

Generating Zoom Reports

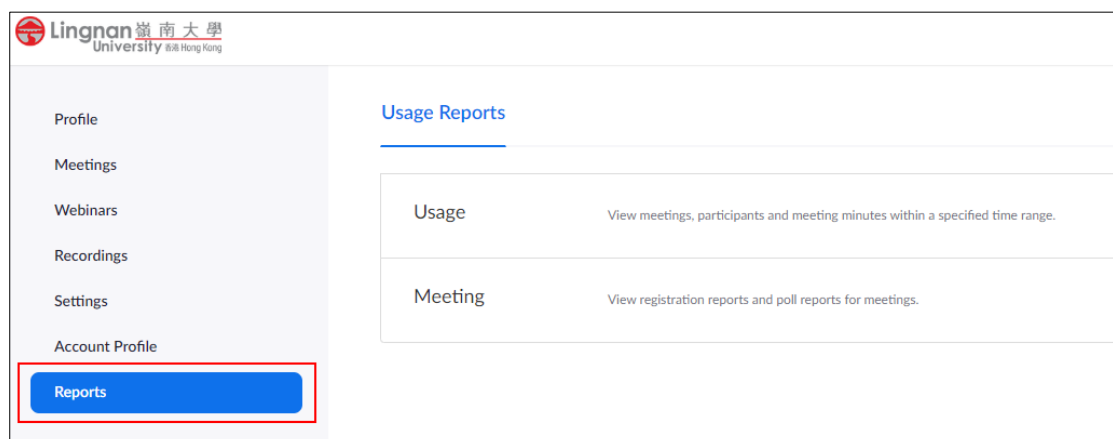
Login to Zoom

Access to the following link and click “Sign in”, login with your Lingnan username and password:

<https://lingnan.zoom.us/>



Click “Reports” menu



You can generate reports on Usage or Meeting details

Usage Reports

Usage

View meetings, participants and meeting minutes within a specified time range.

Meeting

View registration reports and poll reports for meetings.

Usage Report

- The usage report allows you to generate a list of meetings with number of participants and duration of the meeting you have hosted.

Meeting Report

- If your meeting has enabled registration or polling, you can generate a registration or polling report for further analysis.

Reports can be generated from the data within last 12 months, with a maximum search range of one month for each report. In case if more than one month's data is needed, you need to do it month by month. For example, one report for 1 – 31 Jan, another report for 1 – 29 Feb.

Usage Report

1. Select the date range of the report
2. Click "Search"

Reports > Usage Reports > Usage

Document

From: 02/03/2020 To: 02/10/2020

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
ITSC's Zoom Meeting	757-619-145	ITSC	itsc@ln.edu.hk		Staff	No	02/07/2020 11:59:02 AM	02/07/2020 11:59:06 AM	02/07/2020 11:59:50 AM	1	2	Zoom
ITSC's Zoom Meeting	762-669-124	ITSC	itsc@ln.edu.hk		Staff	No	02/07/2020 12:07:36 PM	02/07/2020 12:07:41 PM	02/07/2020 12:10:47 PM	4	2	Zoom

3. Export the list by clicking “Export as CSV File”

From: 02/09/2020 To: 02/10/2020 Search

Maximum report duration: 1 Month

The report displays information for meetings that ended at least 30 minutes ago.

[Export as CSV File](#)

Topic	Meeting ID	User Name	User Email	Department	Group
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4. To view the details of Participants, click “Participants” column of that meeting

Meeting ID	Duration (Minutes)	Participants	Source
2020050	1	2	Zoom
2020047	4	2	Zoom

5. In the Participant Report, the details of participants, including name, email address, join time and leave time will be displayed

Meeting	User	User Email	Department	Group	Has Zoom	Creation	Start Time	End Time	Duration (Minutes)	Participants
Meeting Participants										
☐ Export with meeting data										
☐ Show unique users										
Name (Original Name)		User Email		Join Time		Leave Time		Duration (Minutes)		Attentiveness Score
ITSC		[redacted]@ln.edu.hk		02/07/2020 11:59:06 AM		02/07/2020 11:59:49 AM		1		100.0%
[redacted]		[redacted]@ln.edu.hk		02/07/2020 11:59:42 AM		02/07/2020 11:59:49 AM		1		100.0%

6. Click “Export” button to export the report to a CSV file

7. In order to obtain the full name and email address of participants in your reports, you need to enable “Only authenticated users can join” in your “Meeting Options” when scheduling your meeting. You may refer to section “How to schedule meetings or online classes?” in the user guide “Using Zoom for a Meeting and an Online Class” for further details.

Meeting Options

- ☐ Enable join before host
- ☐ Mute participants upon entry 
- ☐ Enable waiting room
- ☐ Only authenticated users can join
- ☐ Breakout Room pre-assign
- ☐ Record the meeting automatically

Meeting Reports

In this menu, you can generate “Registration Report” or “Poll Report” for your meetings.

1. Select the “Report Type”, enter the date range and click “Search”

Report Type	☒ Registration Report ☐ Poll Report	
Search by time range ▾	From: 02/01/2020 To: 02/10/2020	Search
Maximum report duration: 1 Month		

2. Click the “Generate” button besides the meeting ID to generate the report

☐	Scheduled Time	Topic	Meeting ID	
☐	02/10/2020 09:15:00 AM	Communication & ITSC Meeting	277-123-4567	Generate

3. Once the report is generated, click “Download” button to download your report

Report Type	Scheduled Time	Start Time	Topic	Meeting ID	Generate Time	
Poll Report	Feb 10, 2020 09:15:00 AM	Feb 10, 2020 08:51:28 AM	Communication & ITSC Meeting	277-123-4567	Feb 10, 2020 11:59:58 AM	Download

4. Sample Reports

Registration Report – Lists registration status and user details of a particular meeting

	A	B	C	D	E
1	First Name	Last Name	Email	Registration Time	Approval Status
2	Tai Man	Chan	taimanchan@ln.hk	6/2/2020 22:00	approved
3	ITSC	Lingnan	itsc@ln.edu.hk	7/2/2020 4:18	approved
4					

Poll Report – Lists the answers of poll(s) in your meeting

	A	B	C	D	E	F
1	#	User Name	User Email	Submitted Date/Time		
2	1	ITSC		Feb 10, 2020 12:17:48	Is this feature useful?	Yes