## Downloading Zoom Meeting Attendance Records

This guide explains how you can download a .CSV (Microsoft Excel) file to your to computer to store attendance records. Please see the steps below:

1. Log into ConferZoom at <u>conferzoom.org</u>



 On the left navigation bar, selecting "Reports" will display two options for "Usage" and "Meeting." Please select "Usage."

Profile	Usage Reports	
Meetings		
Webinars 2	Usage	View meetings, participants and meeting minutes within a specified time range.
Recordings		
Settings	Meeting	View registration reports and poll reports for meetings.
Account Profile		
Reports 1		

3. Please set the date range for the reports you wish to access and select **"Search."** Keep in mind that the maximum date range is 1 Month.

Profile	Reports > Usage Reports > Usage	
Meetings	From: 08/12/2020 To: 08/13/2020 📰 2	Search
Webinars	Maximum report duration: 1 Month	
Recordings	The report displays information for meetings that ended at least 30 min	utes ago.

4. Locate the **"Start Time/End Time"** columns and use them to help you locate the meeting for which a report will be generated. In the **"Participants"** column, across from the appropriate start/end time, you will find a link in the form of a blue number. Click this number.

R	eports > Usage Reports > Us	sage											
Fi	rom: 08/12/2020	To: 08/13	3/2020		Search								
Μ	aximum report duration: 1 Mont	h											
Т	ne report displays information for	meetings th	hat ended a	t least 30 minutes ag	<i>JO</i> .								
	Export as CSV File									Tog	gle columns	- Add	tracking field
	Торіс	Meeting ID	User Name	User Email	Department	Group	Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)	Participa	nts Source
	SWC DE Training's Personal	448 . 362 9567	SWC DE Training	SWCDistanceEd @swccd.edu	DE/OLC	ACCOUN T HOLDERS	No	12/13/2017 02:46:14 PM	08/12/202 10:00:23 AM	0 08/12/2020 10:01:05 AM	1	1	Zoom
	SWC DE Training's Personal	448 362 9567	SWC DE Training	SWCDistanceEd @swccd.edu	DE/OLC	ACCOUN T HOLDERS	No	12/13/2017 1 4 PM	08/12/202 12:26:03 PM	0 08/12/2020 01:34:22 PM	2	11	Zoom

5. Once the blue number link is clicked, you will be given the options to "export with meeting data" and "show unique users." We recommend that you check both boxes. Next, select the blue "Export" button towards the top right of the window.

*Tip: the option to "show unique users" combines separate records for each participant so that there aren't duplicate name entries for the same participant.* 

Meeting Participants			2
<ul> <li>Export with meeting data</li> <li>Show unique users</li> </ul>			Export
Meeting ID : 448 362 9567 Duration (Minutes) : 69 Participants : 11	Topic : SWC DE Training's Personal Start Time : 08/12/2020 12:26:03 PM	User Email : SWCDistanceEd@swccd.edu End Time : 08/12/2020 01:34:22 PM	
Name (Original Name)	User Email	Total Duration (Minutes)	
SWC DE Training	swcdistanceed@swccd.edu	69	
Martine	rest at chains a star	69	
Acaceli Marene	amore collected who	68	

6. Your web browser will download the CSV file to your computer. The file extension is a .CSV and can be opened with Microsoft Excel.

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