Taking Attendance in a Zoom Meeting

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

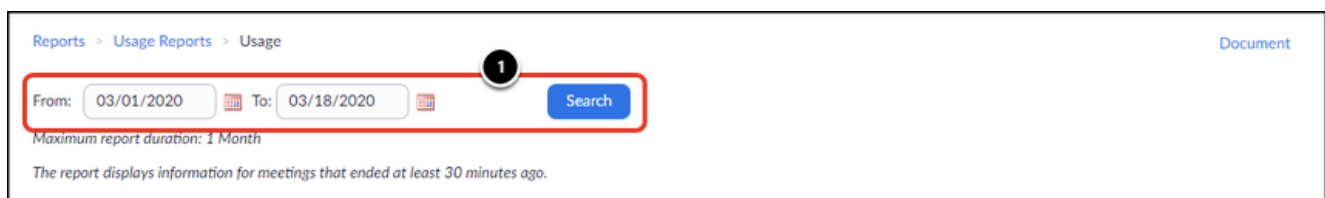⚠️ Please note that the attendance report is available 30 minutes after a meeting is ended.

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.

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.

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.

ℹ️ The Total Duration includes the total amount of time the student spent in the meeting even if they

left/rejoined several times.

5. Click Export.

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		

Need More Help?

Faculty/Staff - contact the IT Help Desk at helpdesk@fullerton.edu or 657-278-7777.

View the Zoom Help & Resources article

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