



Zoom: Checking Attendance

Center for Innovation in Teaching and Learning

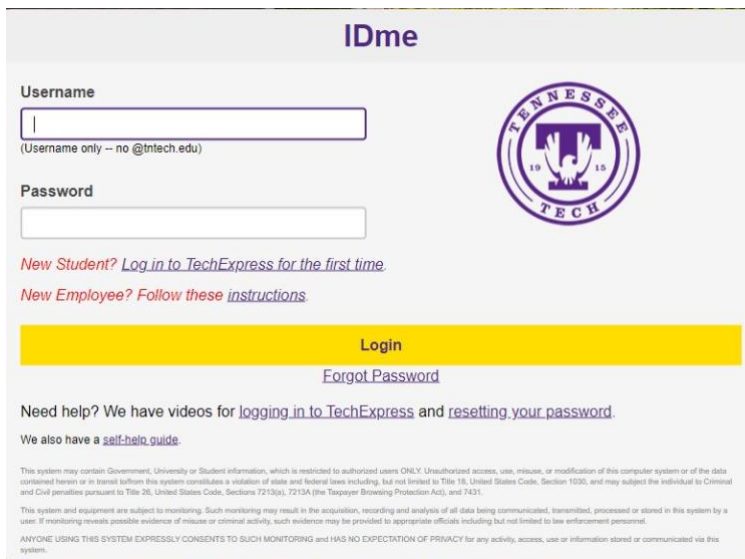
This document outlines how to check and export the attendance of a Zoom meeting.

Zoom Attendance

To check and export the attendance of a Zoom meeting, follow the steps outlined.

Checking Attendance

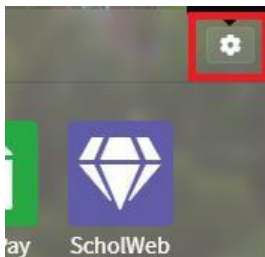
1. To access Zoom, login to Tech Express using your Username (TN Tech email without @tntech.edu) and Password.



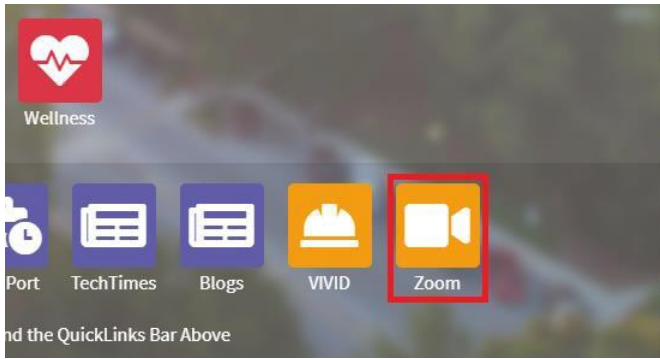
2. Click on the **Zoom icon** in the *QuickLinks* toolbar.



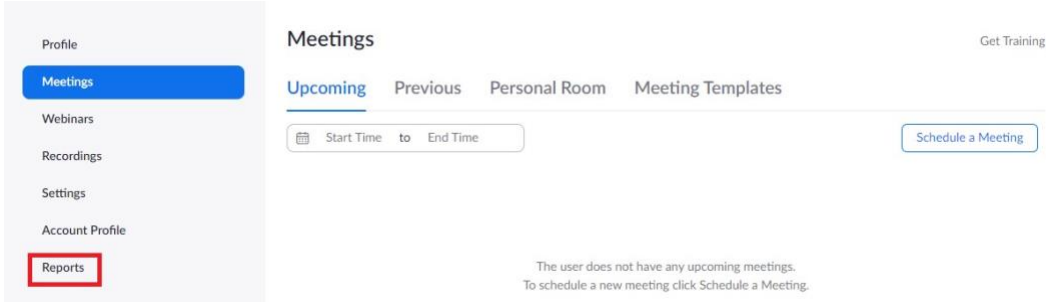
- a. If the Zoom icon is not in your QuickLinks toolbar, click on the **gear icon** in the top right corner.



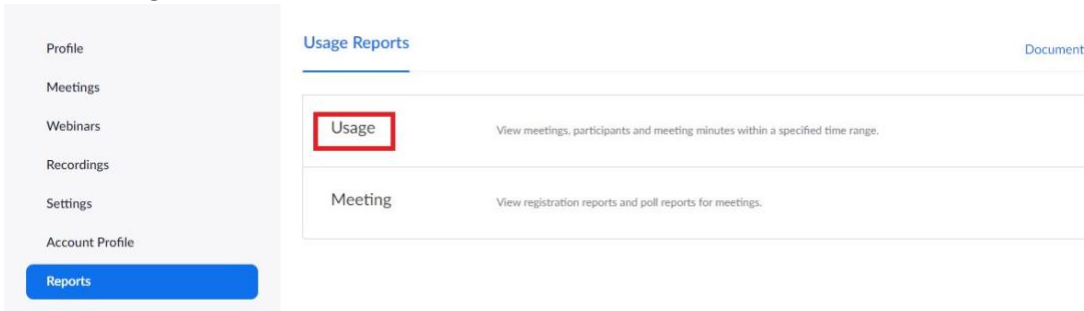
- b. Click and drag the **Zoom** icon from the dropdown to the *QuickLinks* toolbar above and release it.



3. Once on Zoom, click on **Reports** in the left hand menu.



4. Click on **Usage**.



5. Go to the meeting you want to see the attendance for and click on the **number** in the *Participants* column.

Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)	Participants	Source	Department Funded
No	01/20/2021 10:00:14 AM	01/20/2021 10:02:19 AM	01/20/2021 10:07:50 AM	6	2	Zoom	

6. A list of the participants will appear.

Meeting Participants ✕

Export with meeting data [Export](#)

Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)	Guest
		01/20/2021 10:02:18 AM	01/20/2021 10:07:49 AM	6	No
		01/20/2021 10:07:08 AM	01/20/2021 10:07:42 AM	1	Yes

Export Attendance

1. Follow the steps to Check Attendance.
2. Once on the *Meeting Participants* page, click **Export**.

The screenshot shows a window titled "Meeting Participants" with a close button (X) in the top right corner. Below the title bar, there is a checkbox labeled "Export with meeting data" with a red arrow pointing to it. To the right of this checkbox is a blue button labeled "Export" with a red border. Below these elements is a table with the following columns: Name (Original Name), User Email, Join Time, Leave Time, Duration (Minutes), and Guest. The table contains two rows of data.

Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)	Guest
		01/20/2021 10:02:18 AM	01/20/2021 10:07:49 AM	6	No
		01/20/2021 10:07:08 AM	01/20/2021 10:07:42 AM	1	Yes

- a. There are optional export settings under the *Meeting Participants* header.