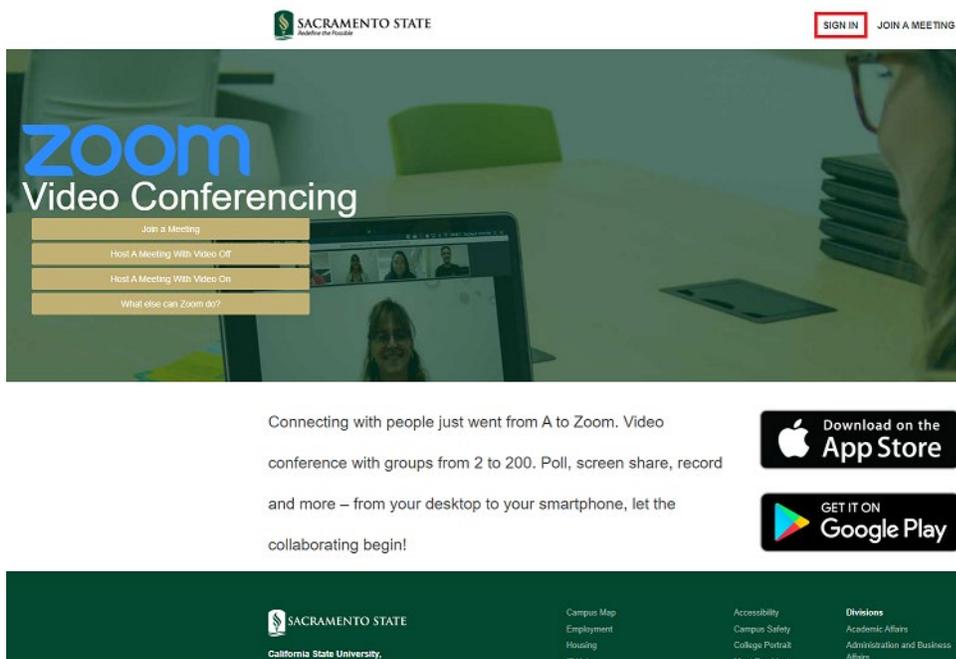
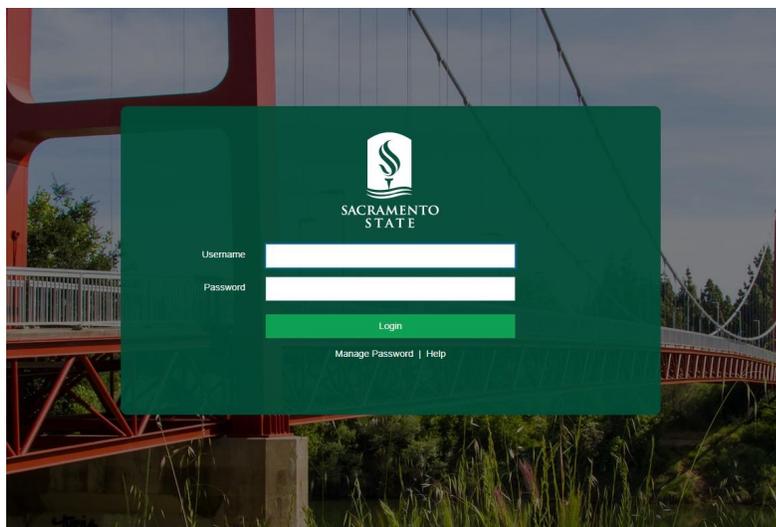


# How to Download Attendance Reports for Zoom Meetings

1. Go to the [Zoom Website](https://csus.zoom.us/) <https://csus.zoom.us/>
2. Click on “Sign In”



3. Log in with your Sac State credentials



4. Click on "Reports" on the left-hand- side menu

SACRAMENTO STATE

JOIN A MEETING HOST A MEETING

Profile

Meetings

Webinars

Recordings

Settings

Account Profile

Reports

Account No. Edit

Change

Personal Meeting ID \*\*\* \*\* \* Show Edit

https://csus.zoom.us/j/\*\*\*\*\* Show

× Use this ID for instant meetings

Click on "Usage"

SACRAMENTO STATE

JOIN A MEETING HOST A MEETING

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Usage Reports Document

Usage

View meetings, participants and meeting minutes within a specified time range.

Meeting

View registration reports and poll reports for meetings.

Select a date range that will include the meeting that you are interested in.

*NOTE: Max date range is 1 month, so if you want to view attendance for various meetings that took place further apart, you will need to modify the date range for each report.*

*NOTE: Report will not be available until after 30 minutes after meeting ended.*

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JOIN A MEETING HOST A MEETING

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Reports > Usage Reports > Usage Document

From: 09/23/2020 To: 09/24/2020 Search

Maximum report duration: 1 Month

The report displays information for meetings that ended at least 15 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
						Cloud Recording Enabled	09/22/2020 07:43:03 AM	09/23/2020 11:59:56 AM	09/23/2020 12:24:07 PM	25	5	Zoom

5. Click on the number that appears in the “Participants” column to view that meeting’s attendance report.

SACRAMENTO STATE

JOIN A MEETING HOST A MEETING

Profile Meetings Webinars Recordings Settings Account Profile Reports

Reports > Usage Reports > Usage

From: 09/23/2020 To: 09/24/2020 Search

Maximum report duration: 1 Month

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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
						Cloud Recording Enabled	09/22/2020 07:43:03 AM	09/23/2020 11:59:56 AM	09/23/2020 12:24:07 PM	25	5	Zoom

6. Click “Export” to download the attendance report.

*NOTE: You can check off “Export with meeting data” if you want the report to also include Meeting details, such as: Meeting ID, Duration (Minutes), Participants (count), Topic, Start Time, End Time, User Email.*

### Meeting Participants

Export with meeting data

Export

Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)
Nick	nick. @csus.edu	09/23/2020 11:59:56 AM	09/23/2020 12:24:07 PM	25
Ruby	ruby @csus.edu	09/23/2020 12:00:14 PM	09/23/2020 12:24:06 PM	24
Mary	mary @csus.edu	09/23/2020 12:00:44 PM	09/23/2020 12:24:07 PM	24
Michael	michael @csus.edu	09/23/2020 12:01:09 PM	09/23/2020 12:23:47 PM	23