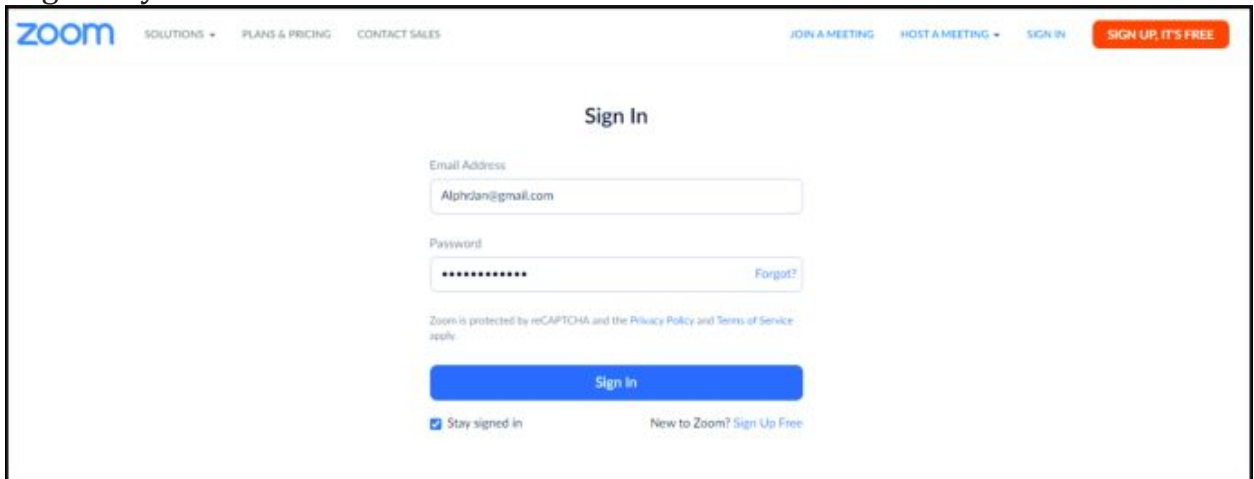


How to Take Attendance in Zoom

The fastest and most accurate way to take attendance is to use Zoom reports. Bear in mind that they're generated approximately 30 minutes after the meeting has ended. Depending on the number of participants, it could take even longer, up to one hour. However, it's worth waiting for because once the report is generated, all you need to do is export the data, and you're done.

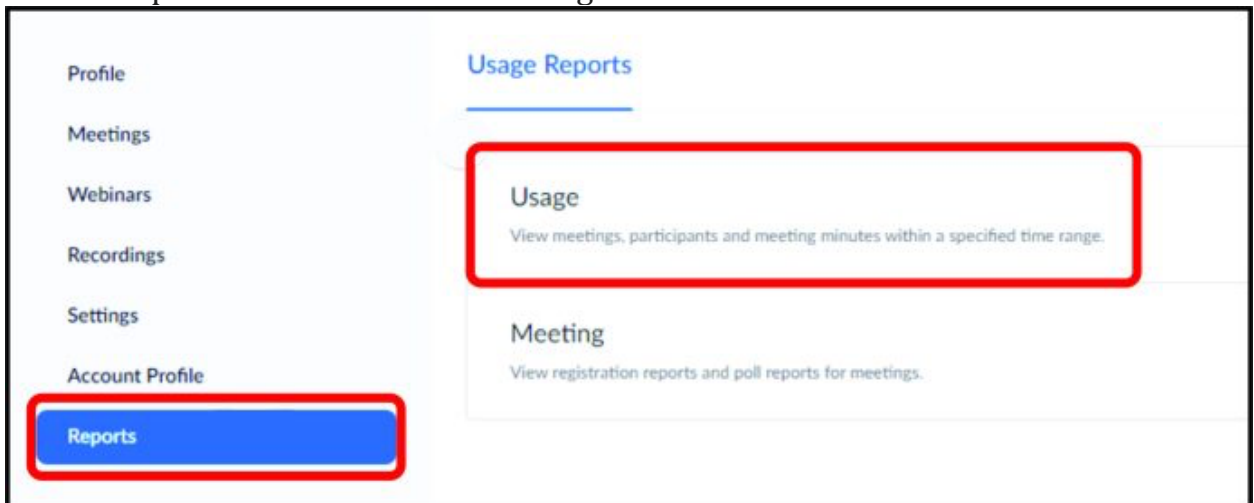
Here's what you have to do:

