

How to run a Zoom Meeting Report

Zoom reports will be used in replace of the student sign-in sheets for virtual classes. Since the students cannot sign in on the roster in-person, the meeting minutes report will serve as their proof of attendance. This is also a way for you to check to make sure each student was in attendance for the full class session and qualifies for an outreach card.

- Log into zoom account on browser
- Go to Reports
- Go to Usage Reports
- Go to Meeting and webinar history
- Put in date range for the class you taught, click search
- Click the **blue number** for the report you need (Participants column)
 - Check both boxes (Export with meeting data & show unique users) and click Export
 - Open download
 - Enlarge columns to show all data
 - If any students are logged in multiple times merge their minutes together in 1 row, delete the duplicates
 - Save the file
- Do this for each day of the class
- Save all classes together in 1 file
- Or copy and paste other days into the Day 1 excel sheet, separating them so Day 1 is at the top separated by a space then Day 2 is pasted etc...
- OR use the tabs feature at the bottom of the excel sheet and save each day on a new tab, then label the tab with the appropriate date
- Upload them together (as 1 file) to your OTPR