Generating Zoom Reports
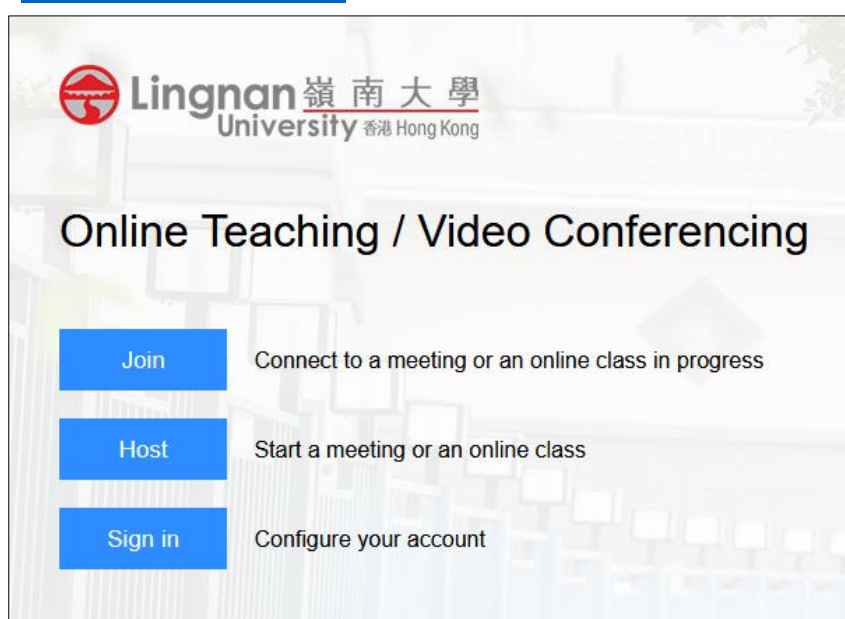
Login to Zoom

Access to the following link and click "Sign in", login with your Lingnan username and password:

https://lingnan.zoom.us/

Click "Reports" menu
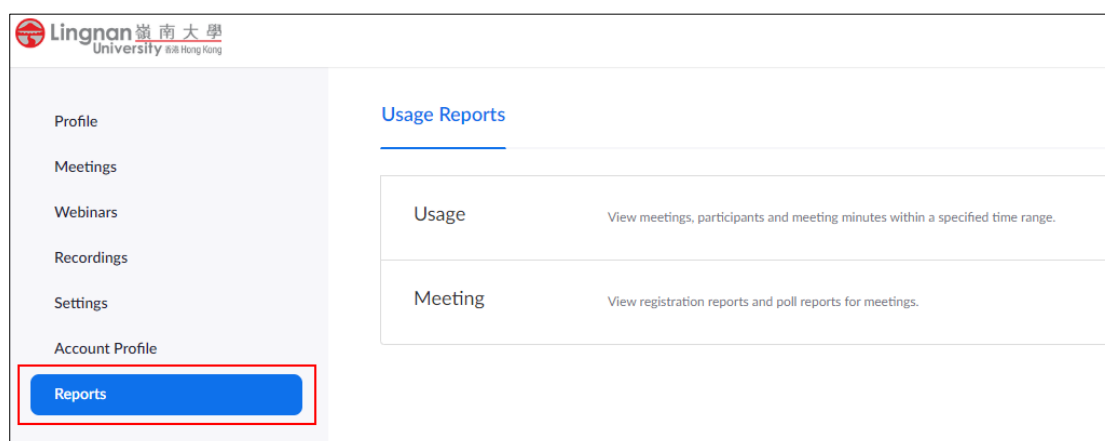
You can generate reports on Usage or Meeting details

Usage Report
- The usage report allows you to generate a list of meetings with number of participants and duration of the meeting you have hosted.

Meeting Report
- If your meeting has enabled registration or polling, you can generate a registration or polling report for further analysis.

Reports can be generated from the data within last 12 months, with a maximum search range of one month for each report. In case if more than one month's data is needed, you need to do it month by month. For example, one report for 1 – 31 Jan, another report for 1 – 29 Feb.

Usage Report
1. Select the date range of the report
2. Click "Search"

3. Export the list by clicking "Export as CSV File"

From:	02/09/2020	📅	To:	02/10/2020	📅		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

4. To view the details of Participants, click "Participants" column of that meeting

ne	Duration (Minutes)	Participants	Source
2020 ·0	1	2	Zoom
2020 ·7	4	2	Zoom

5. In the Participant Report, the details of participants, including name, email address, join time and leave time will be displayed

	Meeting	User	User Email	Department	Group	Has Zoom	Creation	Start Time	End Time	Duration

Meeting Participants   ×

☐ Export with meeting data   **Export**
☐ Show unique users

Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)	Attentiveness Score
ITSC	@ln.edu.hk	02/07/2020 11:59:06 AM	02/07/2020 11:59:49 AM	1	100.0%
	@ln.edu.hk	02/07/2020 11:59:42 AM	02/07/2020 11:59:49 AM	1	100.0%

6. Click "Export" button to export the report to a CSV file

7. In order to obtain the full name and email address of participants in your reports, you need to enable "Only authenticated users can join" in your "Meeting Options" when scheduling your meeting. You may refer to section "How to schedule meetings or online classes?" in the user guide "Using Zoom for a Meeting and an Online Class" for further details.

itsc.
Information Technology Services Centre

Meeting Reports

In this menu, you can generate "Registration Report" or "Poll Report" for your meetings.

1. Select the "Report Type", enter the date range and click "Search"

Report Type	◉ Registration Report ○ Poll Report
Search by time range ▾	From: 02/01/2020 📅 To: 02/10/2020 📅 **Search**
	Maximum report duration: 1 Month

2. Click the "Generate" button besides the meeting ID to generate the report

☐	Scheduled Time	Topic	Meeting ID	
☐	02/10/2020 09:15:00 AM	Communication & SMC Meeting	277-	Generate

3. Once the report is generated, click "Download" button to download your report

Report Type	Scheduled Time	Start Time	Topic	Meeting ID	Generate Time	
Poll Report	Feb 10, 2020 09:15:00 AM	Feb 10, 2020 08:51:28 AM	Communication & SMC Meeting	277-	Feb 10, 2020 11:59:58 AM	Download

4. Sample Reports

Registration Report – Lists registration status and user details of a particular meeting

	A	B	C	D	E
1	First Name	Last Name	Email	Registration Time	Approval Status
2	Tai Man	Chan	taimanchan@ln.hk	6/2/2020 22:00	approved
3	ITSC	Lingnan	itsc@ln.edu.hk	7/2/2020 4:18	approved
4					

Poll Report – Lists the answers of poll(s) in your meeting

	A	B	C	D	E	F
1	#	User Name	User Email	Submitted Date/Time		
2	1	ITSC		Feb 10, 2020 12:17:48	Is this feature useful?	Yes