

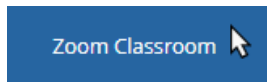
# ZOOM: VIEW REPORTS

Instructors can view course reports for attendance and polling in Zoom. Viewing reports is only available for Zoom meetings created within ulearn.

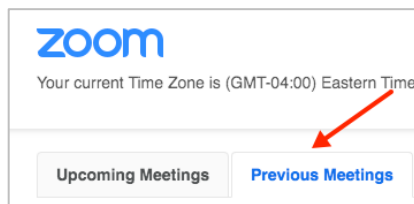
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## Instructions

1. In the course left menu, click the link for your Zoom Classroom.



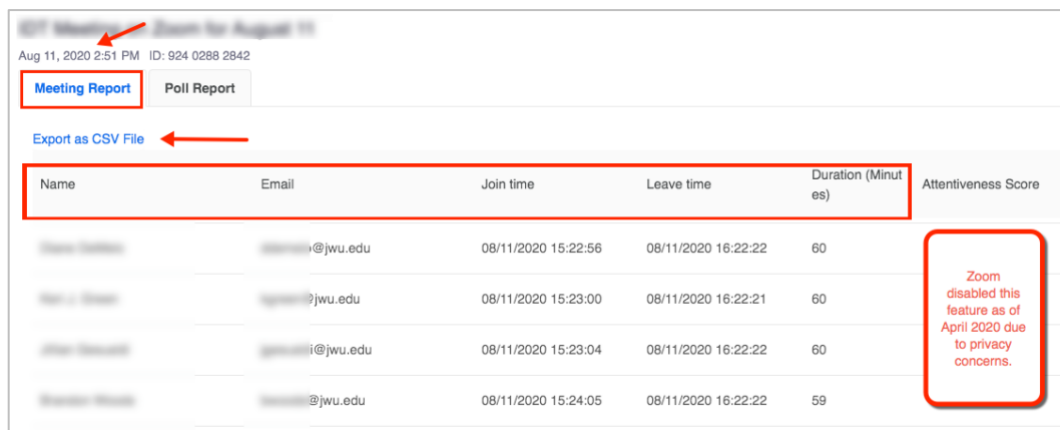
2. Click on **Previous Meetings**.



3. Locate the class meeting date you want to access a report for and click **Report**.

Start Time	Topic	Meeting ID	
Tue, Aug 11 3:00 PM	IT Meeting on Zoom for August 11	924 0288 2842	<a href="#">Report</a>

4. Click on the **Meeting Report** tab to view **attendance** for the meeting. The session details include the **Name/role, Email, Join time, Leave time, and Duration** (in Minutes). The **Attentiveness Score** is blank as Zoom disabled this feature as of April 2020 due to privacy concerns. Reports can be exported as CSV files.



Meeting Report for August 11  
 Aug 11, 2020 2:51 PM ID: 924 0288 2842

**Meeting Report** | Poll Report

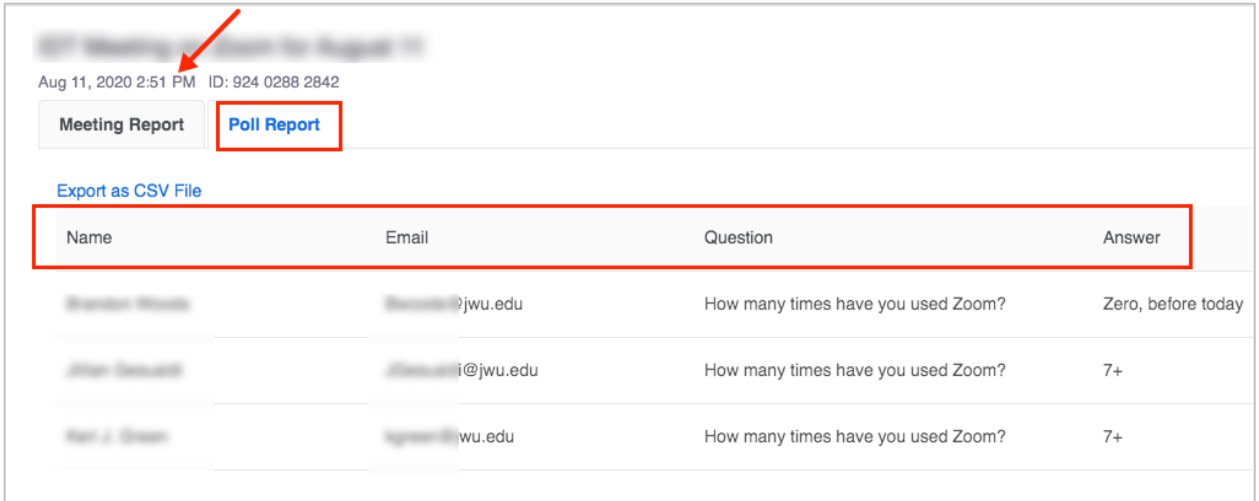
[Export as CSV File](#)

Name	Email	Join time	Leave time	Duration (Minutes)	Attentiveness Score
John Smith	john.smith@jwu.edu	08/11/2020 15:22:56	08/11/2020 16:22:22	60	
Jane Doe	jane.doe@jwu.edu	08/11/2020 15:23:00	08/11/2020 16:22:21	60	
John Smith	john.smith@jwu.edu	08/11/2020 15:23:04	08/11/2020 16:22:22	60	
Jane Doe	jane.doe@jwu.edu	08/11/2020 15:24:05	08/11/2020 16:22:22	59	

Zoom disabled this feature as of April 2020 due to privacy concerns.

## ZOOM: VIEW REPORTS

- To view polling reports, click on the **Poll Report** tab. You can view details such as Name/role, Email, Question and Answer. Reports can be exported as CSV files.



Meeting Report **Poll Report**

Export as CSV File

Name	Email	Question	Answer
Brandon Woods	brwoods@jwu.edu	How many times have you used Zoom?	Zero, before today
John Daniels	jdaniels@jwu.edu	How many times have you used Zoom?	7+
Ken J. Green	kgreen@jwu.edu	How many times have you used Zoom?	7+