

ACCESSING ZOOM REPORTS

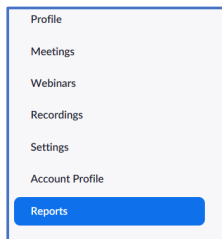
NUIT AV & Digital Media Services



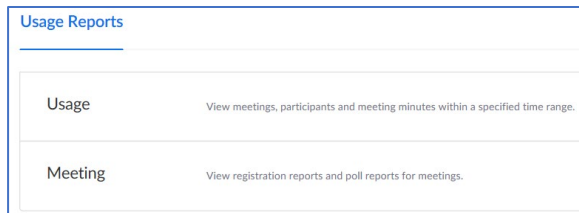
Zoom can provide reports on meeting statistics, registration details and poll results. Reports can be retrieved for the last 12 months, with a search range of up to one month at a time.

Accessing reports in Zoom

1. Log into your Zoom profile at <http://newcastleuniversity.zoom.us>
2. From within your **Personal Profile** select **Reports** from the left panel



3. Select which type of report you wish to view



Meeting and Participant reports

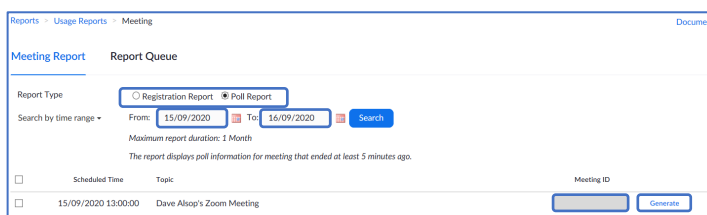
For meeting and participant information click **Usage**, select the date range (maximum 1 month) and then click **Search**, and all meetings within that period will be displayed.

Topic	Meeting ID	User Name	User Email	Department	Group	Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)	Participants	Source
ReCap Ops		Dave Alsop	david.alsop@newcastle.ac.uk	NUIT	NUIT AV	No	18/08/2020 11:00:44	10/09/2020 09:29:40	10/09/2020 09:51:28	22	7	Zoom
DMS weekly meeting		Dave Alsop	david.alsop@newcastle.ac.uk	NUIT	NUIT AV	No	27/04/2020 09:22:52	10/09/2020 11:01:35	10/09/2020 12:00:34	59	3	Zoom
ReCap ops catchup		Dave Alsop	david.alsop@newcastle.ac.uk	NUIT	NUIT AV	No	10/09/2020 09:52:02	10/09/2020 14:56:26	10/09/2020 15:46:07	50	6	Zoom

From here you can select 'Toggle Columns' (to select which columns are displayed), find information out on who connected to your meeting and export the data as a CSV file.

Registration and Poll reports

For Registration or Poll reports click **Meeting**, select your date range (maximum 1 month), the type of report (Registration or Poll) and then click **Search**.



From here you can click **Generate** to create the report.