duration (Minutes)
Lorien Arthur-Carmichael	larthur@fullerton.edu	20
Lori	lori.arthur@csu.fullerton.edu	2

## 5. Click Export.

Meeting Participants

☒ Export with meeting data
 ☐ Show unique users

Export


Meeting ID : 570 202 682  
 Duration (Minutes) : 20  
 Participants : 3

Topic : IDT 520 - Spring 2020 - Section...  
 Start Time : 03/13/2020 08:43:15 AM

User Email : larthur@fullerton.edu  
 End Time : 03/13/2020 09:02:30 AM

Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)
Lorien Arthur-Carmichael	larthur@fullerton.edu	03/13/2020 08:43:14 AM	03/13/2020 09:02:29 AM	20
Lori	lori.arthur@csu.fullerton.edu	03/13/2020 08:43:40 AM	03/13/2020 08:43:59 AM	1
Lorien Arthur-Carmichael	lori.arthur@csu.fullerton.edu	03/13/2020 09:01:39 AM	03/13/2020 09:01:49 AM	1

## 6. An Excel file will download to your computer. Open the Excel file.

 You can click File > Save As to save this report with a new name and in Excel (.xlsx) format.

	A	B	C	D	E	F	G
1	Meeting ID	Topic	Start Time	End Time	User Email	Duration (Minutes)	Participants
2		IDT 520 - Spring 2020 - Section 01	3/13/2020 8:43	3/13/2020 9:02	larthur@fullerton.edu	20	3
3							
4	Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)		
5	Lorien Arthur-Carmichael	larthur@fullerton.edu	3/13/2020 8:43	3/13/2020 9:02	20		
6	Lori	lori.arthur@csu.fullerton.edu	3/13/2020 8:43	3/13/2020 8:43	1		
7	Lorien Arthur-Carmichael	lori.arthur@csu.fullerton.edu	3/13/2020 9:01	3/13/2020 9:01	1		
8							

## Need More Help?

Faculty/Staff - contact the IT Help Desk at [helpdesk@fullerton.edu](mailto:helpdesk@fullerton.edu) or 657-278-7777.

[View the Zoom Help & Resources article](#)