1. Log in to your Zoom account.



The screenshot shows the Zoom Sign In page. At the top, there are navigation links: SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, SIGN IN, and a red button labeled SIGN UP, IT'S FREE. The main heading is "Sign In". Below it, there are two input fields: "Email Address" with the value "Alphrjan@gmail.com" and "Password" with masked characters. A "Forgot?" link is next to the password field. Below the fields, there is a blue "Sign In" button. At the bottom, there is a checkbox for "Stay signed in" and a link for "New to Zoom? Sign Up Free".

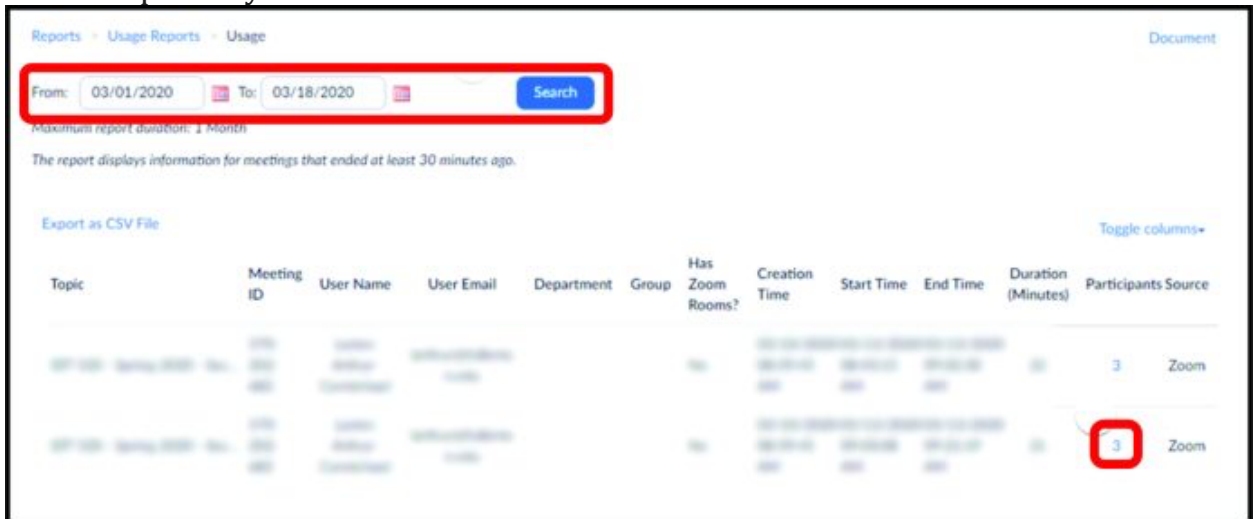
2. Select "Reports" and then click on "Usage."



