UMassAmherst
Student Affairs Technology Services
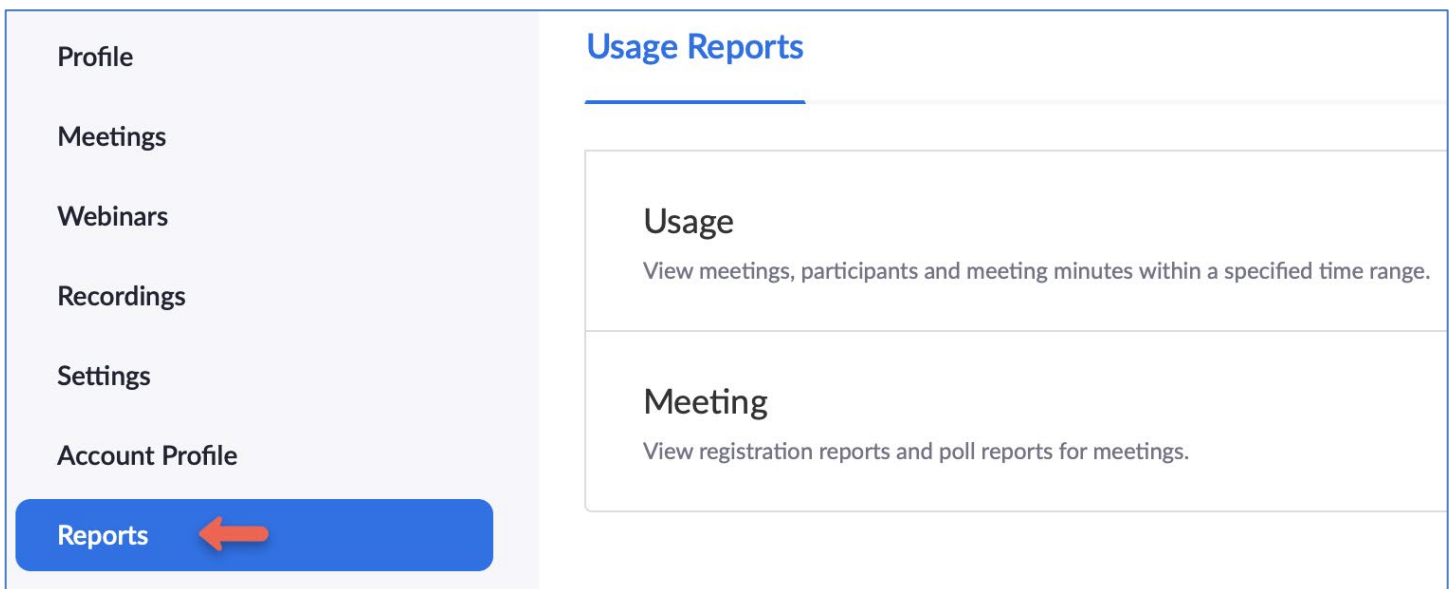
Zoom Reports: Collecting Data About Your Meetings

Reports allow you to get information about meetings and participation from your Zoom account.

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Reports

Navigate to the Reports tab of your Zoom account in the online Zoom portal.

There are 2 report options available.

1. **Usage**

   This option allows you to view basic information about your meetings such as topics, start/end time, duration, and participants.

2. **Meeting**

   This option allows you to view meeting registrations and data from polls if either were used in your meetings.

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Usage Reports

Click the "**Usage**" option on the Reports tab of your Zoom account.

1. Enter a date range and click the blue "Search" button to view meetings that took place on your account during that period.
   NOTE: you can only view a maximum time period of 1 month at a time.

Reports > Usage Reports > Usage   Document

From: 10/01/2020 📅 To: 10/31/2020 📅 ⬅   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▾

Topic	Meeting ID	User Name	User Email	Department	Group	Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)	Participants	Source
Moodle Training/Planning wi...	944 4424 4859	Scott Campbell	sjcampbe@umass.edu	Student Affairs Technology Services	Enable Cloud Recording	No	09/29/2020 12:01:44 PM	10/01/2020 09:57:31 AM	10/01/2020 10:34:25 AM	37	2	Zoom
TimeClock Plus Manager Ap...	940 2285 8776	Scott Campbell	sjcampbe@umass.edu	Student Affairs Technology Services	Enable Cloud Recording	No	09/28/2020 10:24:03 AM	10/02/2020 12:59:07 PM	10/02/2020 01:39:53 PM	41	3	Zoom

2. Click "**Export as a CSV File**" to download a spreadsheet version of the provided list.
   NOTE: this list will include the number of participants but will not include their names.

3. Click the **number** in the "Participants" column of any meeting to view a list of participants in a pop-up window.

Meeting Participants   ✕

☐ Export with meeting data ⬅   ➡ Export
☐ Show unique users ⬅

Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)
Scott Campbell	sjcampbe@umass.edu	10/14/2020 11:43:48 AM	10/14/2020 11:45:44 AM	2
Test Campbell	sjcampbe-test@umass.edu	10/14/2020 11:44:51 AM	10/14/2020 11:44:55 AM	1

4. Click the blue "Export" button to download the list.
   a. Check the option to "Export with meeting data" to include the general meeting information (such as topic and date/time) in the participant download.
   b. Check the option to "Show unique users" if you only want to see one listing for participants who connected to the meeting multiple times (either after being disconnected or while connecting from multiple devices).
   NOTE: This list will only show Names and User Emails if the attendees were logged into Zoom or if they entered their information when attending. Anonymous attendee information cannot be tracked.

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Meeting Reports

Click the "**Meeting**" option on the <u>Reports</u> tab of your Zoom account.

1. Select a Report Type
   a. **Registration Report**: contains information about those who registered for a meeting, including those who were approved and/or denied.
   NOTE: you will see a Registration Report listed for any scheduled meeting in your Zoom account, but they will all be blank unless you utilized the Registration process for your meeting.

   b. **Poll Report**: contains data from any polls used during a meeting.

2. Enter a date range and click the blue "Search" button to view meetings that took place on your account during that period.
   NOTE: you can only view a maximum time period of 1 month at a time.

3. Check the selection boxes to the left of any meetings for which you would like to generate a report and click the "Generate" button.

4. For Registration Reports, you will see a pop-up window asking if you want to see all registrants, approved registrants, or denied registrants.

Registration Type ✕

Choose from the following registrant types to continue

● All Registrants

○ Approved Registrants

○ Denied Registrants

Continue   Cancel

5. You will be taken to your Zoom **Report Queue**. Your report will show up with a "Download" link when ready.

Reports > Usage Reports > Meeting   Document

Meeting Report   **Report Queue** ←

☑ Include reports that failed to generate results

Report Type	Scheduled Time	Start Time	Topic	Meeting ID	Generate Time	
Registration Report	Nov 18, 2020 10:00:00 AM	Nov 18, 2020 09:59:06 AM	Salesforce Implementation for OPS - NSO B...	941 0817 7859	Nov 30, 2020 03:22:36 PM	Download