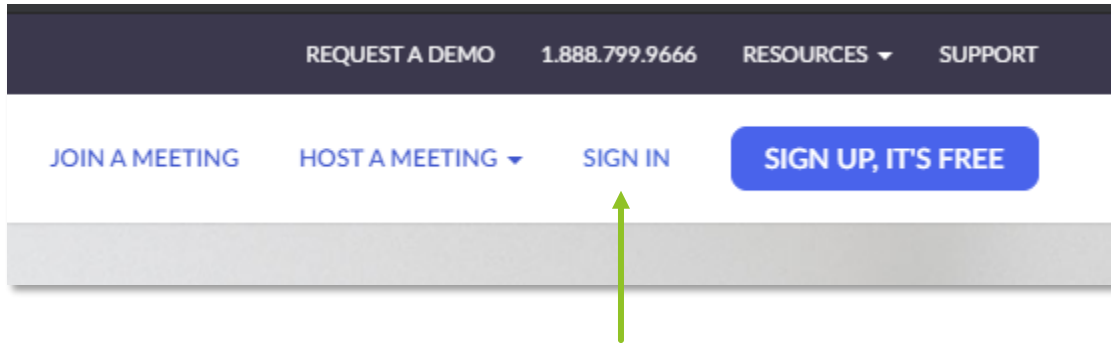
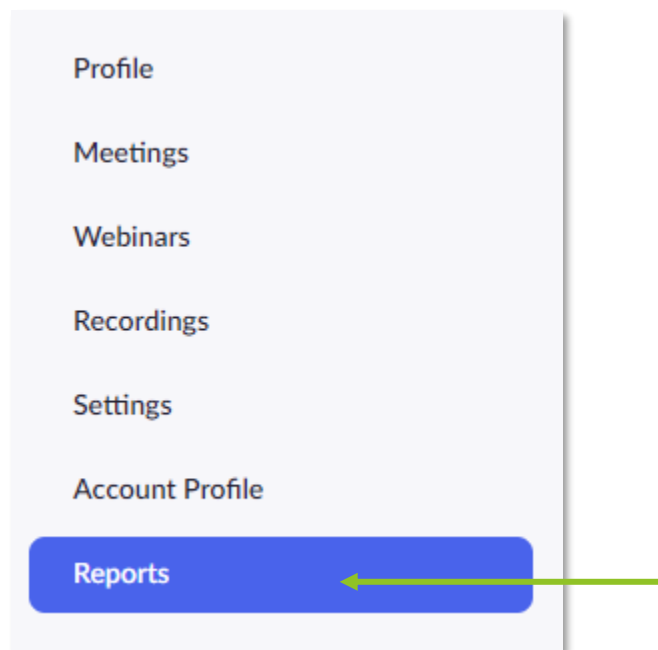


## Viewing Reports in Zoom

1. Go to [leeuiversity.zoom.us](https://leeuiversity.zoom.us) and click **sign in**. (NB: if you do not see a “sign in” option, look for **My Account**, as you may already be logged in)



2. Click the **Reports** tab in the left-hand menu



3. Select **Usage** to view the reports

## Usage Reports

Usage

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

Meeting

View registration reports and poll reports for meetings.

4. In **Usage Reports**, you can set the **time** to display only reports from a certain day or time period. Once you have found the specific session you want to view, click on the **participants** number (far right column) to view additional information.

Reports > Usage Reports > Usage

From: 03/23/2020 To: 03/24/2020 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   | Has Zoom Rooms? | Creation Time          | Start Time             | End Time               | Duration (Minutes) | Participants |
|-------------------------------|-------------|-----------------|----------------------------|------------|---------|-----------------|------------------------|------------------------|------------------------|--------------------|--------------|
| Zoom Tips and Q&A             | 684-475-974 | Bethany Sargent | bsargent@leeuniversity.edu |            | General | No              | 03/20/2020 02:51:51 PM | 03/23/2020 08:55:04 AM | 03/23/2020 10:04:08 AM | 70                 | 17           |
| Managing the Large Classroom  | 729-564-478 | Bethany Sargent | bsargent@leeuniversity.edu |            | General | No              | 03/20/2020 02:52:49 PM | 03/23/2020 11:58:35 AM | 03/23/2020 12:56:08 PM | 58                 | 33           |
| Zoom Tips and Q&A (Afterno... | 313-724-102 | Bethany Sargent | bsargent@leeuniversity.edu |            | General | No              | 03/20/2020 02:53:22 PM | 03/23/2020 02:00:03 PM | 03/23/2020 02:37:12 PM | 38                 | 5            |
| Zoom Q&A                      | 625-183-539 | Bethany Sargent | bsargent@leeuniversity.edu |            | General | No              | 03/23/2020 02:54:29 PM | 03/24/2020 09:11:49 AM | 03/24/2020 10:06:45 AM | 55                 | 3            |

5. The participants report lets you see when each participant joined the meeting, how long they remained in the meeting (NB: if “show unique users” is checked it will only show participants and the total time they spent in the meeting. If this is unchecked, it will show the entrance and exit of each participant, if they left and returned to the meeting.)

## Meeting Participants

Export with meeting data

Export

Show unique users

| Name (Original Name) | User Email                   | Join Time                 | Leave Time                | Duration (Minutes) | Attentiveness Score |
|----------------------|------------------------------|---------------------------|---------------------------|--------------------|---------------------|
| Bethany Sargent      | bsargent@leeuniversity.edu   | 03/23/2020<br>08:55:04 AM | 03/23/2020<br>10:04:07 AM | 70                 | 88.49%              |
| Bob Bayles           | bbayles@leeuniversity.edu    | 03/23/2020<br>08:57:15 AM | 03/23/2020<br>09:05:21 AM | 9                  | 100.0%              |
| Delia Price          | dprice@leeuniversity.edu     | 03/23/2020<br>08:58:32 AM | 03/23/2020<br>09:48:46 AM | 51                 | 58.59%              |
| dan lawson           |                              | 03/23/2020<br>08:59:36 AM | 03/23/2020<br>09:46:08 AM | 47                 | 100.0%              |
| Jean Eledge          | jeledge@leeuniversity.edu    | 03/23/2020<br>08:59:44 AM | 03/23/2020<br>09:46:03 AM | 47                 | 71.61%              |
| Donna Summerlin      | dsummerlin@leeuniversity.... | 03/23/2020<br>08:59:50 AM | 03/23/2020<br>09:36:45 AM | 37                 | 62.89%              |
| James Warrick        | jwarrick@leeuniversity.edu   | 03/23/2020<br>08:59:53 AM | 03/23/2020<br>09:03:42 AM | 4                  | 100.0%              |

### Attention Score:

Zoom usage reports also includes an “attentiveness score”. Information on this score is difficult to come by. There is some information here: <https://blog.zoom.us/wordpress/2018/01/26/zoom-tips-for-educators-attendee-attention-tracking/> Current understanding appears to be that Zoom knows when it is not the window in focus on participants’ devices and drops an attention score if they are not “focusing” (example: I read some emails while hosting, so my score dropped to 88.49%). Officially from Zoom, this is only applicable when “share screen” is being utilized. However, I have found it appears on all sessions I have run, whether or not I shared a screen. Please use your best judgement when utilizing this as a metric for students.