



View Zoom Attendance Reports

About

Updated 08/08/2022.

These steps show how to extract the Attendance Reports from your Zoom meetings, and are taken from documents by CCCTechConnect Support:

- For ConferZoom in Canvas: [Canvas – ConferZoom – Attendance Reports](#)
- For Zoom website: [Reports: Generate Participant and Usage Reports](#)
- For TechConnect Zoom in Canvas: [Canvas – TechConnect Zoom-Instructor Guide](#)

Important Note:

The ConferZoom tool in Canvas will be replaced by TechConnect Zoom after August 11, 2022. After this date, Attendance records in Zoom will no longer be available for meetings that took place prior to the migration!

Attendance Reports need to be extracted from the [ConferZoom tool in Canvas](#) or the [Zoom Website](#) prior to the TechConnect Zoom migration taking place on August 11, 2022. This includes [Registration, Poll and Survey results](#).

To [troubleshoot problems](#) with TechConnect Zoom in Canvas -- please contact the [Distance Education department](#) at your campus, [CCCTechConnect Support](#), or [24/7 Canvas Support Hotline](#).

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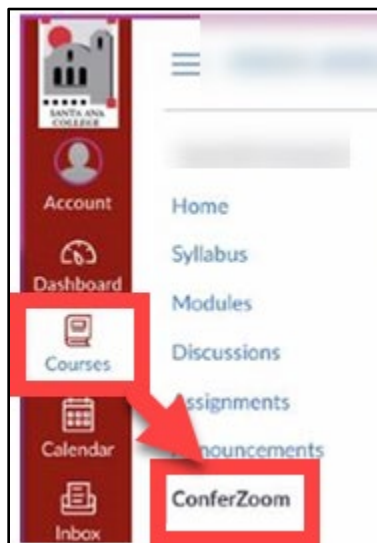
Canvas: Attendance Reports from ConferZoom

The following steps show how to pull Attendance Reports from the ConferZoom tool in Canvas.

NOTE: ConferZoom tool will be replaced by TechConnect Zoom in Canvas after August 11, 2022.

Step 1 – Login to Canvas and navigate to the ConferZoom tool

Login to [Canvas](#) and access your course. Then select the ConferZoom tool.



Step 2 – Access Event Attendance tab and View Participant List

While in the ConferZoom tool, select the **Event Attendance** tab, then select **View Participant List** for the event you want attendance for.



NOTE: Event attendance tracks students entering the session who use the “Join” button. If a student joins directly from Zoom outside of Canvas, the attendance information will not be available in **Event Attendance**. Students who enter the meeting from their Canvas account will show in **Event Attendance**.

Step 3 – Download the Participation Records as a CSV file

Below is an example of the **Participation Records** screen, sorted by the following categories:

- **Participants who clicked the join button**
- **Participants as recorded by Zoom meetings**
- **Participants who viewed a recording.**

Participation Records for English 101 Event						
Participants who clicked the join button						
Was Host	Name	Email	IP Address	Browser	Joined	Access Method
	Lucy	ot@gmail.com	e43f:a8ec:527	Mozilla/5.0 (Macintosh; Intel Mac OS X 10_15_7) AppleWebKit/605.1.15 (KHTML, like Gecko) Version/14.0.3 Safari/605.1.15	Fri, Mar 5th, 2021 11:23:14 AM	Logged in
Records look incomplete? Force Recheck					Download as CSV	
Participants as recorded by Zoom Meetings						
No participants were recorded for this event. Records look incomplete? Force Recheck						
Participants who viewed a recording						
Name	Email	IP Address	Browser	Viewed	Access Method	Recording Title
Lucy Testing (STUDENT)	t@gmail.com	ca47:38ff:c669	Mozilla/5.0 (Macintosh; Intel Mac OS X 10_15_7) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/88.0.4324.192 Safari/537.36	Fri, Mar 5th, 2021 2:46:09 PM	Logged in	Testing Trim & Student View 3/5/21 2021-03-05T19:23:45Z (TIMELINE)

You can download the details of these Participation Records by selecting the **“Download as CSV”** link. This will produce a CSV file.

