

This document outlines how to check and export the attendance of a Zoom meeting.

Zoom Attendance

To check and export the attendance of a Zoom meeting, follow the steps outlined.

Checking Attendance

1. To access Zoom, login to Tech Express using your Username (TN Tech email without @tntech.edu) and Password.

IDme				
Username (Username only - no @thtech.edu) Password New Student? Log in to Tech	Express for the first time	TECH		
New Employee? Follow thes	e instructions			
	Login			
	Forgot Passwo	ord		
Need help? We have videos	for logging in to TechExpress	and resetting your password.		
We also have a <u>self-helo guide</u> .				
This system may contain Government, University or Stud contained herein or in transit to/horn this system constitut and Civil penaltice pursuant to Title 20, United States Co	ent information, which is restricted to authorized users ONLY. Is a violation of state and federal laws including, but not limit is, Sections 7213(s), 7213A (the Taxpayer Browking Protection	Unsuthorized access, use, misuse, or modification of this computer system or of the data to Title 16, United States Code, Section 1030, and may subject the individual to Criminal on Act), and 7431.		
This system and equipment are subject to monitoring. Su user. If monitoring reveals possible evidence of misuse or	di monitoring may result in the acquisition, recording and and criminal activity, such evidence may be provided to appropri-	alysis of all data being communicated, transmitted, processed or stored in this system by a ate officials including but not limited to law enforcement personnel.		
ANYONE USING THIS SYSTEM EXPRESSLY CONSEN system.	TS TO SUCH MONITORING and HAS NO EXPECTATION O	IF PRIVACY for any activity, access, use or information stored or communicated via this		

2. Click on the **Zoom icon** in the *QuickLinks* toolbar.



a. If the Zoom icon is not in your QuickLinks toolbar, click on the **gear icon** in the top right corner.



b. Click and drag the **Zoom** icon from the dropdown to the *QuickLinks* toolbar above and release it.



3. Once on Zoom, click on **Reports** in the left hand menu.

Profile	Meetings	Get Training
Meetings	Upcoming Previous Personal Room Meeting Templates	
Webinars		
Recordings	Start lime to End lime	Schedule a Meeting
Settings		
Account Profile		
Reports	The user does not have any upcoming meetings. To schedule a new meeting click Schedule a Meeting.	
lick on Usage .		
Profile	Usage Reports	Documer

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Profile	Usage Reports		Document
Meetings			
Webinars	Usage	View meetings, participants and meeting minutes within a specified time range.	
Recordings			
Settings	Meeting	View registration reports and poll reports for meetings.	
Account Profile			
Reports			

5. Go the meeting you want to see the attendance for and click on the **number** in the *Participants* column.



6. A list of the participants will appear.

Meeting Partici	pants				
Export with meeting data	ta				Export
Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)	Guest
		01/20/2021	01/20/2021	1	N IS
		10:02:18 AM	10:07:49 AM	6	NO
		01/20/2021	01/20/2021		No.
		10:07:08 AM	10:07:42 AM	1	Yes

Export Attendance

- 1. Follow the steps to Check Attendance.
- 2. Once on the *Meeting Participants* page, click **Export**.

leeting Partici	pants				_
) Export with meeting da	ta				Expor
Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)	Guest
		01/20/2021	01/20/2021	2	Nie
		10:02:18 AM	10:07:49 AM	6	NO
		01/20/2021	01/20/2021	4	Vec
		10.07.09 AM	10.07.42 AM	1	Yes

a. There are optional export settings under the *Meeting Participants* header.