

# How to Take Class Attendance in Zoom -2 min

<https://www.youtube.com/watch?v=JoY79RYeeyE>

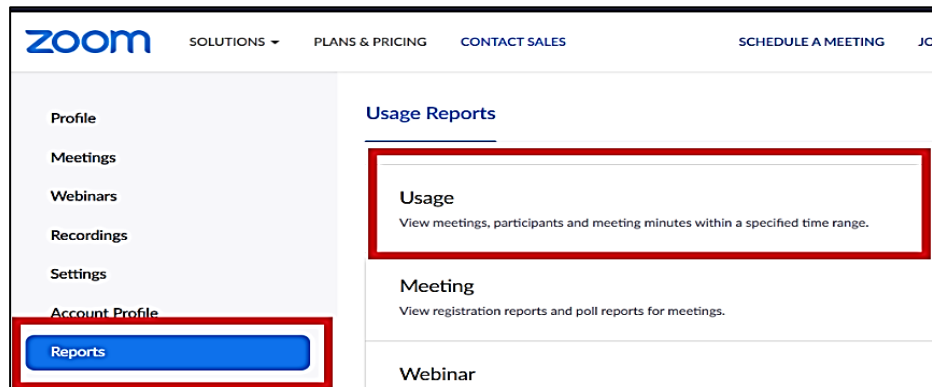
You can take attendance in a Zoom meeting by accessing the meeting report after the meeting has ended. Attendance reports are available approximately an hour after the meeting has ended. Follow the steps below to access a meeting report to take attendance.

## Taking Attendance in Zoom

1. Sign in to the Zoom web portal (zoom.us) or edmolloy.com → Zoom
2. Click **Sign in with Google**.

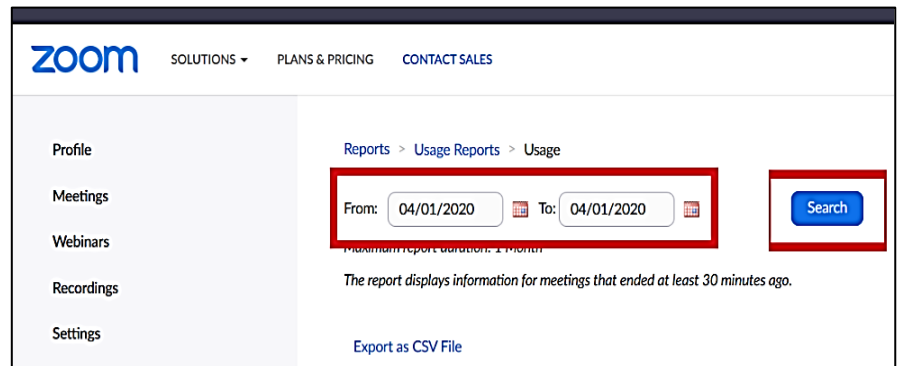
3. Select **Reports** on left pane

4. Select **Usage** on the right



5. Enter the **Date of the meeting**,

6. Then select **Search**



7. Locate the meeting in the list

8. Click on the number in the **Participant** column

The screenshot shows a list of meeting reports. The 'Participants' column for the first meeting is highlighted with a red box. The table has the following columns: Topic, Meeting ID, User Name, User Email, Department, Group, Has Zoom Rooms?, Creation Time, Start Time, End Time, Duration (Minutes), and Participants. The first row of data is:

Topic	Meeting ID	User Name	User Email	Department	Group	Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)	Participants
SCU Staff Meeting	964-220-419	VideoDistribution@scu.edu	videodistribution@scu.edu	Media Services		No	04/07/2020 04:56:46 PM	04/08/2020 02:45:23 PM	04/08/2020 03:34:44 PM	50	13

9. From the participants list select **Export**

10. A CSV file will be downloaded on to your computer which can be opened with Excel. The report contains the **User, Join Time, Leave Time and Duration**.

The screenshot shows the 'Meeting Participants' dialog box. The 'Export' button is highlighted with a red box. The dialog box has a checkbox for 'Export with meeting data' and a table with the following columns: Name (Original Name), User Email, Join Time, Leave Time, and Duration (Minutes). The table has the following data:

Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)
Daniel Maloney	dmaloney@scu.edu	04/08/2020 02:02:04 PM	04/08/2020 02:29:28 PM	28
Jose Soria Monasterio	jsoriamonasterio@scu.edu	04/08/2020 02:05:17 PM	04/08/2020 02:29:28 PM	25
Joelj Bennett	jjbennett@scu.edu	04/08/2020 02:07:53 PM	04/08/2020 02:29:29 PM	22
Jackie Schubring	jschubring@scu.edu	04/08/2020 02:08:53 PM	04/08/2020 02:29:29 PM	21