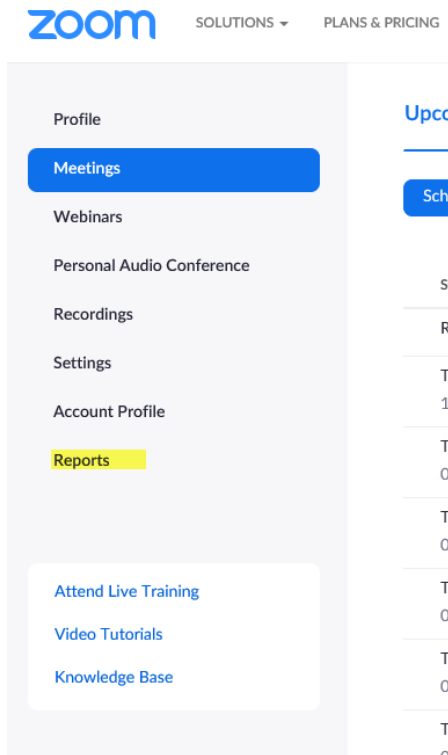


REGION 1

ZOOM Room Report

Log into your ZOOM Account

STEP #1: Select Reports from the menu on the left.



STEP #2: Select the Usage report.

Usage Reports

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

STEP #3: Identify the appropriate meeting from the list of previous meetings. Select the number associated with the participants from the meeting (this number will be blue indicating it is a hyperlink).

NOTE: If the participant left and came back into the room, the information will be recorded again in the report.

Reports > Usage Reports > Usage Document

From: 04/02/2020 To: 04/03/2020 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	Source
AFC Region 1: Florida Panha...	607-515-662	Wanjiku Jackson	jacksonw@nwfsc.edu			No	01/22/2020 12:49:49 PM	04/02/2020 12:59:09 PM	04/02/2020 01:41:30 PM	43	10	Zoom

STEP #4: The list of participants will appear on the screen (as below) and there will be an option to Export the report as a .csv file.)

Meeting Participants

Export with meeting data Export

Show unique users

Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)	Attentiveness Score
Wanjiku Jackson	jacksonw@nwfsc.edu	04/02/2020 12:59:44 PM	04/02/2020 01:42:04 PM	43	100.0%
Jessie Clayton	claytonj@tcc.fl.edu	04/02/2020 01:00:00 PM	04/02/2020 01:42:04 PM	43	100.0%
mminer		04/02/2020 01:00:16 PM	04/02/2020 01:42:03 PM	42	100.0%
Anthony Chavez	chaveza1@nwfsc.edu	04/02/2020 01:00:17 PM	04/02/2020 01:01:23 PM	2	100.0%
Evelyn Ward		04/02/2020 01:00:17 PM	04/02/2020 01:42:04 PM	42	100.0%
Matt's iPhone		04/02/2020 01:00:21 PM	04/02/2020 01:19:29 PM	20	100.0%
Sharonr Walker		04/02/2020 01:00:28 PM	04/02/2020 01:42:04 PM	42	100.0%
18504841726		04/02/2020 01:00:39 PM	04/02/2020 01:42:03 PM	42	100.0%

File Home Insert Page Layout Formulas Data Review View Help

Clipboard Font Alignment

B14

	A	B	C	D	E	F
1	Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)	Attentiveness Score
2	Wanjiku Jackson	jacksonw@nwfsc.edu	4/2/2020 12:59	4/2/2020 13:42	43	100.00%
3	Jessie Clayton	claytonj@tcc.fl.edu	4/2/2020 13:00	4/2/2020 13:42	43	100.00%
4	mminer		4/2/2020 13:00	4/2/2020 13:42	42	100.00%
5	Anthony Chavez	chaveza1@nwfsc.edu	4/2/2020 13:00	4/2/2020 13:01	2	100.00%
6	Evelyn Ward		4/2/2020 13:00	4/2/2020 13:42	42	100.00%
7	Matt's iPhone		4/2/2020 13:00	4/2/2020 13:19	20	100.00%
8	Sharonr Walker		4/2/2020 13:00	4/2/2020 13:42	42	100.00%
9	18504841726		4/2/2020 13:00	4/2/2020 13:42	42	100.00%
10	Anthony Chavez	chaveza1@nwfsc.edu	4/2/2020 13:01	4/2/2020 13:42	41	100.00%
11	Gregory Williams	williagr@tcc.fl.edu	4/2/2020 13:07	4/2/2020 13:42	35	100.00%
12						
13						
14						
15						