# **Zoom: How to download participant reports**

1. [Sign into your Zoom account](https://drive.google.com/file/d/19-2sowshpZAsX5IxaTYaGiR9MVozxHFG/view).
2. [Setting up your Zoom profile](https://drive.google.com/file/d/1W-hGWjAh9rRtlkPvcQSNHpU7kzS6oDJk/view).
3. [Recommended settings for your Zoom profile](https://drive.google.com/file/d/1AtEwTtuTjpBcGgCUweHX-3iKHZLUK6Jm/view).

You can also view these [guidance notes via screencasts](https://sites.google.com/my.shu.ac.uk/hwb-tel-how-to-zoom/setting-up-your-zoom-account?authuser=0).

Participant reports provide you with a means to record who attended your teaching, learning and development sessions. To do this, click on your Zoom profile.

1. Left-hand side bar you will see a list of options.



1. Select Reports.
2. Here you will see two menu choices.



1. Select ‘Usage’.
2. Use the calendar function to locate the list of meetings and associated information on the relevant date/month required.



1. You will be presented with a list of toggle columns.



1. Under the column ‘Participants’ you will see a number. This indicates how many people were engaged in that Zoom meeting.
2. Click on the participant number. It will open a new view that lists the meeting participants along with their join time, leave time and how long they stayed in that meeting.



1. Click the ‘export with meeting data’ box if you want all data for that meeting.
2. Click the ‘export’ box to download participant data.
3. At the left-hand foot of the window, you will see the excel file, ready to open.



1. Click ‘open file’ to download the csv file.
2. Save as: under meeting name/date and format as an excel spreadsheet.
3. Send your document to your colleagues/team who record learning, teaching and development sessions for statistical data input.