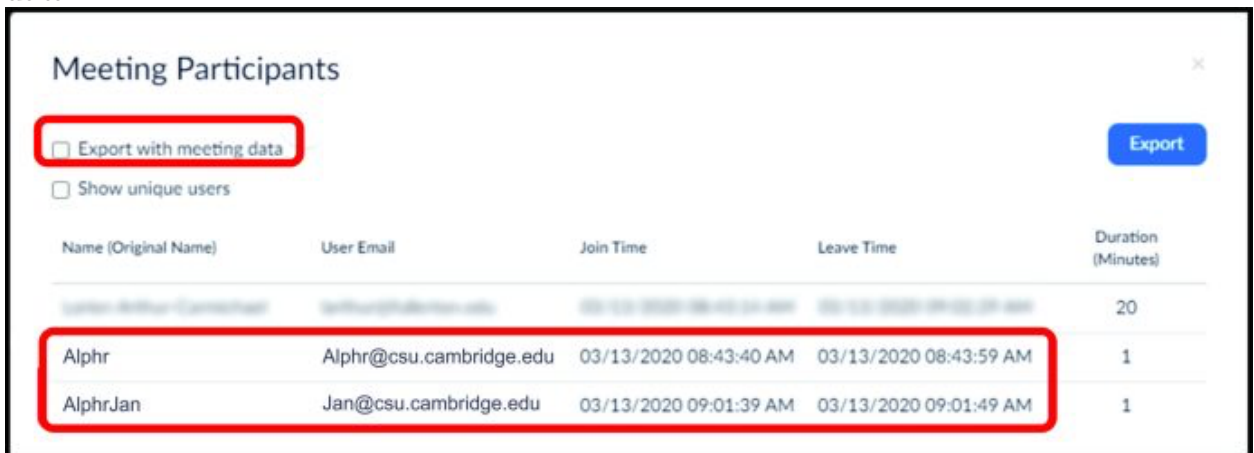
The screenshot shows the Zoom Usage Reports page. On the left, there is a navigation menu with links: Profile, Meetings, Webinars, Recordings, Settings, and Account Profile. The "Reports" link is highlighted with a red box. The main content area is titled "Usage Reports" and contains two sections: "Usage" and "Meeting". The "Usage" section is highlighted with a red box and contains the text "View meetings, participants and meeting minutes within a specified time range." The "Meeting" section contains the text "View registration reports and poll reports for meetings."

3. If the meeting was held recently, you'll see the report immediately – you can recognize it by topic, meeting ID, or start time. If you want to take attendance for a past meeting, you may need to adjust the Date Range to show meetings

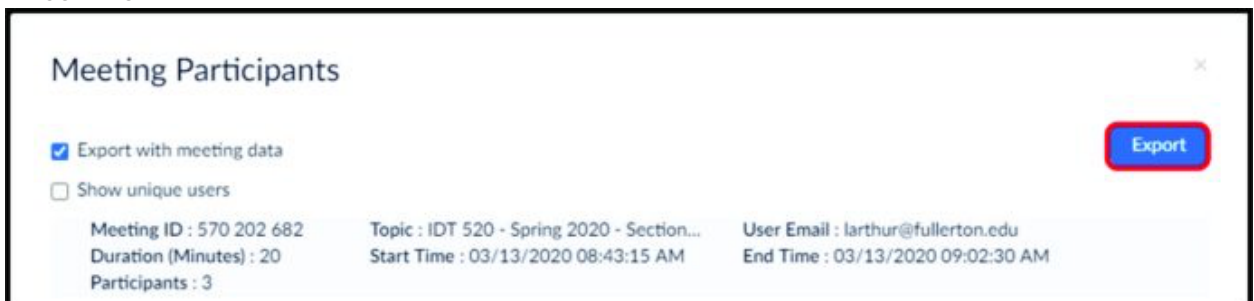
from the period you want to search.



4. Once you've found the meeting, click on the "Participants" section. You'll now see the Meeting Report and Review the Report. Click on "Export with meeting data."



5. Click on "Export as Excel" to confirm. Data will be exported in the form of an Excel file.



6. Download and save the file to your computer.

There you have it. When you open the file, you'll be able to see users' names, and next to them will be the time they entered the meeting and the time they left. You can also see how long each of them were online at the meeting under the

“Duration” section. Thankfully, there’s no need to calculate it manually for each user, as Zoom does it for us.

Finally, you can also see each participant’s email, and if you have an email automation program, you can send them certificates or thank-you notes automatically.