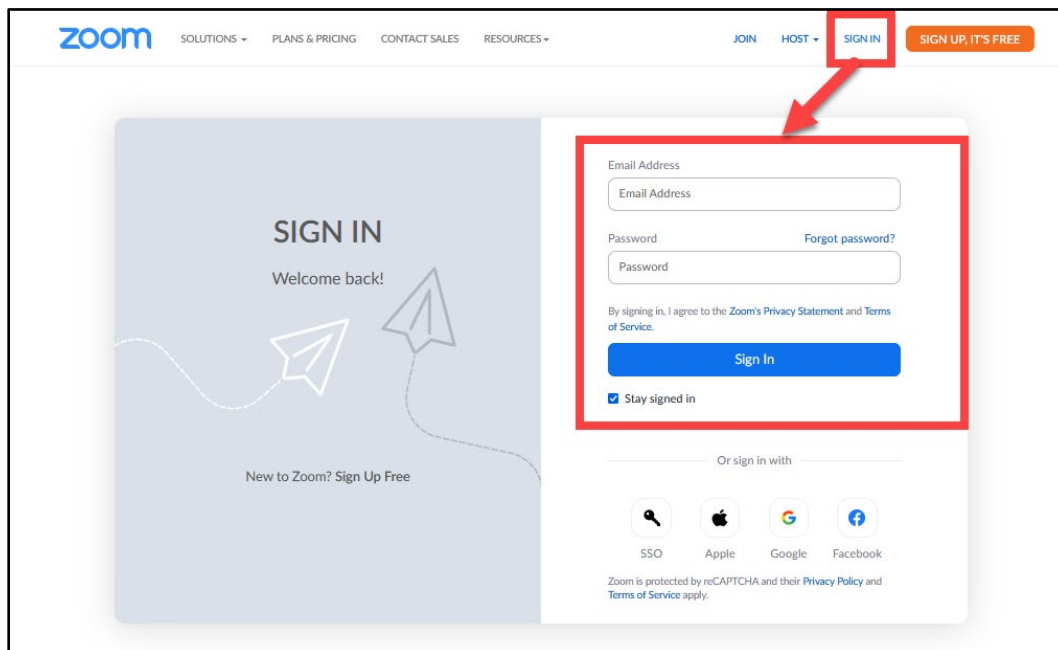
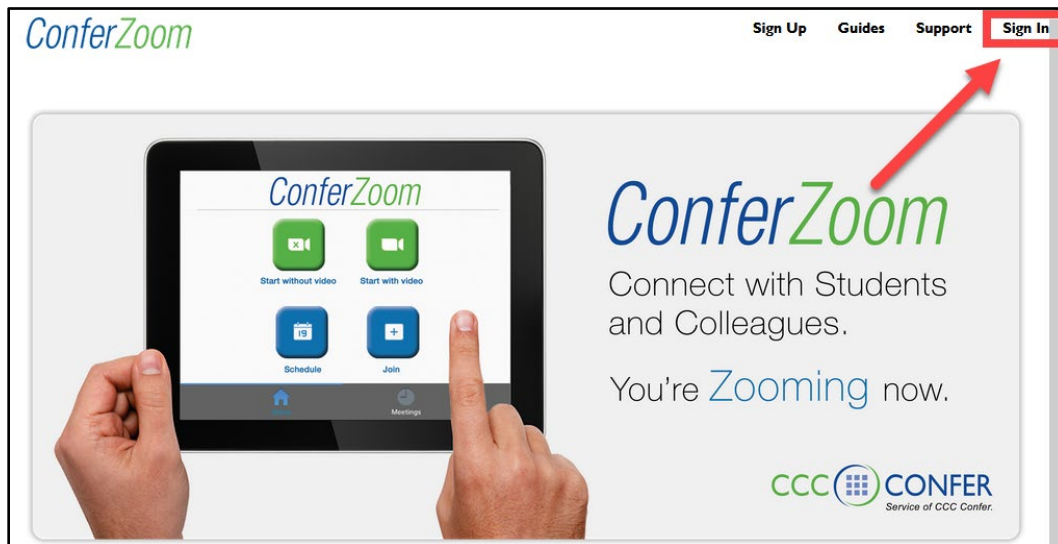
Participation Records for English 101 Event						
Participants who clicked the join button						
Was Host	Name	Email	IP Address	Browser	Joined	Access Method
	Lucy	ot@gmail.com	e43f:a8ec:527	Mozilla/5.0 (Macintosh; Intel Mac OS X 10_15_7) AppleWebKit/605.1.15 (KHTML, like Gecko) Version/14.0.3 Safari/605.1.15	Fri, Mar 5th, 2021 11:23:14 AM	Logged in
Records look incomplete? Force Recheck					Download as CSV	
Participants as recorded by Zoom Meetings						
No participants were recorded for this event. Records look incomplete? Force Recheck						
Participants who viewed a recording						
Name	Email	IP Address	Browser	Viewed	Access Method	Recording Title
Lucy Testing (STUDENT)	t@gmail.com	ca47:38ff:c669	Mozilla/5.0 (Macintosh; Intel Mac OS X 10_15_7) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/88.0.4324.192 Safari/537.36	Fri, Mar 5th, 2021 2:46:09 PM	Logged in	Testing Trim & Student View 3/5/21 2021-03-05T19:23:45Z (TIMELINE)

Zoom Website: Generate Participant and Usage Reports

Zoom provides meeting reports including attendance, registration, polling, and survey information. The steps below show how to access this from your Zoom account using the Zoom website.

