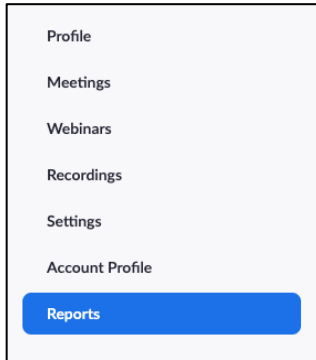


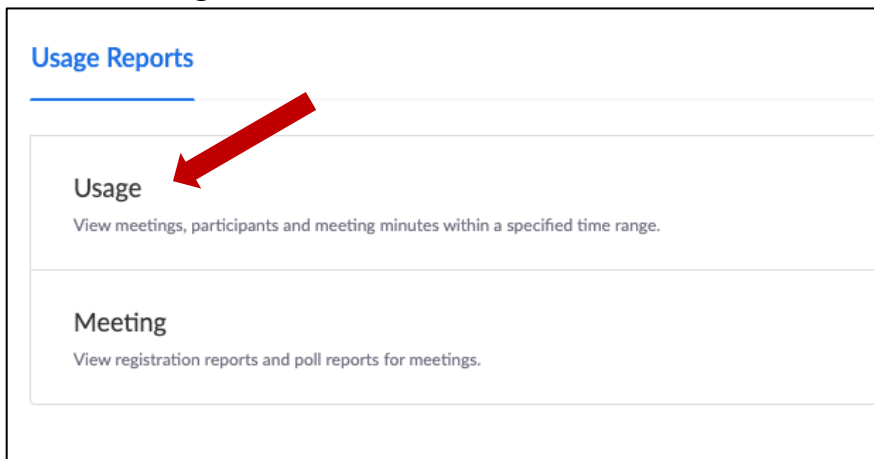
# Zoom: Getting a Participant Report

Zoom will retain a list of the participants in the synchronous meetings that you have held.

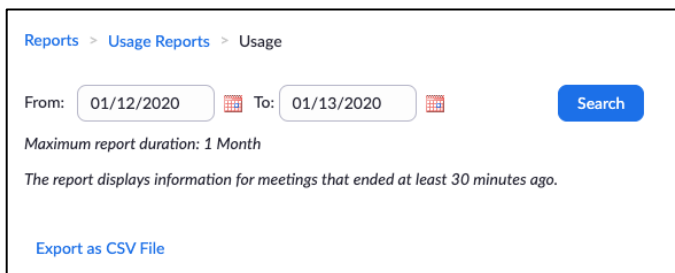
1. Go directly to <https://lsua.zoom.us>.
2. Click **Sign in** and use your LSUA credentials.
3. Click **Reports** in the left column.



4. Next, click **Usage**.



5. Set the date range at the top to see your meeting data (it defaults to previous day only) click **Search**.



- Use the Toggle Columns link (on right) to turn off Email, Group, and Department (these will all be you or blank). This allows the participant column to show without having to scroll over.

Reports > Usage Reports > Usage Document

From:  To:  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
No data.												

- Click on the number of participants.

Profile | Meetings | Webinars | Recordings | Settings | Account Profile | **Reports**

Reports > Usage Reports > Usage Document

From:  To:  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	Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)	Participants	Source
Teresa Seymour's Personal M...	714-009-4889	No	07/21/2015 01:16:46 PM	01/08/2020 01:48:28 PM	01/08/2020 02:54:00 PM	01:05:32	23	LTI Pro

8. Check the box to **Export with meeting data** (this puts the info at the top of your Excel sheet). **Show Unique users** will add the time for the different times one user comes in and out of the meeting. Click **Export**.

Meeting Participants

Export with meeting data

Show unique users

Meeting ID : 714-009-4889    Topic : Teresa Seymour's Personal...    User Email : tseymour@lsua.edu  
Duration (Minutes) : 66    Start Time : 01/08/2020 01:48:28 PM    End Time : 01/08/2020 02:54:00 PM  
Participants : 23

Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)	Attentiveness Score
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9. Depending on your browser settings, the file will show at the bottom left of your screen when it downloads or it will ask you where to download the file.