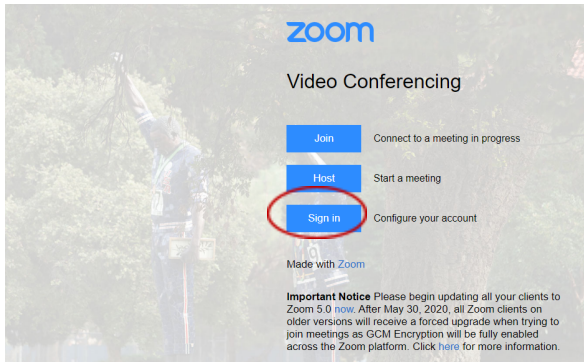



2021 Summer Virtual Orientation

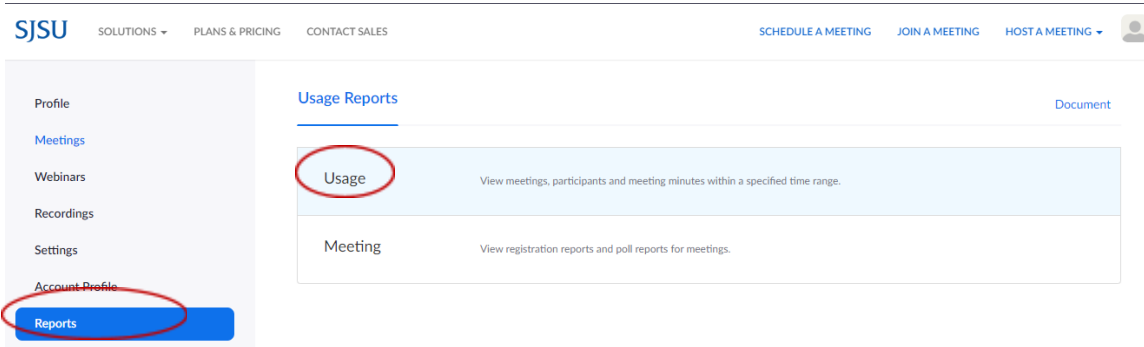
Instructions for Downloading Zoom Attendance Reports

Please follow the steps below to view, download and save your Zoom attendance reports after each virtual orientation session. Reports should be uploaded to the Google shared folder [by 4:00PM](#) on **day ONE** of each session.

Step 1: Sign in to your [Zoom](#) web portal.

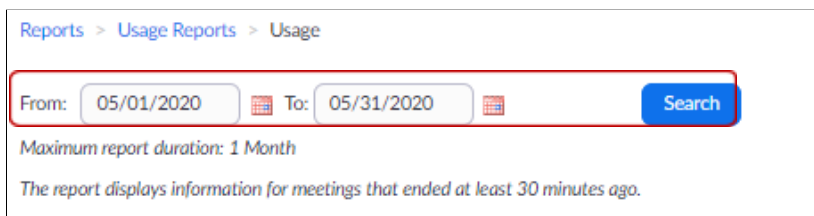


Step 2: Select **Reports**  Under the Usage Reports tab, click **Usage**.



Step 3: To generate a list of previous meetings, you can **search by date range**.

Note: The report displays information for meetings that ended at least 30 minutes prior to your search.



Step 4: Under the **Participants** column, click on the **#** for the session you want to view a report.

Topic	Meeting ID	User Name	User Email	Department	Group	Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)	Participants	Source
Review NSFP Budget	944 553 356	Maribel Flores	maribel.flores@sjsu.edu	New Student & Family Programs	Employees	No	04/06/2020 03:16:38 PM	05/01/2020 09:30:37 AM	05/01/2020 10:38:19 AM	68	2	Zoom
Rigo/Maribel 1:1 Meeting	713 667 495	Maribel Flores	maribel.flores@sjsu.edu	New Student & Family Programs	Employees	No	04/06/2020 03:32:47 PM	05/06/2020 09:03:51 AM	05/06/2020 09:44:36 AM	43	2	Zoom
NSFP Staff Meeting	448 372 253	Maribel Flores	maribel.flores@sjsu.edu	New Student & Family Programs	Employees	No	04/08/2020 10:46:06 AM	05/06/2020 12:57:38 PM	05/06/2020 02:01:43 PM	65	4	Zoom

Step 5: IMPORTANT: Check the **Export with meeting data** box, and click **Export** to download the **Excel report**.

Meeting Participants

Export with meeting data **Export**

Meeting ID : 448 372 253 Topic : NSFP Staff Meeting User Email : maribel.flores@sjsu.edu
Duration (Minutes) : 65 Start Time : 05/06/2020 12:57:38 PM End Time : 05/06/2020 02:01:43 PM
Participants : 4

Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)
Maribel Flores	maribel.flores@sjsu.edu	05/06/2020 12:57:38 PM	05/06/2020 02:01:43 PM	65
Deanna Sisneros	deanna.sisneros@sjsu.edu	05/06/2020 01:00:59 PM	05/06/2020 02:01:44 PM	61
Rigoberto Flores	rigoberto.flores@sjsu.edu	05/06/2020 01:01:02 PM	05/06/2020 02:01:44 PM	61
Gregory Wolcott	gregory.wolcott@sjsu.edu	05/06/2020 01:12:52 PM	05/06/2020 02:01:43 PM	49

Step 6: AFTER each virtual orientation session, please download and save your **Zoom Registration Attendance (Usage) Excel Report** in the Google shared drive. You can find the folder here:

Orientation Leader Folder [?](#) **Virtual Orientation Summer 2021** [?](#) *Attendance* [?](#) *Select the session folder & save your report!*

Frosh Session 1 Maribel Flores (EXAMPLE) - Excel

Meeting ID	Topic	Start Time	End Time	User Email	Duration (Minutes)	Participants
448372253	NSFP Staff Meeting	5/6/2020 12:57	5/6/2020 14:01	maribel.flores@sjsu.edu	65	4

Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)
Maribel Flores	maribel.flores@sjsu.edu	5/6/2020 12:57	5/6/2020 14:01	65
Deanna Sisneros	deanna.sisneros@sjsu.edu	5/6/2020 13:00	5/6/2020 14:01	61
Rigoberto Flores	rigoberto.flores@sjsu.edu	5/6/2020 13:01	5/6/2020 14:01	61
Gregory Wolcott	gregory.wolcott@sjsu.edu	5/6/2020 13:12	5/6/2020 14:01	49

Step 7: Name your excel reports by **Session & OL Name**. Below are examples:

- Frosh Session 1 Danielle Camegla

- Transfer Session 2 Danielle Camegla

Please remember that *reports should be uploaded to the Google shared folder [by 4:00PM](#) on **day ONE** of each session.*