Step 1 – Sign into your TechConnect Zoom account at ConferZoom

Sign into your TechConnect Zoom account at [ConferZoom website](#).



Step 2 – Select Reports in the left navigation menu, then Usage.

Select **Reports** in the left navigation menu, then **Usage Reports > Usage**.

The screenshot shows the Zoom web interface. On the left, a navigation menu lists various options: Profile, Meetings, Webinars, Personal Contacts, Recordings, Settings, Account Profile, and Reports. The Reports option is highlighted with a red box and a red arrow points to it. In the main content area, the 'Usage Reports' section is active, showing 'Usage Reports' and 'User Activity Reports'. The 'Usage' option is highlighted with a red box, with a description: 'View meetings, participants and meeting minutes within a specified time range.' Below it, the 'Meeting' option is visible with the description: 'View registration reports and poll reports for meetings.'

Step 3 – Select the Date Period for the Attendance Report, then Search.

Select the **Date Period** for the Attendance Report, then **Search**.

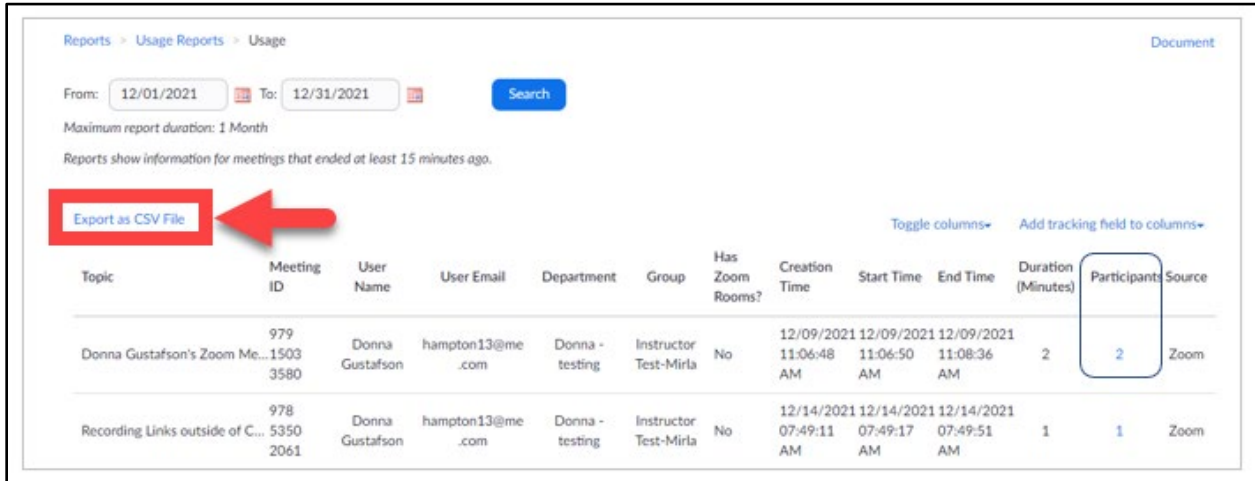
Note that the **maximum report duration is 30 days or 1 month**.

The screenshot shows the Zoom web interface with the 'Usage Reports > Usage' page. A red box highlights the search area, which includes a breadcrumb trail 'Reports > Usage Reports > Usage', a 'From' date field set to '12/01/2021', a 'To' date field set to '12/31/2021', and a 'Search' button. Below the date fields, it states 'Maximum report duration: 1 Month' and 'Reports show information for meetings that ended at least 15 minutes ago.' Below the search area, there is an 'Export as CSV File' link and a 'Toggle columns-' link. A table header is visible with columns: Topic, Meeting ID, User Name, User Email, Department, Group, Has Zoom Rooms?, Creation Time, Start Time, End Time, Duration (Minutes), and Participants. The 'Reports' option in the left navigation menu is also highlighted with a red box and a red arrow points to it.

