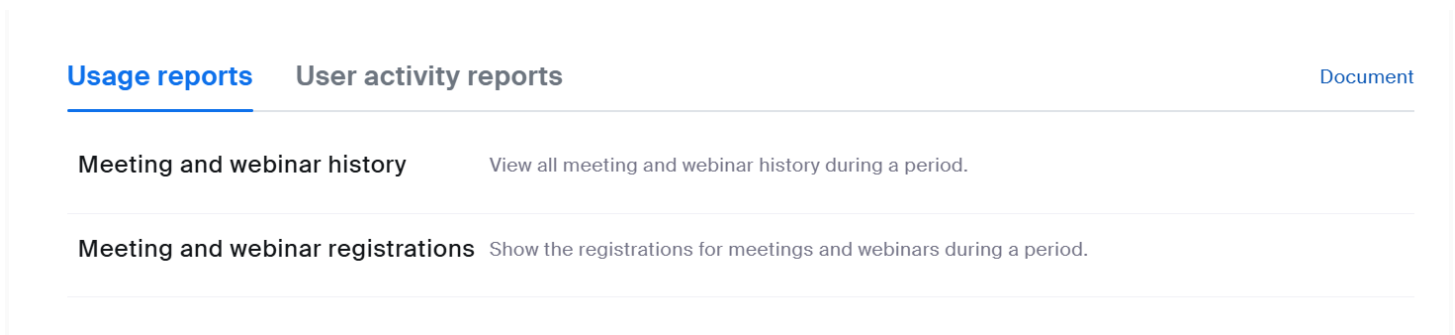




## Accessing Zoom Reports

### Access Zoom Reports from the Zoom Website

1. Log into Zoom or open Zoom from the TUPortal
2. Select the “**Reports**” tab
3. Select your desired report



**Usage reports:** View meetings, participants, and meeting minutes within a specified time range.

- **Meeting and webinar history:** View all meeting and webinar history during a period
  - *Note: This report shows who joined your sessions, when they joined, and left, making it useful for tracking attendance.*
- **Meeting and webinar registrations:** Show the registrations for meetings and webinars during a period

### User activity reports

- **Reported participants:** View the participants you’ve reported before

### Usage Reports > Meeting and Webinar History

Reports > Usage reports > Meeting and webinar history

Document

Report queue

From  To  Meetings and webina... Has any data Search by topic or ID Search Export

Maximum report duration: 1 Month

Topic	ID	Type	Host	Start time	End time	Participants	Duration (minutes)	Total participant minutes	Dep
Angelica Finley's Personal Meeting Room	864 304 7322	Meeting	Angelica Finley tue73799@temple.edu	06/17/2025 11:13:11 AM	06/17/2025 11:13:40 AM	1	1	1	Fox Busi Mar Onli Digi Lear
Angelica Finley's Personal Meeting Room	864 304 7322	Meeting	Angelica Finley tue73799@temple.edu	06/13/2025 09:58:51 AM	06/13/2025 10:43:12 AM	1	45	45	Fox Busi Mar Onli Digi Lear
Impact Summit	972 2510 6684	Webinar	Angelica Finley tue73799@temple.edu	06/12/2025 12:45:19 PM	06/12/2025 02:33:36 PM	31	109	1572	Fox Busi Mar Onli Digi

1. Select the number of participants for the meeting report that you would like to generate (the participant number is a clickable link)

Participants

☐ Export with meeting data ☐ Show unique users

Name (original name)	Email	Join time	Leave time	Duration (minutes)	Guest	In waiting room
Angelica Finley	tue73799@temple.edu	06/10/2025 10:29:40 AM	06/10/2025 11:00:42 AM	32	No	No
Stephanie George	tug23962@temple.e...	06/10/2025 10:31:32 AM	06/10/2025 11:00:42 AM	30	No	No
Amy Safirstein Sharma	tuk86494@temple.e...	06/10/2025 10:34:39 AM	06/10/2025 11:00:41 AM	27	No	No

2. To download a CSV version of the report, select “**Export**”

## Access Zoom Reports from the Zoom Integration in Canvas

1. Go to the Zoom tab in your Canvas course
2. Select the Previous Meetings tab
3. Find the class session you wish to access the report for and select report to the right of the session

zoom

[Home](#)[Appointments](#)[Whiteboard](#)

Your current Time Zone and Language are (GMT-4:00) Eastern Time (US and Canada), English [⌵](#)

All My Zoom Meetings/Recordings

Schedule a New Meeting

Upcoming Meetings

Previous Meetings

Personal Meeting Room

Cloud Recordings

[Get Training](#)

☐ Show my course meetings only

Start Time	Topic	Section or Group	Meeting ID		
Wed, Jun 11 (Recurring) 5:30 PM	BA 2501 - Summer I 2025 - Sec. 701		930 9327 2893	Report	Delete
Wed, Jun 4 (Recurring) 5:30 PM	BA 2501 - Summer I 2025 - Sec. 701		930 9327 2893	Report	Delete
Wed, May 28 (Recurring) 5:30 PM	BA 2501 - Summer I 2025 - Sec. 701		930 9327 2893	Report	Delete
Wed, May 21 (Recurring) 5:30 PM	BA 2501 - Summer I 2025 - Sec. 701		930 9327 2893	Report	Delete

[<](#)[1](#)[>](#)

4. You can view the attendance report or select export as CSV file to download the report

DEPARTMENT OF

ONLINE AND DIGITAL LEARNING

FOX SCHOOL OF BUSINESS