

# Zoom: Attendance Reports

Zoom creates attendance reports for each of your Zoom sessions.

## Step-by-step guide

1. Sign in to <https://appstate.zoom.us>
2. Click on the Report link from the menu on the left.
3. Click on Usage.
4. Click on the number in the Participants column.
5. The next page will show you the attendance report, including an option to export the report.

## Checking Zoom Attendance through the Zoom Website

If the session was created in AsULearn, follow these steps.

1. Login to AsULearn and go to the Activities Block for Zoom meetings.
2. Locate the meeting and on the far right click on Sessions.
3. If multiple sessions are listed, identify (1) the one you would like the attendance for, and go to the far right **Participants** column and click on the number (2) associated with the session.

### Sessions

Title	Start time	End time	Duration (minutes)	Participants
TESTING ZOOM 4.1	03/9/23, 08:43	03/9/23, 09:02	19	1
TESTING ZOOM   AsULearn 4.1	03/9/23, 10:24	03/9/23, 10:26	2	2

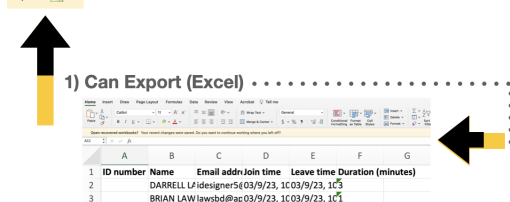


4. Selecting the number will show you the participants name, the date/time they joined and left, and the duration they were there in minutes. You also have an option to download a hardcopy by clicking on the Export option. The **editable** Excel is a mirror image of the information shown online.

### Participants

ID number	Name	Join time	Leave time	Duration (minutes)
	DARRELL LAWS IDESIGNERS5	03/9/23, 10:24	03/9/23, 10:27	3
	BRIAN LAWS	03/9/23, 10:27	03/9/23, 10:27	1

Export:



## Checking Attendance through AsULearn

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