Step 4 – Export Search results as a CSV File

After selecting Search, the meetings within the date period will display.

Select the **Export as CSV File** link to produce a **CSV file** with the attendance records of the date range you searched.



Reports > Usage Reports > Usage Document

From: 12/01/2021 To: 12/31/2021 Search

Maximum report duration: 1 Month

Reports show information for meetings that ended at least 15 minutes ago.

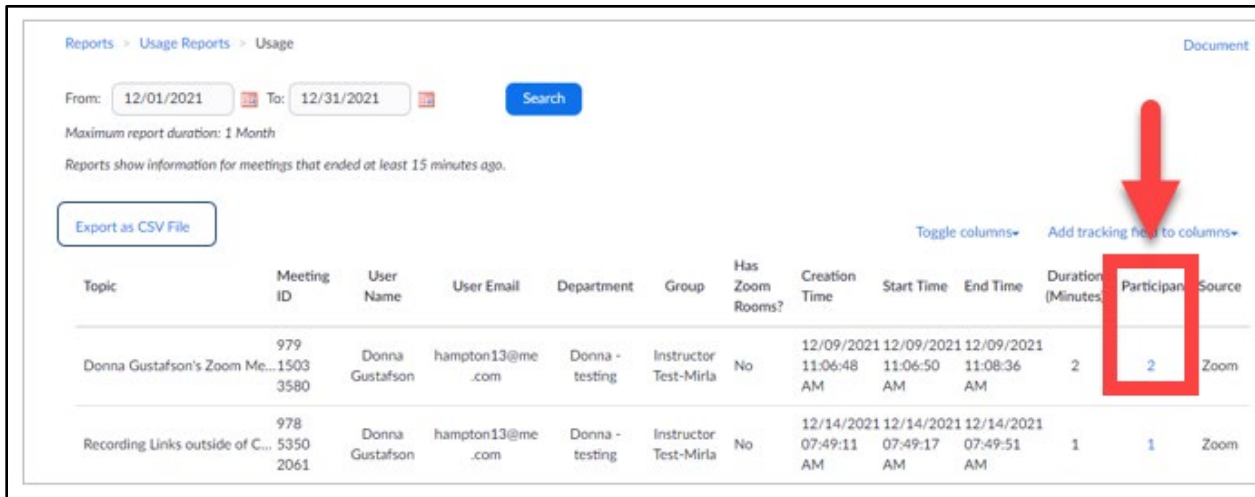
Export as CSV File ←

Toggle columns+ Add tracking field to columns+

Topic	Meeting ID	User Name	User Email	Department	Group	Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)	Participants	Source
Donna Gustafson's Zoom Me...	979-15033580	Donna Gustafson	hampton13@me.com	Donna - testing	Instructor Test-Mirla	No	12/09/2021 11:06:48 AM	12/09/2021 11:06:50 AM	12/09/2021 11:08:36 AM	2	2	Zoom
Recording Links outside of C...	978-53502061	Donna Gustafson	hampton13@me.com	Donna - testing	Instructor Test-Mirla	No	12/14/2021 07:49:11 AM	12/14/2021 07:49:17 AM	12/14/2021 07:49:51 AM	1	1	Zoom

Step 5 – View the Attendance details for individual Meetings by selecting the link in Participants Column

To view the Attendance details for individual Meetings, select the number under Participants column in the search results to drill down into the individual meeting.



Reports > Usage Reports > Usage Document

From: 12/01/2021 To: 12/31/2021 Search

Maximum report duration: 1 Month

Reports show information for meetings that ended at least 15 minutes ago.

Export as CSV File Toggle columns+ Add tracking field to columns+

Topic	Meeting ID	User Name	User Email	Department	Group	Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)	Participants	Source
Donna Gustafson's Zoom Me...	979-15033580	Donna Gustafson	hampton13@me.com	Donna - testing	Instructor Test-Mirla	No	12/09/2021 11:06:48 AM	12/09/2021 11:06:50 AM	12/09/2021 11:08:36 AM	2	2	Zoom
Recording Links outside of C...	978-53502061	Donna Gustafson	hampton13@me.com	Donna - testing	Instructor Test-Mirla	No	12/14/2021 07:49:11 AM	12/14/2021 07:49:17 AM	12/14/2021 07:49:51 AM	1	1	Zoom

Step 6 – Export attendance records of Individual Meeting


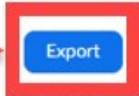
After selecting the link in the Participants column, a new page will appear with a list of participant sign-in names, emails, join and leave date and time, and total duration.

