

Zoom Attendance Report

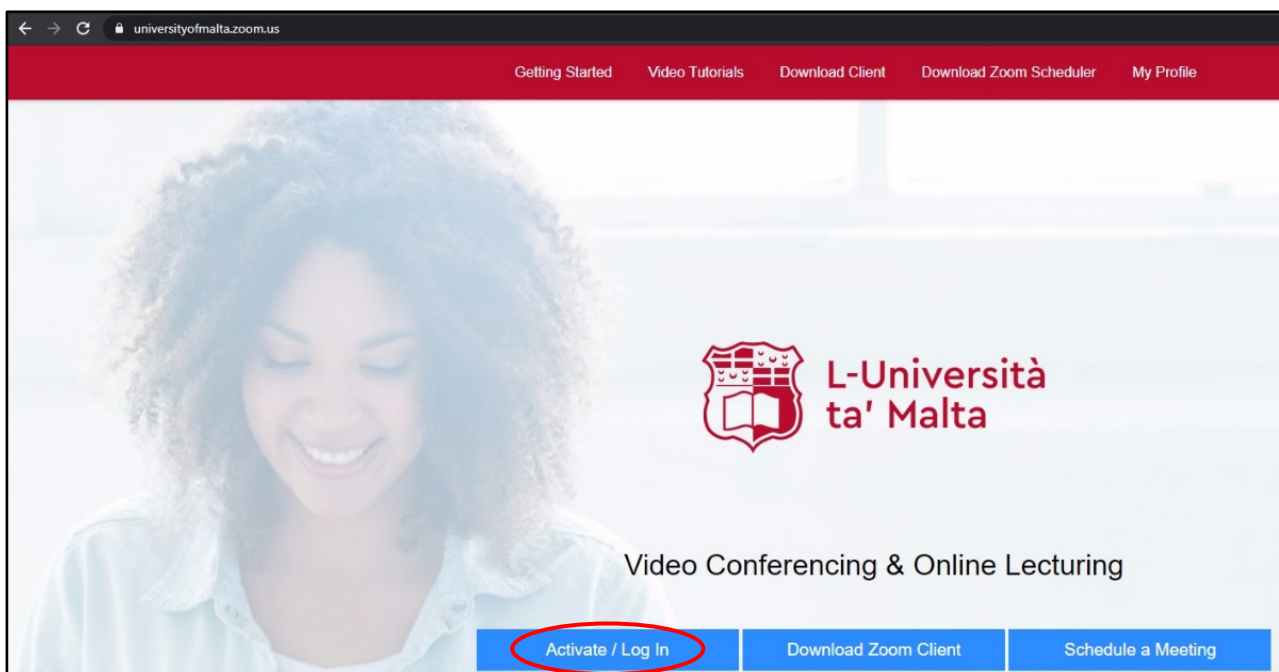
After hosting a Zoom lecture / meeting, you can generate a report that displays who has attended the lecture / meeting including details of how long they have been logged in during the session.

Note that:

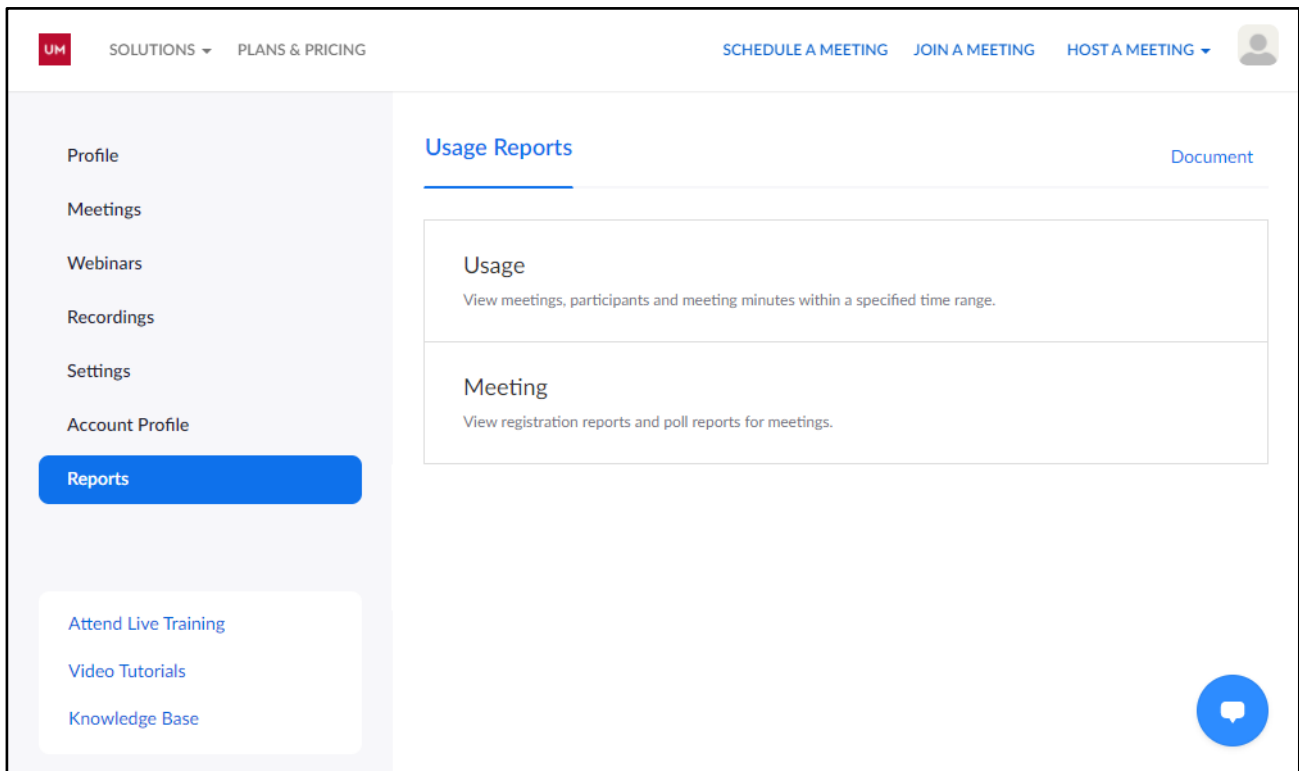
- For accurate reporting, students need to [sign into Zoom with their UM IT Account](#) before joining the lecture / meeting.
- Attendance reports are available approximately 15 minutes after the lecture / meeting has ended.
- Attendance reports can only be generated online (i.e. in a browser) when signed in at, <https://universityofmalta.zoom.us/>. The Zoom client (desktop app) does not have this functionality.
- Only the person who created the lecture / meeting can create attendance reports.

To view the report:

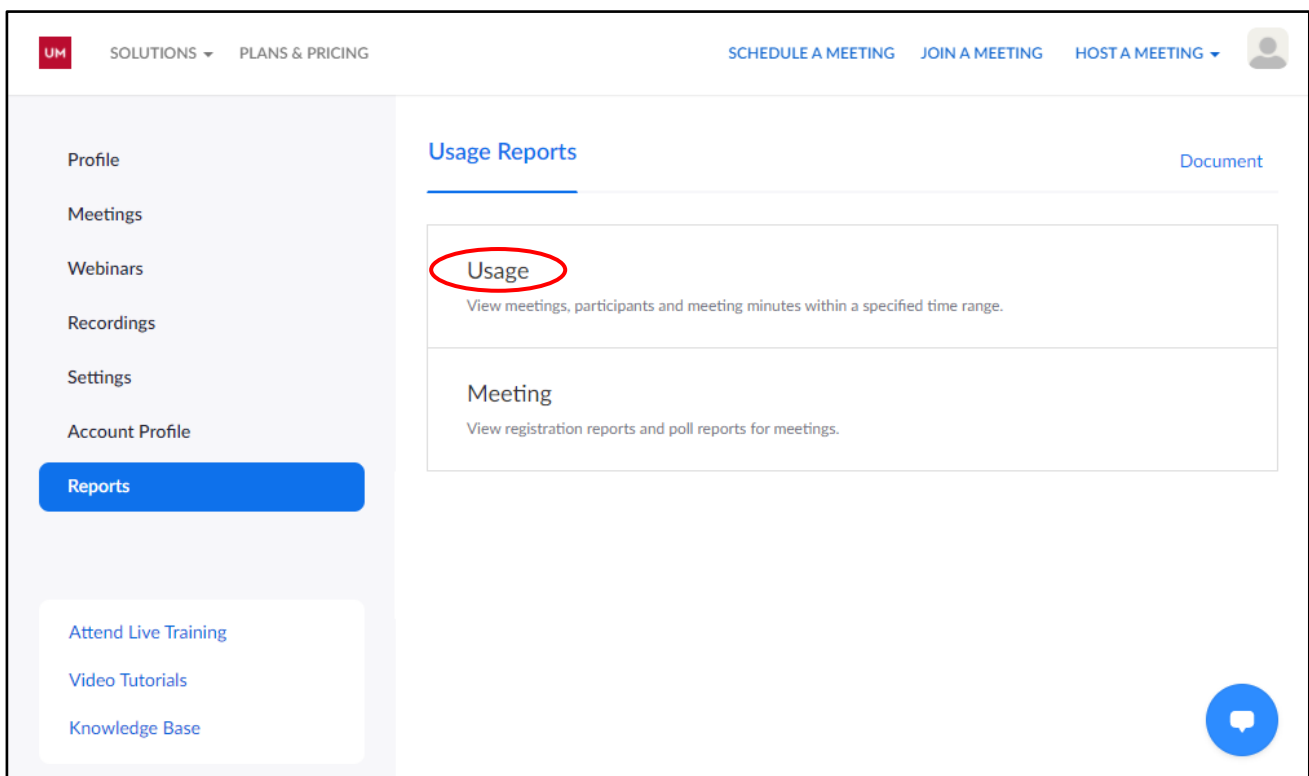
1. Visit the University of Malta Zoom web portal: <https://universityofmalta.zoom.us/>
2. Log in with your UM IT Account by clicking the **Activate / Log In** button.



3. From the menu on the left side of the screen, click **Reports**.



4. Click on **Usage**.



5. Enter the appropriate dates of the Zoom lecture/meeting you require and then click on **Search**.

Reports > Usage Reports > Usage Document

From: To: 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](#) [Add tracking field to columns](#)

Topic	Meeting ID	User Name	User Email	Department	Group	Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)
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6. Locate the desired meeting and locate the participants column (you might need to scroll to the right).

7. Click on the **number of participants** to pull up the report.

[Toggle columns](#) [Add tracking field to columns](#)

Creation Time	Start Time	End Time	Duration (Minutes)	Participants	Source
10/01/2020 04:38:47 PM	10/01/2020 04:38:49 PM	10/01/2020 05:07:39 PM	29	5	Zoom

The **Meeting Participants** dialog box will be displayed.

Meeting Participants

Export with meeting data Export

Show unique users

Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)
		09/23/2020 11:25:43 AM	09/23/2020 11:42:52 AM	18
		09/23/2020 08:08:09 AM	09/23/2020 09:42:57 AM	95
		09/23/2020 08:14:04 AM	09/23/2020 09:42:55 AM	89

Note:

- The participants' email addresses will only be displayed if they joined the meeting using their UM IT Account.

8. Tick **Show unique users** if you would like to display the participants who have been in your lecture/meeting.
9. Click the **Export** button to download the report in a CSV format. You can open the report in programs such as MS Excel.

Meeting Participants

Export with meeting data

Show unique users

Export

Name (Original Name)	User Email	Total Duration (Minutes)
		175
		269
		263
		77
		261