

Quick Start Guide

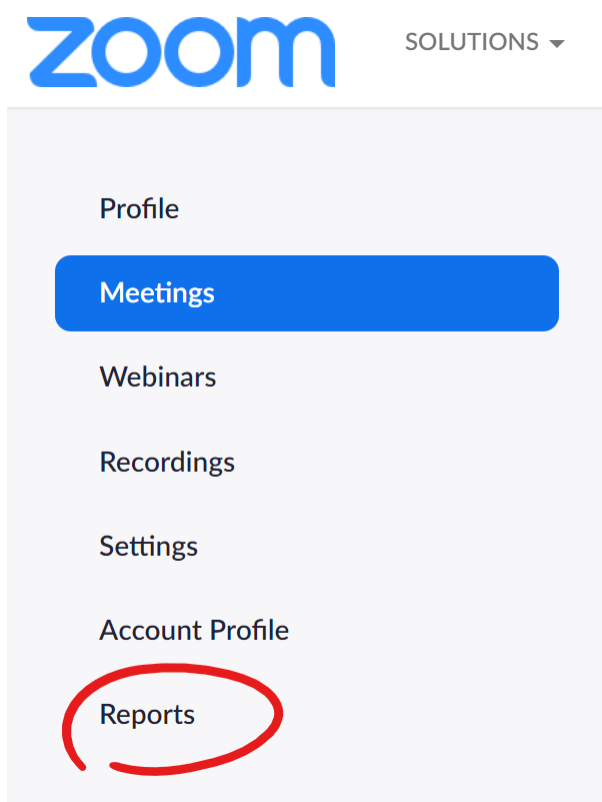
ZOOM – Call Participation Reports

Introduction:



This guide will cover how to retrieve a list of all call participants on a past ZOOM call. This can be used for tracking attendance or participation in a virtual/remote class session or any other time a record of who attending a ZOOM video conference call is needed. Reports are stored for calls for the past 30 days.

Running Reports:

- 1) Login to [UNT Dallas ZOOM Web Portal](#) with EUID / Password.
- 2) Click on “Reports” in the left navigation.



- 3) Click “Usage” in the main panel of the screen.
- 4) Set the date ranges you want to research.

From:  To: 

Maximum report duration: 1 Month

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

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- 5) Press “Search” button once date ranges are entered.
- 6) In the reports list, check at the bottom of the screen, check to see if a column titled “Participants” is visible.

Topic	Meeting ID	User Name	User Email	Department	Start Time	End Time	Duration (Minutes)	Participants
Virtual Open Lab	[REDACTED]	Eric Evans	[REDACTED]	Distance Learning	09/22/2020 03:58:03 PM	09/22/2020 04:56:59 PM	59	2

If “Participants” column is visible, skip to step 9 on next page.
If “Participants” column is NOT visible, proceed to next step.

- 7) Click “Toggle Columns” button

Export as CSV File

Topic	Meeting ID	User Name	User Email	Department	Start Time	End Time	Duration (Minutes)	Participant
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Toggle columns

- 8) Turn on (check) the option for “Participants”

Toggle columns

- Topic
- Meeting ID
- User Name
- User Email
- Department
- Group
- Has Zoom Rooms?
- Creation Time
- Start Time
- End Time
- Duration (Minutes)
- Participants
- Source

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9) Click on number under the “Participants” column for the call you want to view the participants list for.

Topic	Meeting ID	User Name	User Email	Department	Start Time	End Time	Duration (Minutes)	Participants
Virtual Open Lab - [redacted]	[redacted]	Eric Evans	[redacted]	Distance Learning	09/22/2020 03:58:03 PM	09/22/2020 04:56:59 PM	59	2

10) Select data you wish to export and export the file (if desired or needed).

Meeting Participants ×

Export with meeting data Export

Show unique users

Meeting ID : [redacted] Topic : Virtual Open Lab - [redacted] User Email : eric.evans@untdallas.edu
 Duration (Minutes) : 59 Start Time : 09/22/2020 03:58:03 PM End Time : 09/22/2020 04:56:59 PM
 Participants : 2

Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)
[redacted]	[redacted]@untdallas.edu	09/22/2020 03:58:03 PM	09/22/2020 04:56:58 PM	59
[redacted]	[redacted]@untdallas.edu	09/22/2020 03:58:38 PM	09/22/2020 04:00:03 PM	2
[redacted]	[redacted]@untdallas.edu	09/22/2020 04:00:04 PM	09/22/2020 04:56:59 PM	57