Select **Export** button to download the data for the individual meeting into a **CSV file**.

Meeting Participants ×

Export with meeting data

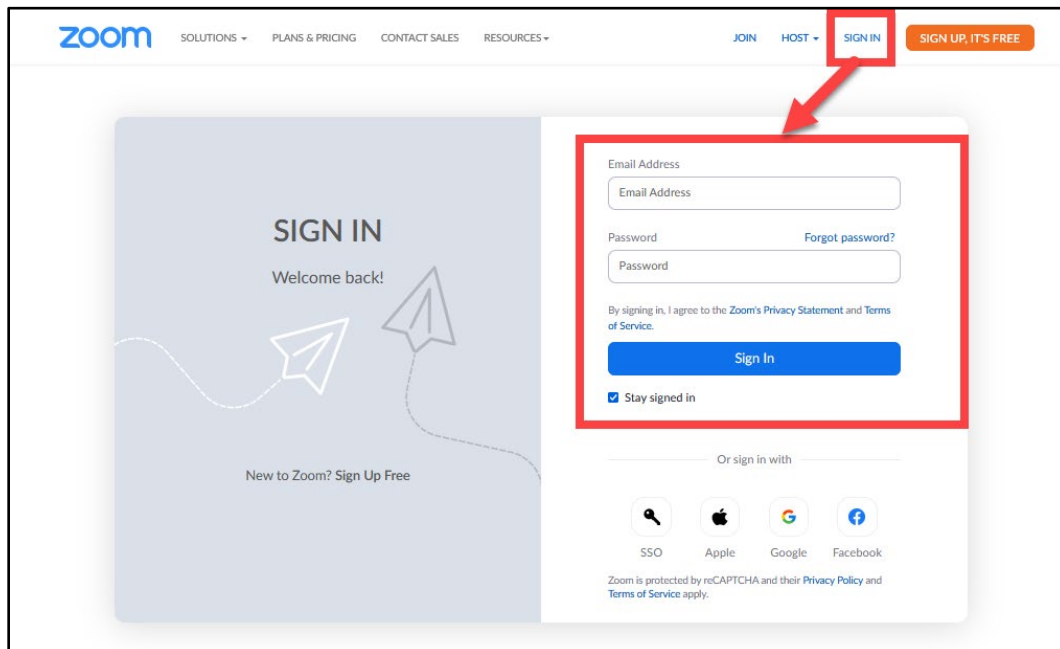
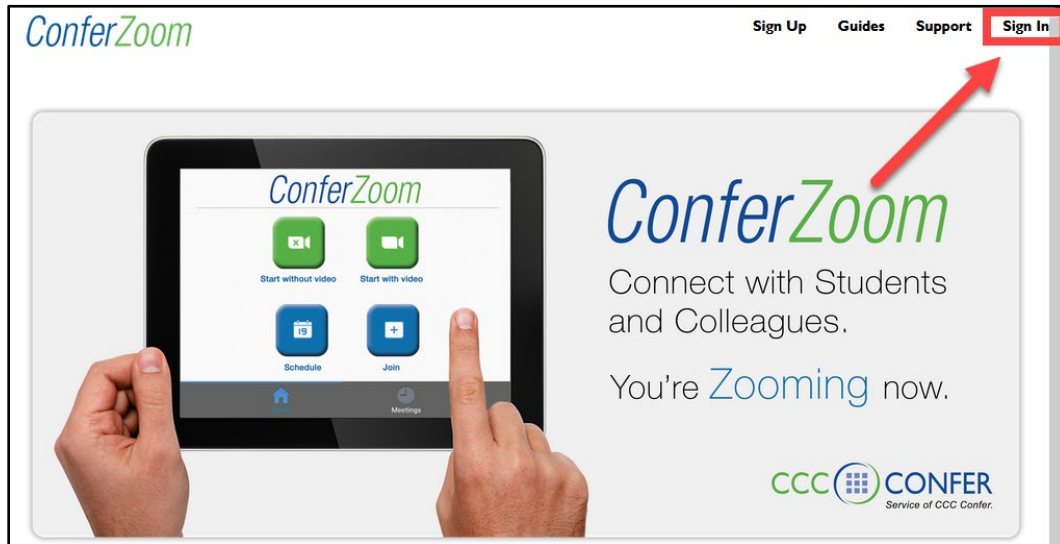
Name (Original Name)	User Email ⓘ	Join Time	Leave Time	Duration (Minutes)	Guest	In Waiting Room
Donna Gustafson	hampton13@me.com	12/09/2021 11:06:50 AM	12/09/2021 11:08:35 AM	2	No	No
Home (from iPhone)		12/09/2021 11:07:47 AM	12/09/2021 11:08:28 AM	1	Yes	Yes

