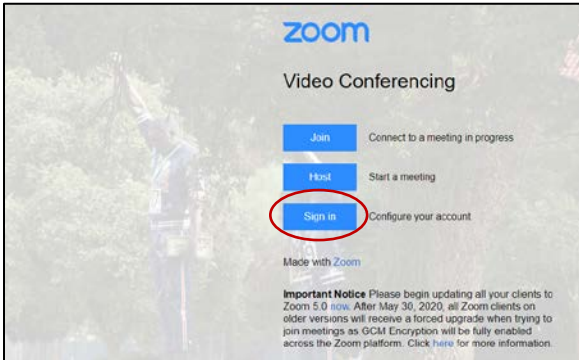


2020 Summer Virtual Orientation

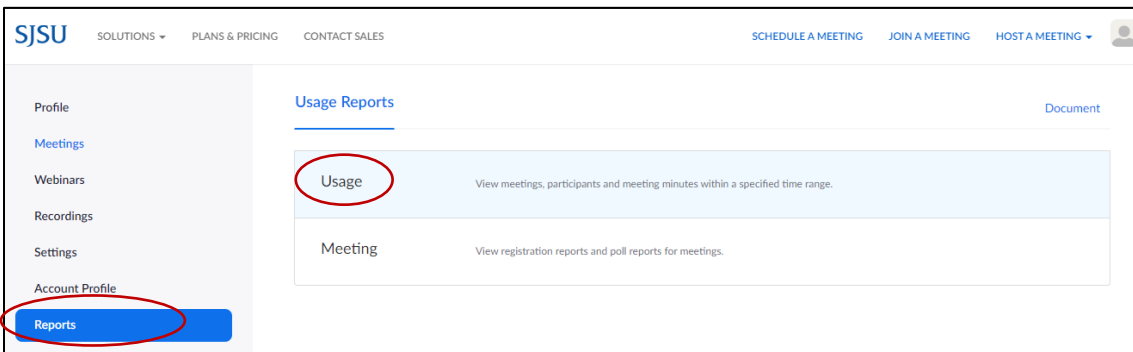
Instructions for Downloading Zoom Attendance Reports

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.

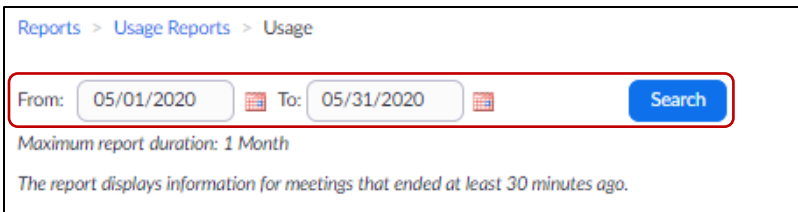


Step 2: Select **Reports** → Under the Usage Reports tab, click **Usage**.



