



BROWN CIS IT Service Center

Portal > Knowledgebase > Phones & Conferencing > Zoom Web Conferencing > Zoom for Teaching and Learning > Retrieving Your Zoom Meeting Attendance List

Retrieving Your Zoom Meeting Attendance List

Gillian Bell - 2020-09-02 - 0 Comments - in Zoom for Teaching and Learning

Since Zoom can support up to 300 users in a single meeting, hosts may want to know who has joined the session, how long they stayed in the session, and what time they leave the session. Zoom offers usage reports 30 minutes after a session is concluded.

The Usage report allows you to view a list of meetings, participants, and meeting minutes for meetings you have hosted.

To retrieve your attendance list:

1. Visit <https://brown.zoom.us/> and sign in with your Brown account.
2. Click **Reports** on the left pane and click **Usage**.

BROWN 24/7 Zoom Support: 1.888.799.9666 HELP ARTICLES

Profile	
Meetings	
Webinars	
Personal Audio Conference	
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.
Webinar	View registration, attendee, performance, Q&A, poll and survey reports for webinars.

Check that the date range at the top includes the session for which you want to take attendance.

Reports > Usage Reports > Usage

From: 08/01/2020



To: 08/31/2020



Search

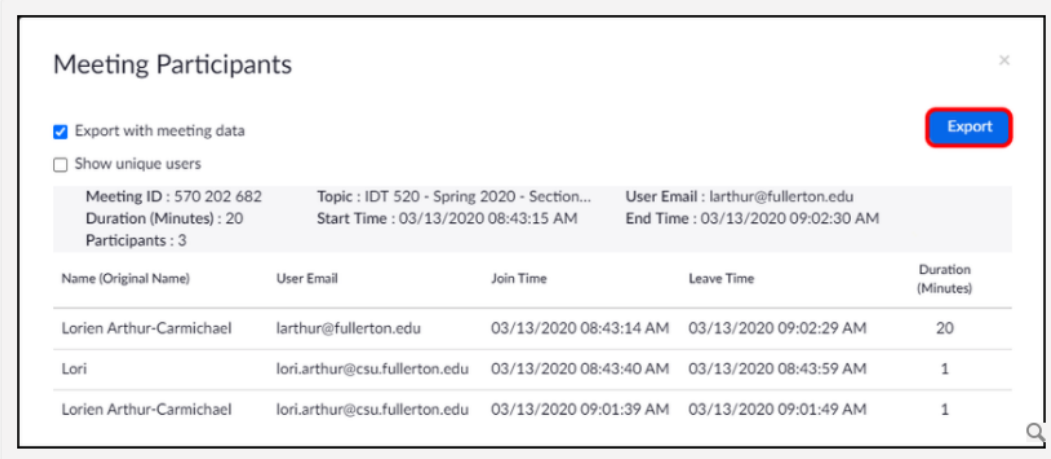
Maximum report duration: 1 Month

The report displays information for meetings that ended at least 15 minutes ago.

Then click on the "Participants" link for the session.

Topic	User Name	Start Time	End Time	Duration (Minutes)	Participants
Academic Tools check in	Gillian Bell	09/01/2020 12:59:51 PM	09/01/2020 01:57:17 PM	58	3

You can export the information about your meeting to an Excel file.



The screenshot shows a dialog box titled "Meeting Participants" with a close button (X) in the top right corner. It contains the following options and data:

- Export with meeting data
- Show unique users
-

Meeting summary:

- Meeting ID : 570 202 682
- Topic : IDT 520 - Spring 2020 - Section...
- User Email : larthur@fullerton.edu
- Duration (Minutes) : 20
- Start Time : 03/13/2020 08:43:15 AM
- End Time : 03/13/2020 09:02:30 AM
- Participants : 3

Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)
Lorien Arthur-Carmichael	larthur@fullerton.edu	03/13/2020 08:43:14 AM	03/13/2020 09:02:29 AM	20
Lori	lori.arthur@csu.fullerton.edu	03/13/2020 08:43:40 AM	03/13/2020 08:43:59 AM	1
Lorien Arthur-Carmichael	lori.arthur@csu.fullerton.edu	03/13/2020 09:01:39 AM	03/13/2020 09:01:49 AM	1

You may use this link to directly access your Zoom reports, but you must be signed in to access the reports. <https://brown.zoom.us/account/my/report>

Zoom Reports can be retrieved for the last 12 months, with a search range of up to one month at a time. If a meeting is not started in 30 days and is deleted by Zoom, the reports for the meeting are also deleted. For details, please visit "[Getting started with reports](#)".