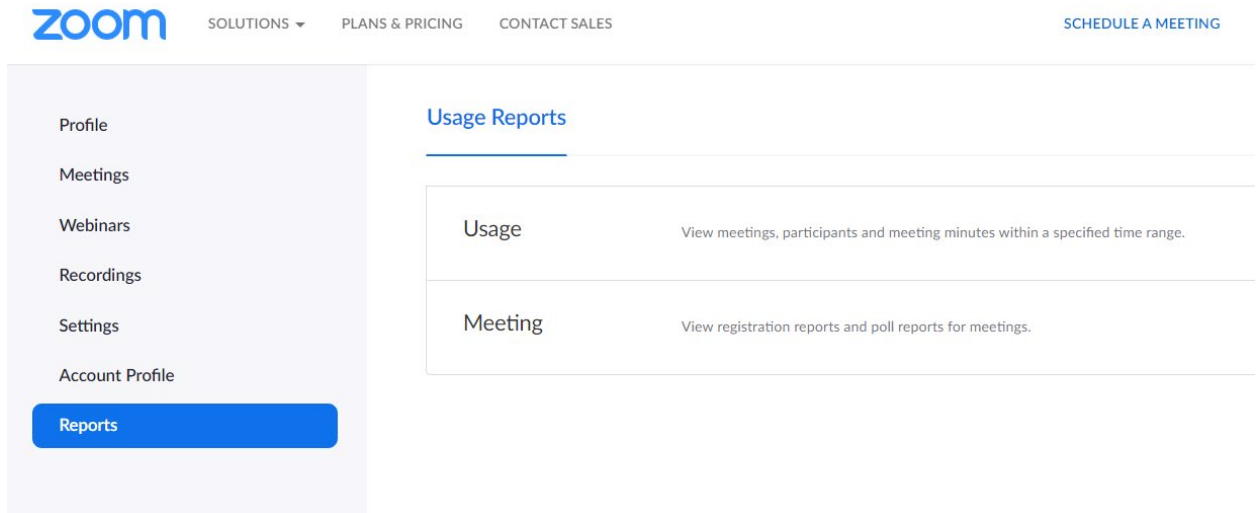


## Checking Attendance for an online Zoom class meeting

Instructors are understandably concerned about being able to check attendance for a class meeting held through Zoom (particularly for large classes). You can view a participant list when the meeting is completed.

1. Log into <http://illinoisstate.zoom.us> with your ULID and Password.
2. Select Reports from the left-hand menu



zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE A MEETING

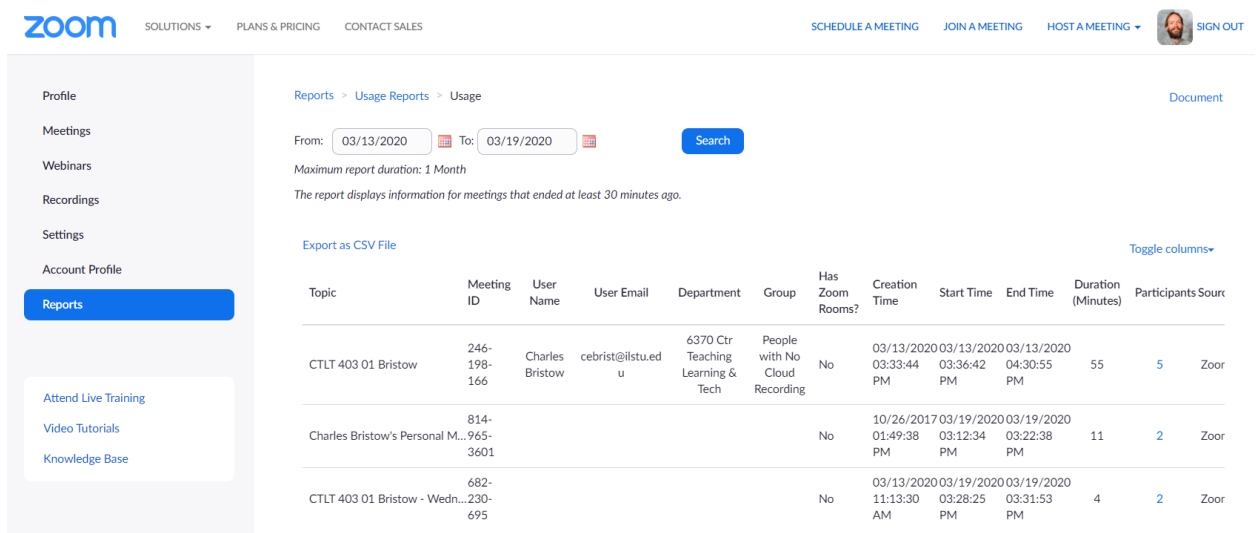
Profile  
Meetings  
Webinars  
Recordings  
Settings  
Account Profile  
**Reports**

### Usage Reports

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

**Meeting** View registration reports and poll reports for meetings.

3. Select Usage; by default, you will see a list of meetings from both the current and previous day. If you want to find something older, use the calendar pickers to select your desired date range, and click search.



zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾ SIGN OUT

Profile  
Meetings  
Webinars  
Recordings  
Settings  
Account Profile  
**Reports**