Zoom Website: Generate Meeting Report for Registration, Poll or Survey

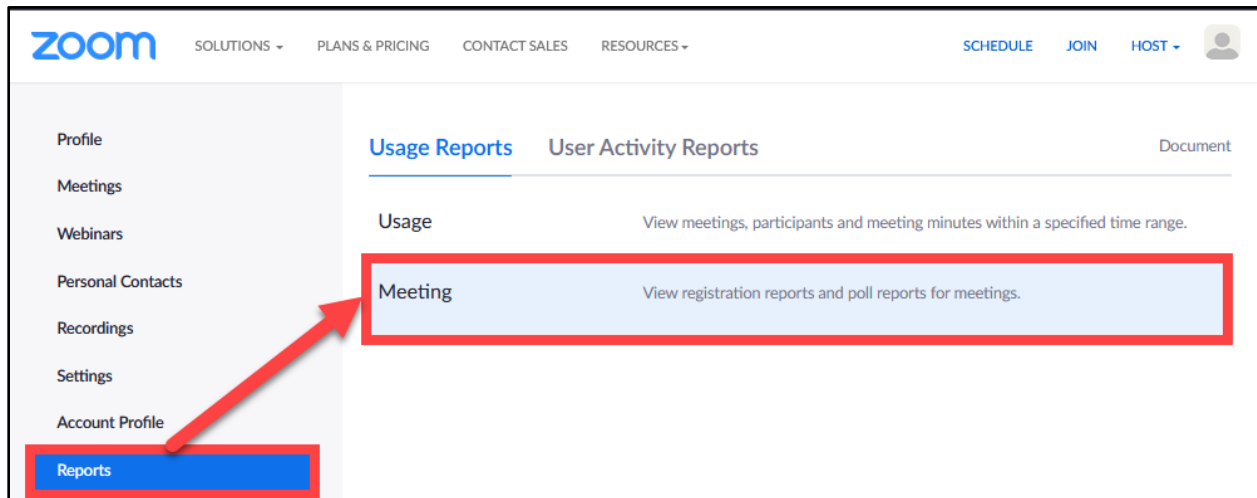
Step 1 – Sign into your TechConnect Zoom account at ConferZoom

Sign into your TechConnect Zoom account at [ConferZoom website](#).



Step 2 – Select Reports in the left navigation menu, then Meeting

Select **Reports** in the left navigation menu, then **Usage Reports > Meeting**.

