

Zoom attendance report

After hosting a Zoom lecture / meeting, you can view a report that displays who has attended the lecture / meeting including details of how long they have been logged in during the session.

Note that:

- For accurate reporting, students need to [sign into Zoom with their UM IT Account](#) before joining the lecture / meeting.
- Attendance reports are available approximately 15 minutes after the lecture / meeting has ended.

To view the report:

1. Access the VLE area where you have set the Zoom session.
2. Click to access the *Zoom meetings manager* activity, e.g. *Zoom P-R & remote lectures*.
All scheduled meetings, including past meetings, are listed within the *Zoom meetings manager*.
3. Click the **Previous Meetings** tab to access past recordings.

Start Time	Topic	Meeting ID		
Today 8:00 AM	ABC1234 - Tuesday lectures at 08:00	967 7376 7039	Report	Delete

4. Click the **Report** link adjacent to the required meeting.
The **Meeting Report** will be displayed.

Zoom P-R & remote lectures

My Meetings > Report

Tuesday lectures at 08:00
Oct 5, 2021 7:58 AM 967 7376 7039

[Meeting Report](#) [Poll Report](#)

[Export as CSV file](#)

Name	Email	Join Time	Leave Time	Duration (Minutes)
Dummy Tutor	dummy.tutor@um.edu.mt	10/05/2021 07:58:39	10/05/2021 09:33:39	95
Dummy Student	dstu0001@um.edu.mt	10/05/2021 08:00:04	10/05/2021 09:19:37	80
Dummy Student 2	dstu0001+2@um.edu.mt	10/05/2021 08:25:36	10/05/2021 08:42:27	18

5. Click the **Export as CSV file link** to download the report in a CSV format. You can open the report in programs such as MS Excel.

Note:

- The participants' email addresses will only be displayed if they joined the meeting using their UM IT Account.
- Other [Zoom guides](#) are available.