

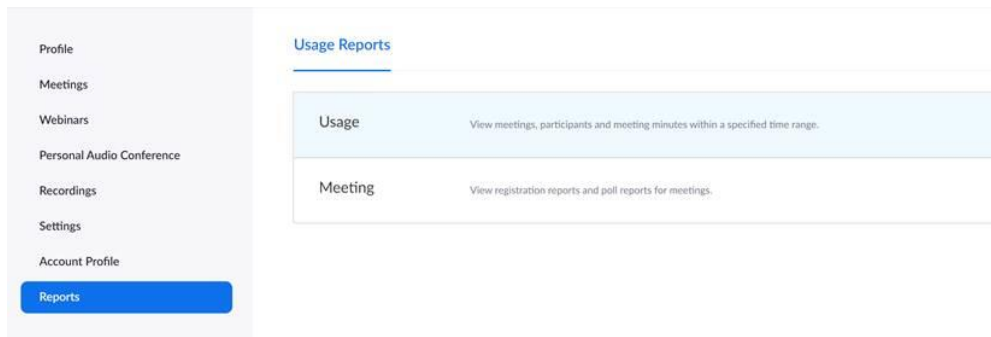
Zoom Participant Report

Note: This report is only available to the user who *scheduled* the Zoom meeting.

1. Login to tamu.zoom.us



2. Go to the Reports Tab and select **Usage Reports**



3. Select the Date Range. Then click on the blue number under the Participants column

Reports > Usage Reports > Usage Document

From: 06/01/2020 To: 06/30/2020 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
Virtual Career Fair Discussion	976 4661 4490	Hammons, Laura R	lhammons@tam u.edu	Dean of Veterinary Medicine		No	06/02/2020 02:31:17 PM	06/09/2020 12:57:34 PM	06/09/2020 01:48:51 PM	55	5	Zoom
Hammons, Laura R's Zoom ...	947 8568 7815	Hammons, Laura R	lhammons@tam u.edu	Dean of Veterinary Medicine		No	06/23/2020 01:44:47 PM	06/23/2020 01:44:48 PM	06/23/2020 01:45:49 PM	2	1	Zoom
Town Hall Prep Meeting	929 1748 1546	Hammons, Laura R	lhammons@tam u.edu	Dean of Veterinary Medicine		No	06/25/2020 08:28:04 AM	06/25/2020 08:29:17 AM	06/25/2020 08:46:48 AM	18	6	Z

4. View/Export the data

Only students logging in individually to the session with their NetID will appear in the list. There could be multiple listings for a student if they logged into the session more than once.

The screenshot shows the Zoom meeting reports interface. A modal window titled "Meeting Participants" is open, displaying a table of participant data. The table has columns for Name (Original Name), User Email, Join Time, Leave Time, and Duration (Minutes). There are five rows of data, all with a duration of 50 or 52 minutes. An "Export" button is visible in the top right corner of the modal. The background shows the Zoom interface with a sidebar on the left and a main content area with a table of meeting data.

Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)
Hammons# Laura R	lhammons@tamu.edu	06/09/2020 12:56:10 PM	06/09/2020 01:47:26 PM	52
Mays# Glennon B	gmays@tamu.edu	06/09/2020 12:58:00 PM	06/09/2020 01:47:26 PM	50
Jennifer Gauntt	jgauntt@tamu.edu	06/09/2020 12:58:06 PM	06/09/2020 01:47:26 PM	50
Cornell# Karen K	kcorne@tamu.edu	06/09/2020 12:58:40 PM	06/09/2020 01:48:13 PM	50
Jennie L. Lamb	jlamb@tamu.edu	06/09/2020 12:59:50 PM	06/09/2020 01:47:27 PM	48