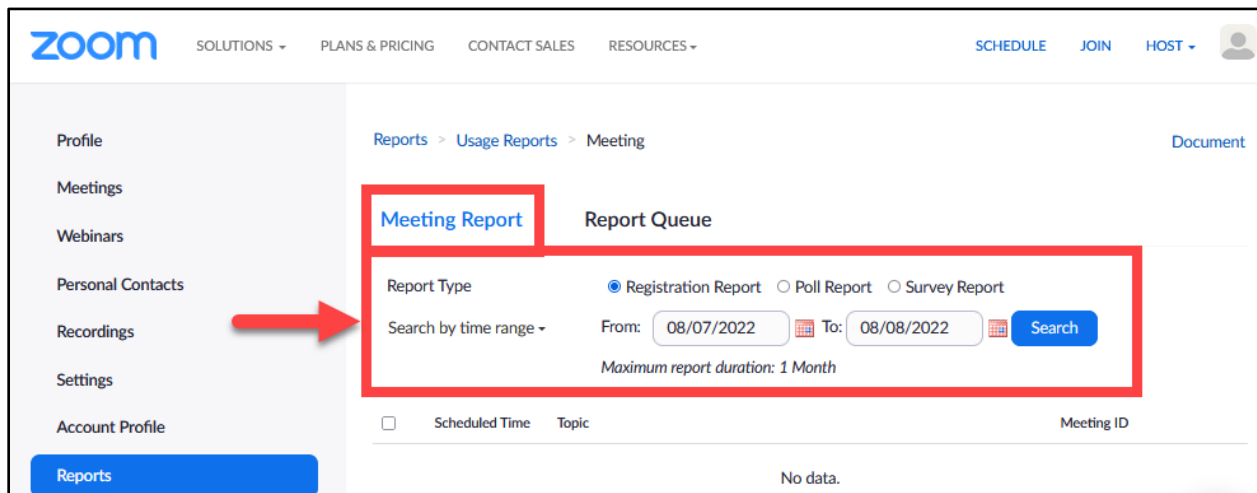


The screenshot shows the Zoom web interface. On the left is a navigation menu with items: Profile, Meetings, Webinars, Personal Contacts, Recordings, Settings, Account Profile, and Reports. The 'Reports' item is highlighted with a red box. A red arrow points from this box to the 'Meeting' option in the 'Usage Reports' section of the main content area. The 'Meeting' option is also highlighted with a red box. The breadcrumb trail at the top of the main content area reads 'Usage Reports > Meeting'.

Step 3 – Select the Report Type and Date Range, then select Search

Under Meeting Report, select the **Report Type** for either **Registration Report**, **Poll Report**, or **Survey Report**.

Then select a time range. Note that the **maximum report duration is 30 days or 1 month**.



The screenshot shows the Zoom web interface with the 'Meeting Report' configuration screen. The breadcrumb trail at the top reads 'Reports > Usage Reports > Meeting'. The 'Meeting Report' tab is selected and highlighted with a red box. Below the tab, the 'Report Queue' section contains a 'Report Type' section with three radio buttons: 'Registration Report' (selected), 'Poll Report', and 'Survey Report'. Below this is a 'Search by time range' section with 'From:' and 'To:' date pickers set to '08/07/2022' and '08/08/2022' respectively, and a 'Search' button. A red arrow points from the left navigation menu to the 'Search by time range' section. Below the search section, there are checkboxes for 'Scheduled Time' and 'Topic', and a 'Meeting ID' field. The main content area below the search section displays 'No data.'

Step 4 – View the Search results, then select Generate to advance to the Report Queue

Once you select Search, the search results will appear.

Select the **Generate** link on the far right to advance to the **Report Queue** screen.

Reports > Usage Reports > Meeting

Meeting Report Report Queue

Report Type Registration Report Poll Report Survey Report

Search by time range - From: 01/01/2022 To: 01/26/2022 Search

Maximum report duration: 1 Month

<input type="checkbox"/>	Scheduled Time	Start Time	Topic	Meeting ID	Attendees	Generate
<input type="checkbox"/>	01/19/2022 12:00:00 PM	01/19/2022 12:00:08 PM	Alt Host	64 7554 1396	1	Generate

Step 5 – In the Report Queue screen, select Download

In the **Report Queue** screen, select the link to **Download** the desired report type.

Reports > Usage Reports > Meeting

Meeting Report Report Queue

Include reports that failed to generate results

<input type="checkbox"/>	Report Type	Scheduled Time	Start Time	Topic	Meeting ID	Generate Time	Download	Delete
<input type="checkbox"/>	Survey Report	Jan 19, 2022 12:00:00 PM	Jan 19, 2022 12:00:08 PM	Alt Host	964 7554	Jan 26, 2022 03:43:53 PM	Download	Delete
<input type="checkbox"/>	Poll Report	Nov 2, 2021 01:00:00 PM	Nov 2, 2021 12:33:24 PM	My Meeting	965 8409	Nov 3, 2021 10:23:51 AM	Download	Delete
<input type="checkbox"/>	Registration Report	Mar 18, 2021 09:00:00 AM	Not started	Recurring	954 7026	Mar 17, 2021 08:56:28 AM	Download	Delete

NOTE: If you select the checkbox for **“Include reports that failed to generate results”** and there is no poll or survey data, the topic line font will be greyed out and the Download link will not be available.

