

Zoom How To: Running a Participant Report

Student Organizations
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CENTER FOR STUDENT INVOLVEMENT
STUDENT ORGANIZATIONS

Getting Started

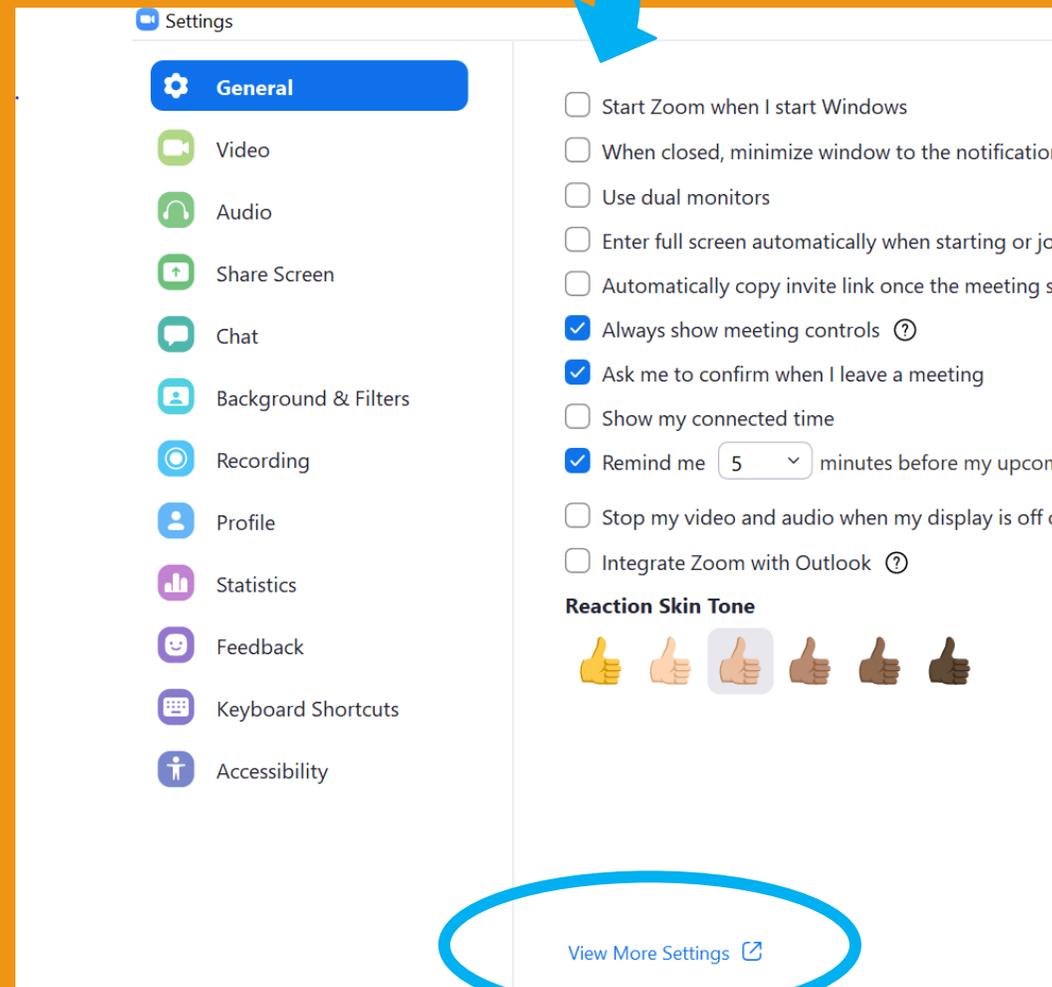
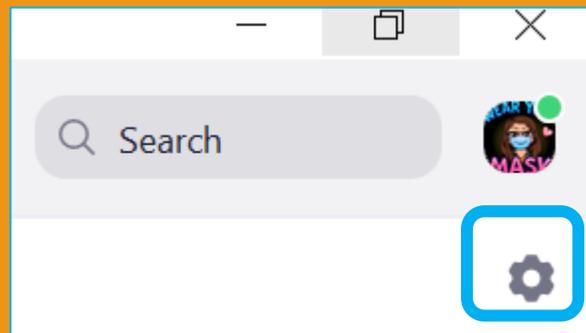
Step 1: You must be the owner (host) of the meeting you are wanting to pull a report on.

The screenshot shows the Zoom web interface. At the top, there are navigation tabs for Home, Chat, Meetings, and Contacts. The 'Meetings' tab is highlighted with a blue circle. Below the navigation, there are tabs for 'Upcoming' and 'Recorded'. A list of upcoming meetings is displayed, with the first three items circled in blue:

- Kristen's 1:1
Meeting ID: 983 0437 7014
- Sabina Ramirez (UTRGV)'s Zoom Meeting
Meeting ID: 984 1876 2183
- Sabina Ramirez's Zoom Meeting
Meeting ID: 259 288 767

The details for the selected meeting, 'Risk Management: Final Facilitator Check-In', are shown on the right. It includes the time '1:30 PM - 2:30 PM' and the meeting ID '977 2686 5827'. Below this, there are four buttons: 'Start', 'Copy Invitation', 'Edit', and 'Delete'. At the bottom of the details panel, there is a link that says 'Show Meeting Invitation'.

Step 2: Click on the gear to access your settings. Select “View More Settings” at the very bottom.



Step 3: You will now be on the Zoom site.

If you are not logged in, it will ask you to sign in.

Once in, you will see **Reports** at the bottom of the menu.

The screenshot shows the Zoom website's navigation menu on the left and the Usage Reports page on the right. The navigation menu includes links for Profile, Meetings, Webinars, Recordings, Settings, Account Profile, and Reports (highlighted in blue). Below the menu are links for Attend Live Training, Video Tutorials, and Knowledge Base. The Usage Reports page has a sub-header 'Usage Reports' and a table with two rows: 'Usage' (View meetings, participants and meeting minutes within a specified time range.) and 'Meeting' (View registration reports and poll reports for meetings.).

Usage Reports	
Usage	View meetings, participants and meeting minutes within a specified time range.
Meeting	View registration reports and poll reports for meetings.

Step 4: Select Usage.

Set the date range.

Pick the meeting you want.

Click on participants to see the participant list.

Export the report (.csv file)!

Reports > Usage Reports > Usage

From: 09/16/2020 To: 09/17/2020 Search

Maximum report duration: 1 Month

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

Export as CSV File

Topic	Meeting ID	User Name	User Email	Department	Group	Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)	Participants	Source
Sabina Ramirez (UTRGV)'s Zo...	921 9721 2576	Sabina Ramirez (UTRGV)	sabina.ramirez@utrgv.edu	Leadership and Mentoring		No	09/16/2020 04:31:58 PM	09/16/2020 04:31:59 PM	09/16/2020 04:32:05 PM	1	1	Zoom
Sabina Ramirez (UTRGV)'s Zo...	922 9007 1436	Sabina Ramirez (UTRGV)	sabina.ramirez@utrgv.edu	Leadership and Mentoring		No	09/16/2020 04:32:59 PM	09/16/2020 04:33:00 PM	09/16/2020 05:32:05 PM	60	2	Zoom

Step 5: Save the report as:

"[ORGANIZATION NAME] Risk Management Meeting"