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

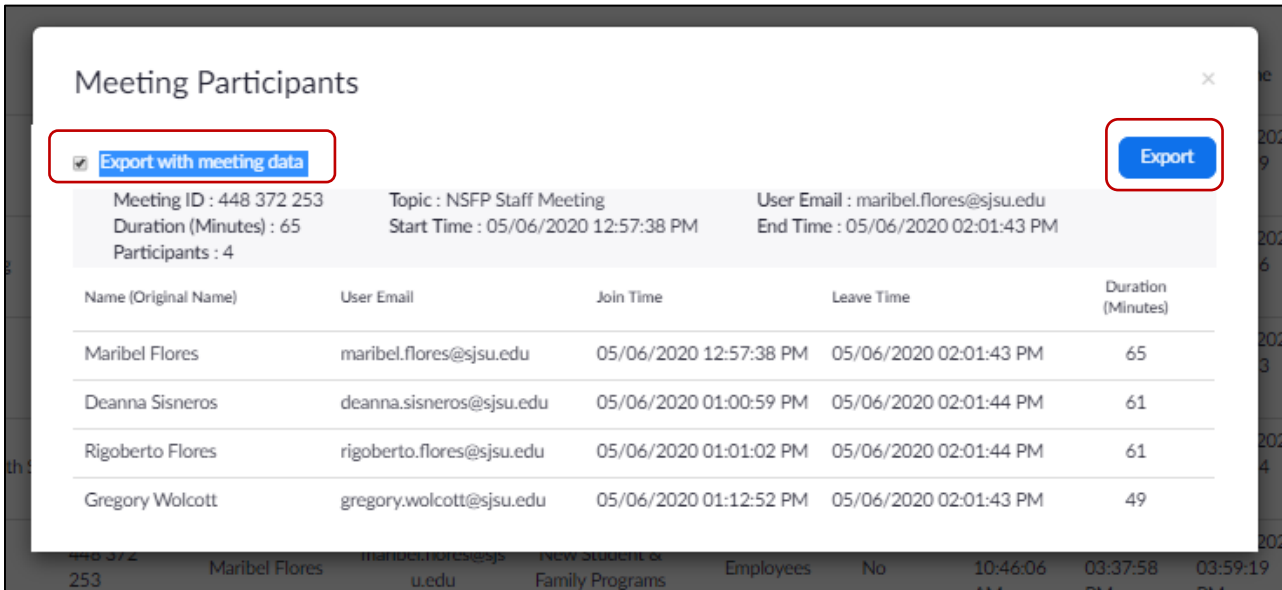
Note: The report displays information for meetings that ended at least 30 minutes prior to your search.



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

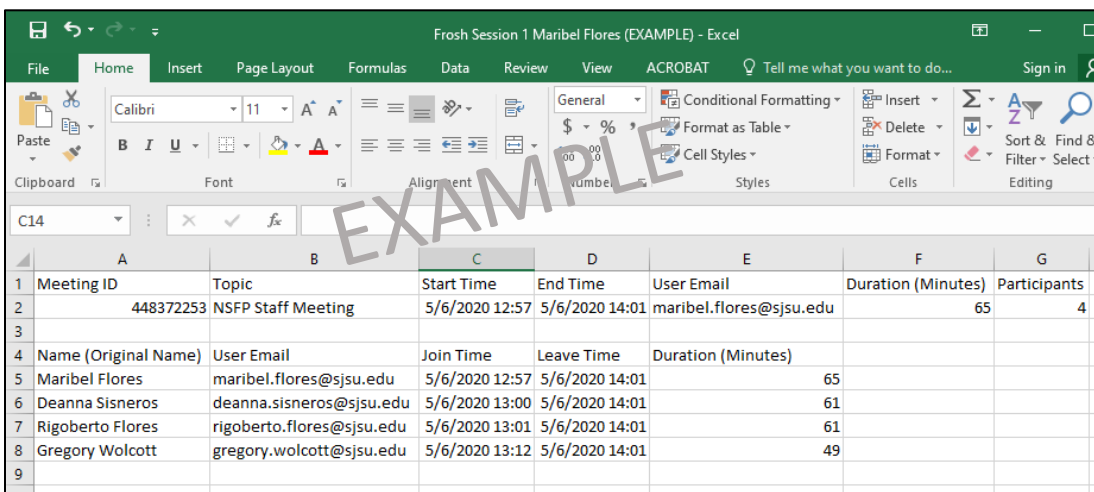
Topic	Meeting ID	User Name	User Email	Department	Group	Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)	Participants	Source
Review NSFP Budget	944 553 356	Maribel Flores	maribel.flores@sjsu.edu	New Student & Family Programs	Employees	No	04/06/2020 03:16:38 PM	05/01/2020 09:30:37 AM	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	41	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**.



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:

2020 Orientation Leader Folder → Student Attendance → Select the session folder & save your report!



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

- Frosh Session 1 May Ly
- Transfer Session 2 May Ly

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