How do I review a Zoom attendance report?

Log into Loyola's Zoom Site

Navigate to luc.zoom.us

Sign In

SELECT REPORTS

Profile

Meetings

Webinars

Recordings

Settings

Account Profile

Reports

WELCOME TO ZOOM
LOYOLA'S VIDEO AND WEB CONFERENCING SERVICE

Zoom allows for robust audio, video, file and screen sharing, collaborative editing, breakout rooms, and meeting recordings. The conferencing service is recommended for administrative and large group meetings hosted in conference rooms with a capacity of 10 or more participants.

GET READY

• Get the right equipment for your Zoom meeting.

• Add the Zoom Client for Meetings download to your computer. The web browser plug-in will download automatically when you start or join your first Zoom meeting.

• Add the Zoom Plug-in for Microsoft Outlook. The Zoom Plug-in for Outlook installs a button on the Microsoft Outlook toolbar to enable you to start or schedule a meeting with one click.

• Add the Zoom Mobile App to your device. Start, join, and schedule meetings; send group text, images, and push-to-talk messages on mobile devices.

• Learn more about using Zoom for online classes (for instructors).

• Test your audio and video settings.

• Test your computer prior to joining a meeting.

Select SIGN IN and log in using your Loyola username (UVID) and password.

Select Reports
From the left hand menu bar, select **Reports**

**Select Usage**

**Usage**

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

**Meeting**

View registration reports and poll reports for meetings.

Select **Usage** to view a list of participants from past meetings.

**Adjust search date**

![Usage Reports](image)

Select the **From** or **To** date to adjust the dates in which the meeting occurred. Then select **Search** to re-run the report.
Select the **number** displayed in the Participants column to view the list of participants.

Note, participant names will display the same way that they did during the live meeting. If the names need to appear in a certain format (i.e. username or First and Last name), then users will need to be instructed to enter the meeting with that name.