# ZOOM ATTENDANCE REPORTS

Zoom features allow for meeting reports. Instructors are encouraged to generate meeting reports shortly after the class; meeting reports are automatically deleted 30 days after the scheduled date. Meeting reports should be generated after the class has concluded (not before or during). Note: this feature only works when the Registration option for participants is on.
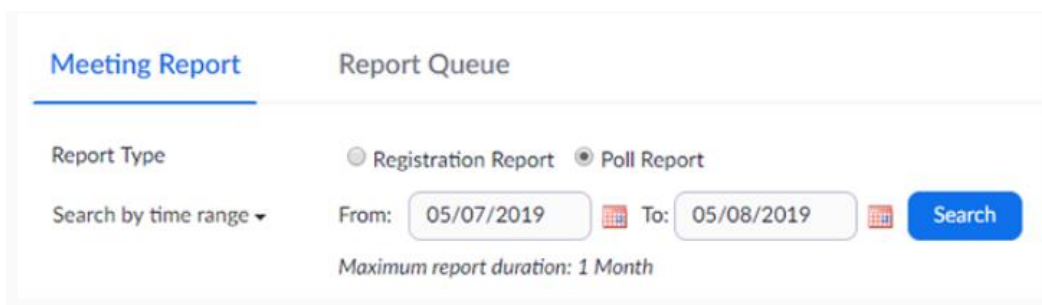
1. Once signed in, select Reports from the menu on the left.
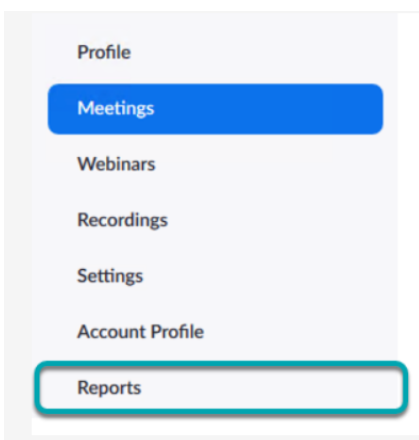
2. In the Usage Reports tab, choose Meetings. A list of upcoming and previous meetings will be generated.
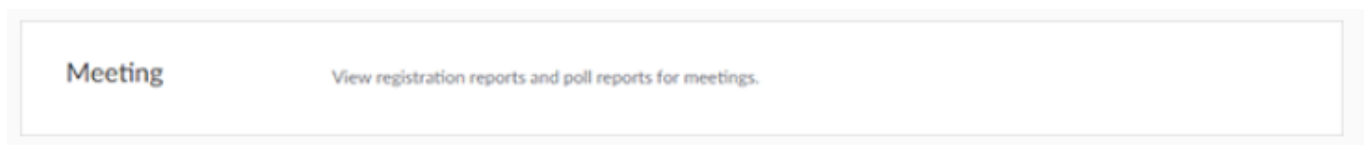
3. Set the From or To dates to the time period during which the meeting occurred. Click Search to generate the report.

4. Click Generate in the last column. Click the check boxes on the left to select multiple meetings. Click Generate.

5. In the Report Queues tab, click Download (reports will generate as a CSV file).

OTHER ZOOM TUTORIALS
- How-to for meeting basics reference guide
- How-to for meeting basics video tutorials
- Zoom guide for students