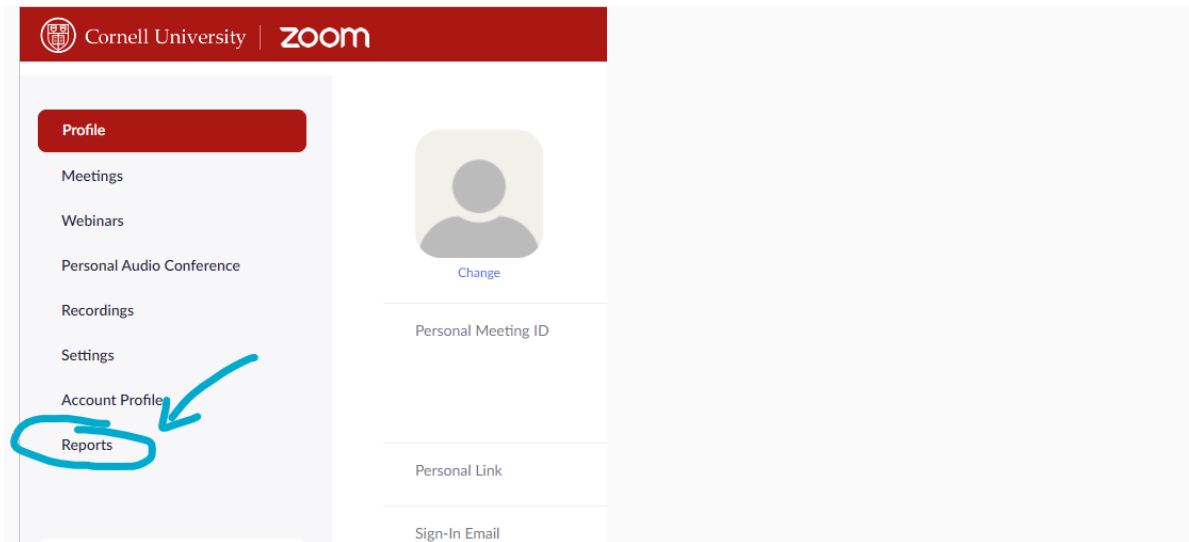
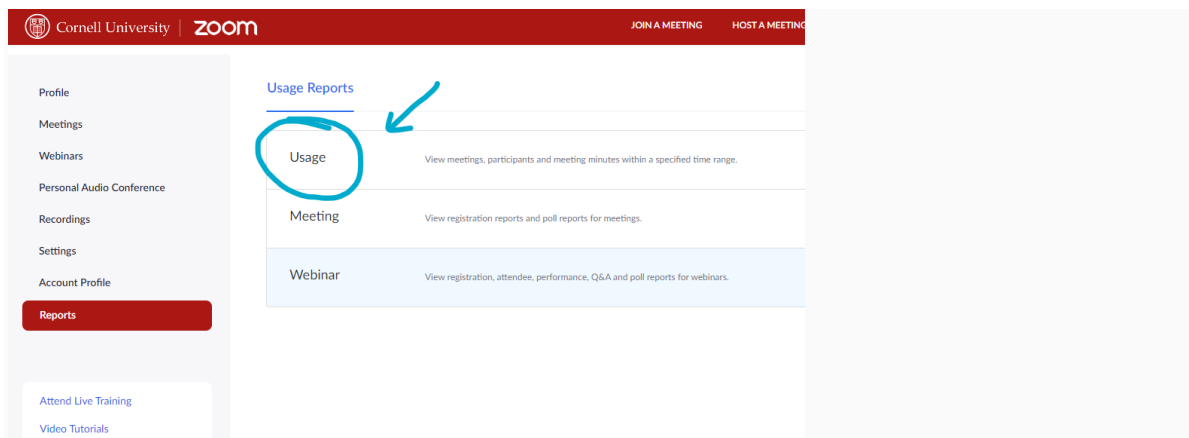


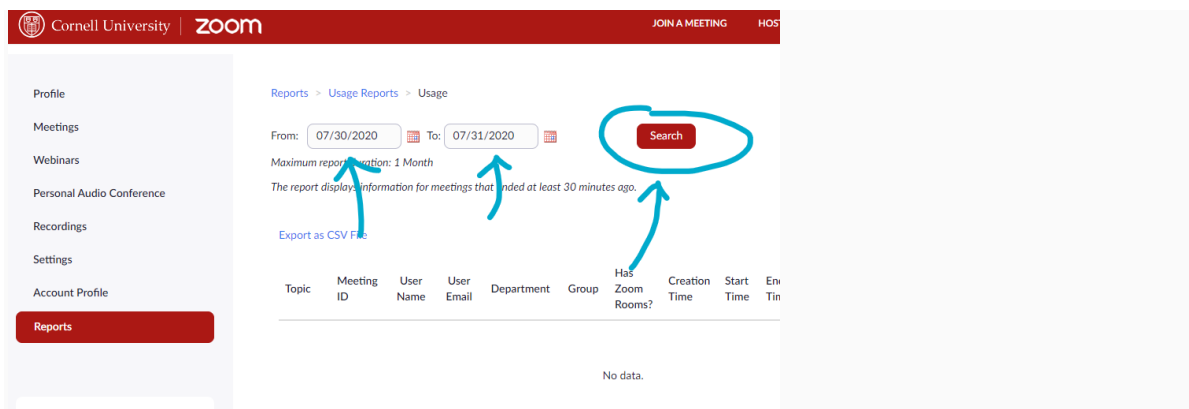
1. Sign in to the Zoom web portal. <https://cornell.zoom.us/>
2. Select **Reports**.



3. Click Usage to view student's minutes/attendance.



4. Select a date range and click search. *Maximum report duration: 1 Month*



5. Click on the number in the Participants column.

Zoom Usage Reports interface showing a table of meeting data. The 'Participants' column for the meeting 'Ryan Schmohe's Zoom Meeting' is circled in blue, with an arrow pointing to it.

Topic	Meeting ID	User Name	User Email	Department	Group	Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)	Participants	Source
Ryan Schmohe's Zoom Meeting	988 6775 5836	Ryan Schmohe	rsc336@cornell.edu	Cornell Law School	Premium Audio	No	07/22/2020 01:44:40 PM	07/22/2020 01:48:40 PM	07/22/2020 02:13:34 PM	25	2	Zoom

6. Check Export with meeting data and then click Export.

Meeting Participants dialog box. The 'Export with meeting data' checkbox is checked and circled in blue. The 'Export' button is also circled in blue.

Meeting ID : 988 6775 5836 Topic : Ryan Schmohe's Zoom Meeting User Email : rcs336@cornell.edu
Duration (Minutes) : 25 Start Time : 07/22/2020 01:48:40 PM End Time : 07/22/2020 02:13:34 PM
Participants : 2

Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)
Ryan Schmohe	rsc336@cornell.edu	07/22/2020 01:48:40 PM	07/22/2020 02:13:34 PM	25
Chenay Weyble	cbw75@cornell.edu	07/22/2020 01:49:05 PM	07/22/2020 02:13:33 PM	25