Attend Live Training  
Video Tutorials  
Knowledge Base

Reports > Usage Reports > Usage Document

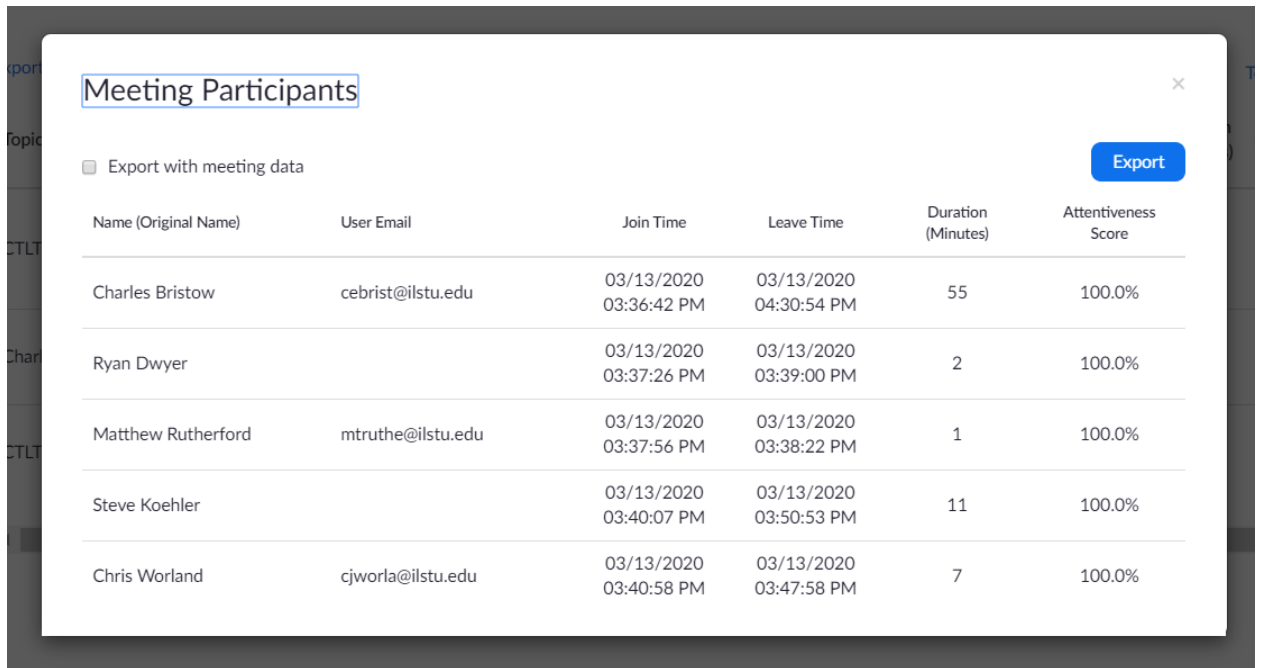
From: 03/13/2020 To: 03/19/2020 Search

Maximum report duration: 1 Month  
The report displays information for meetings that ended at least 30 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 Sourc
CTLT 403 01 Bristow	246-198-166	Charles Bristow	cebrist@ilstu.edu	6370 Ctr Teaching Learning & Tech	People with No Cloud Recording	No	03/13/2020 03:33:44 PM	03/13/2020 03:36:42 PM	03/13/2020 04:30:55 PM	55	5 Zoor
Charles Bristow's Personal M...	814-965-3601					No	10/26/2017 01:49:38 PM	03/19/2020 03:12:34 PM	03/19/2020 03:22:38 PM	11	2 Zoor
CTLT 403 01 Bristow - Wedn...	682-230-695					No	03/13/2020 11:13:30 AM	03/19/2020 03:28:25 PM	03/19/2020 03:31:53 PM	4	2 Zoor

4. In the column labeled **Participants** click on the number. You will then see a display of the participants, when they entered and left, and how long they were present.



The screenshot shows a window titled "Meeting Participants" with a close button (X) in the top right corner. Below the title bar, there is a checkbox labeled "Export with meeting data" and a blue "Export" button. The main content is a table with the following columns: "Name (Original Name)", "User Email", "Join Time", "Leave Time", "Duration (Minutes)", and "Attentiveness Score". The table contains six rows of data for participants on 03/13/2020.

Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)	Attentiveness Score
Charles Bristow	cebrist@ilstu.edu	03/13/2020 03:36:42 PM	03/13/2020 04:30:54 PM	55	100.0%
Ryan Dwyer		03/13/2020 03:37:26 PM	03/13/2020 03:39:00 PM	2	100.0%
Matthew Rutherford	mtruthe@ilstu.edu	03/13/2020 03:37:56 PM	03/13/2020 03:38:22 PM	1	100.0%
Steve Koehler		03/13/2020 03:40:07 PM	03/13/2020 03:50:53 PM	11	100.0%
Chris Worland	cjworla@ilstu.edu	03/13/2020 03:40:58 PM	03/13/2020 03:47:58 PM	7	100.0%

There is a button that allows you to export this file to a .CSV file. Note that if someone leaves the meeting and re-enters, there will be multiple entries for that person.