Reports > Usage Reports > Meeting

Meeting Report Report Queue

Include reports that failed to generate results

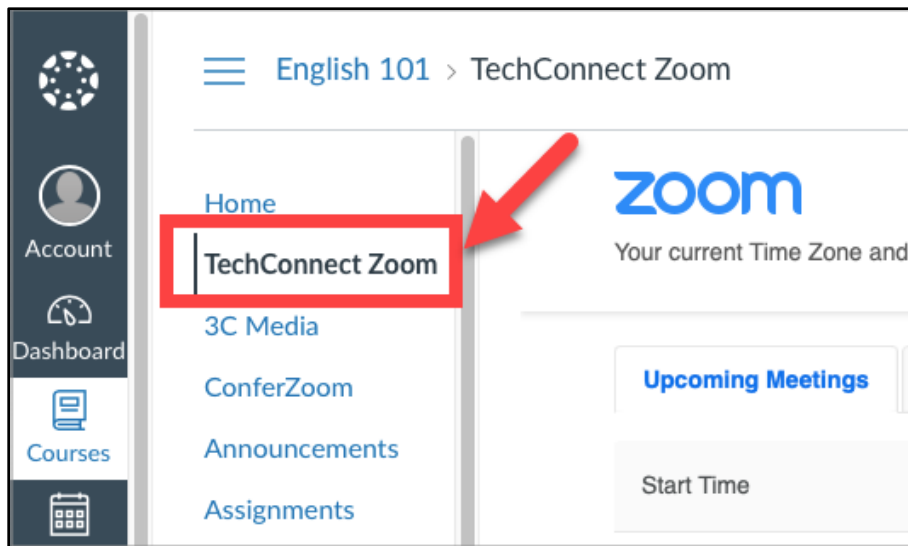
<input type="checkbox"/>	Report Type	Scheduled Time	Start Time	Topic	Meeting ID	Generate Time	Download	Delete
<input type="checkbox"/>	Survey Report	Jan 19, 2022 12:00:00 PM	Jan 19, 2022 12:00:08 PM	Alt Host	964 7554	Jan 26, 2022 03:43:53 PM	Download	Delete

Canvas: Attendance Reports in TechConnect Zoom

NOTE: The ConferZoom tool will be replaced by TechConnect Zoom in Canvas after August 11, 2022. Attendance records for meetings that took place prior to August 11, 2022 need to be extracted from the [ConferZoom tool](#) or the [Zoom website](#) prior to August 11, 2022, or they may be lost!

Step 1 – Sign in to Canvas and Access TechConnect Zoom

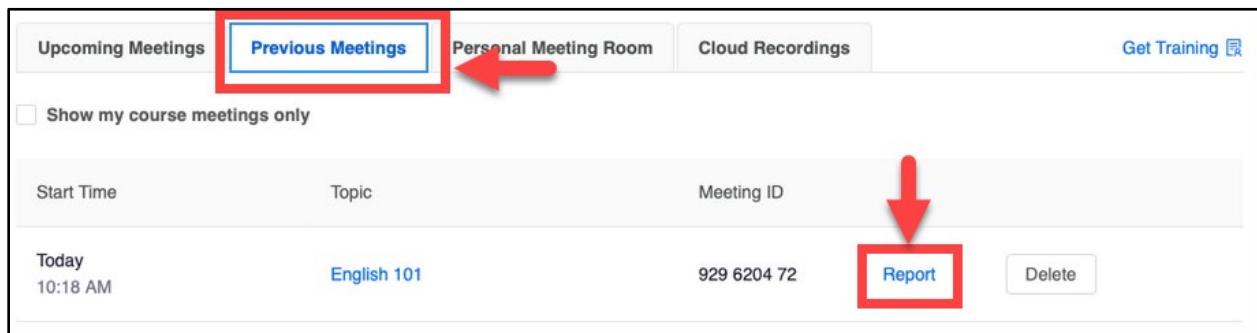
Login to [Canvas](#) and [access TechConnect Zoom](#).



Step 2 – Select the Previous Meetings tab and Select Report to view Attendance reports

Select the **Previous Meetings** tab. This displays previous events, and meetings will appear on this page after the scheduled end time.

To view **Attendance Reports** for a meeting, select the **Report** link.



Troubleshooting problems

Troubleshooting Canvas issues

- Please contact the Distance Education department for your campus.
 - Santa Ana College: DistanceEd@sac.edu
 - Santiago Canyon College: [SCC Distance Education Faculty & Staff Online Resources](#)
- Please contact 24/7 Canvas Support Hotline.
 - Santa Ana College: **844-612-7428**
 - Santiago Canyon College: **844-629-6834**

Troubleshooting TechConnect ConferZoom Problems

- Please refer to the [Canvas – TechConnect Zoom documentation](#).
- Please contact CCTechConnect Support.
 - Email: support@ccctechconnect.org
 - Website: <https://conferzoom.org/ConferZoom/Support>
 - Office Hours: Monday – Friday 8:00AM – 4:00PM

Troubleshooting sign-in problems

- Use the [Password Reset page](#) if you've forgotten your password, or need to retrieve your username.
- Use the [Change Password page](#) to create a new password.
- Read the [Single Sign-On FAQs page](#) for other sign in issues.
- **Faculty and Staff** may contact the **ITS Help Desk** for further assistance.
 - Employees only: [ITS Help Desk page](#)

[*\(Select this link to return to the beginning of the document\)*](#)