A Guide for Taking Attendance Using Zoom Meeting Reports
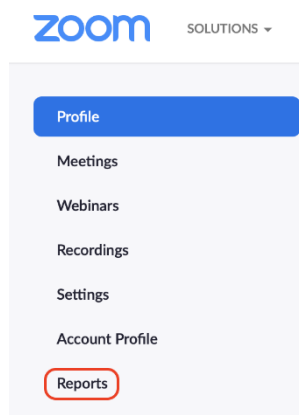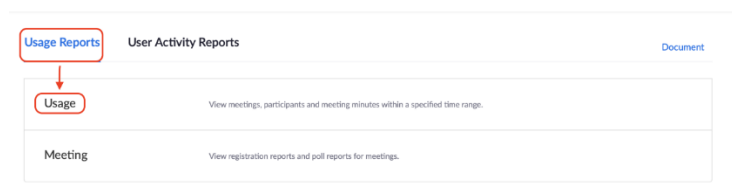
You can access your meeting reports and take attendance from Zoom Website and Brightspace

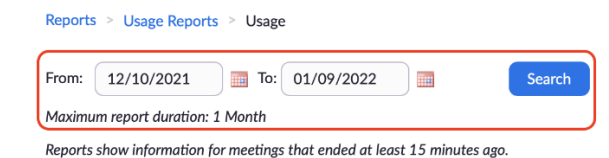## Zoom Website

1. Sign in to **zoom.us**. using your SMU Email address and Zoom password.
2. Find the navigation menu on the left and select **Reports.**

3. From the reports page, make sure Usage report tab is selected and click on **Usage.**

4. After selecting usage, you will be asked to select the **dates** for which you are finding the attendance. The date range cannot be more than one month.

5. A list of all the meetings will be shown for that time-period.

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)	Particip
Tahira Tabassum's Personal ...	233 771 5564	Tahira Tabassum	Tahira.Tabassum @smu.ca			No	06/21/2021 02:33:11 PM	01/07/2022 04:20:22 PM	01/07/2022 04:27:58 PM	8	3
My Meeting	889 4057 0404	Tahira Tabassum	Tahira.Tabassum @smu.ca			No	01/07/2022 04:30:24 PM	01/07/2022 04:31:30 PM	01/07/2022 04:35:41 PM	5	3

6. Find the meeting you are looking for using the Topic name, Meeting id, start or end dates. Based on that meeting, scroll right to find the number of **Participants** click on the number of participants.

User Name	User Email	Department	Group	Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)	Participants	Source
Tahira Tabassum	Tahira.Tabassum @smu.ca			No	06/21/2021 02:33:11 PM	01/07/2022 04:20:22 PM	01/07/2022 04:27:58 PM	8	3	Zoom

7. A new window will pop up with the details of the participants. Select the **Export with meeting data** box to ensure that the correct meeting has been selected.

Meeting Participants   ×

☑ Export with meeting data   [Export]

Meeting ID : 233 771 5564	Topic : Tahira Tabassum's Personal...	User Email : Tahira.Tabassum@smu.ca
Duration (Minutes) : 8	Start Time : 01/07/2022 04:20:22 PM	End Time : 01/07/2022 04:27:58 PM
Participants : 3		

Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)	Guest
Tahira Tabassum	tahira.tabassum@smu.ca	01/07/2022 04:20:22 PM	01/07/2022 04:27:57 PM	8	No
Musa	musa.moinak@smu.ca	01/07/2022 04:20:25 PM	01/07/2022 04:27:57 PM	8	No
Hem Sai Charan		01/07/2022 04:27:08 PM	01/07/2022 04:27:56 PM	1	Yes

In some cases, the same participant might appear more than once depending on how many times the participant left and re-joined the meeting. It will also show the duration for each time they attend the meeting.

8. If you have participants left and rejoined during the meeting you can see this option Show Unique User. Once you select you can see only a single Entry for each participant and the total duration they have stayed in the meeting.
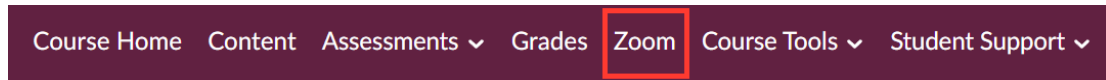
☐ Export with meeting data
☐ Show unique users ←

9. Once You have selected this option to your preference, you can export the meeting by clicking on the Export Button on the top.
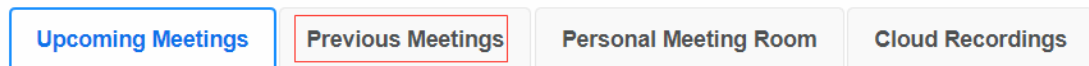
☑ Export with meeting data   [Export]

Brightspace

1. From the top navigation panel in your course click on **Zoom**.

2. Click on **Previous Meetings** tab.

3. Click on **Report** beside the class meeting you want to take attendance.

Wed, Jan 12 3:00 PM	Sayan Maity	847 6084 6689	Report	Delete
Tue, Jan 11 5:00 PM	Test Meeting	843 5185 0369	Report	Delete

4. Select the tab **Meeting Report**.

Jan 12, 2022 2:52 PM   ID: 847 6084 6689

Meeting Report	**Poll Report**
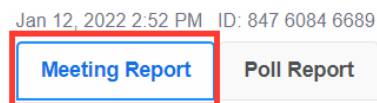
5. In the page you see the list of all the students Name, Email, Join/ Leave time and Duration, On the top of the report click on **Export as CSV file** to export the report.

Export as CSV file

Name	Email	Join Time	Leave Time	Duration (Minutes)

Note: In Brightspace, you can not see meeting reports older than a month. To view meeting report older than a month use **zoom.us**