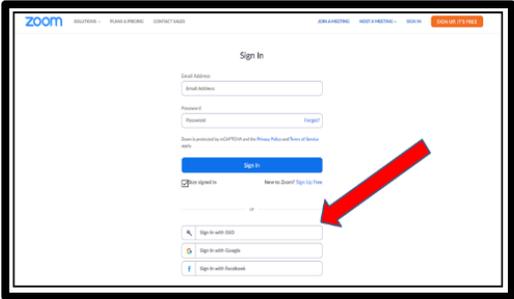
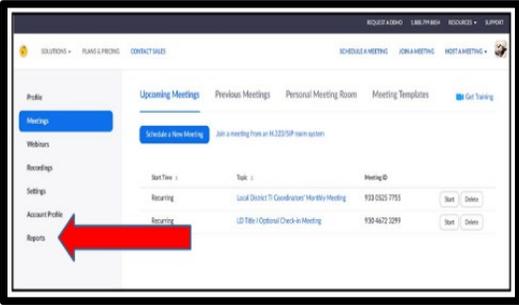
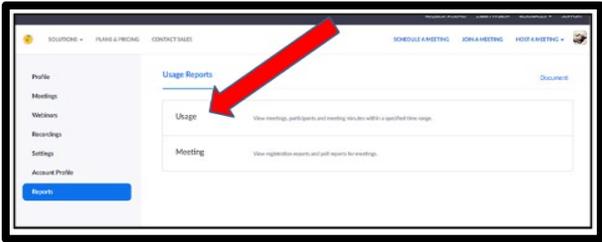
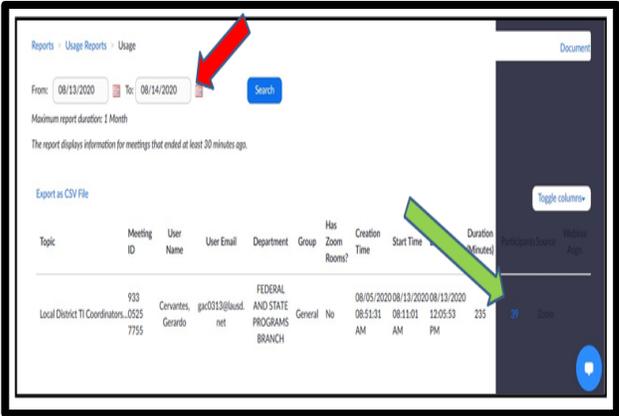
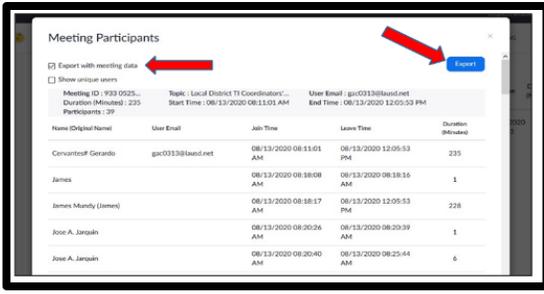
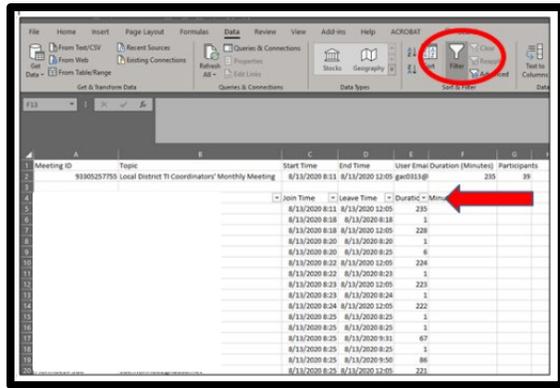


This short guide explains the steps for a Zoom Host to be able to generate a Usage Report as a sign-in sheet for documentation purposes. Please note that only a Host can obtain this Usage Report, not co-hosts or participants.

Step	Action	Screenshot																							
1	Login to Zoom from <a href="https://lausd.zoom.us/">https://lausd.zoom.us/</a>  Use your Single Sign-on.																								
2	On the far left side, choose <b>REPORTS</b> .																								
3	Click on <b>Usage</b> .																								
4	(Multiple Steps)  <b>Red arrow</b> <ul style="list-style-type: none"> <li>Select the date range of the meeting and click <b>Search</b>.</li> </ul> <b>Green arrow</b> <ul style="list-style-type: none"> <li>To get the Usage Report, click on the far-right <b>blue</b> number associated with participants.</li> </ul>	 <table border="1" data-bbox="889 1646 1349 1766"> <thead> <tr> <th>Topic</th> <th>Meeting ID</th> <th>User Name</th> <th>User Email</th> <th>Department</th> <th>Group</th> <th>Has Zoom Rooms?</th> <th>Creation Time</th> <th>Start Time</th> <th>Duration (Minutes)</th> <th>Participants</th> </tr> </thead> <tbody> <tr> <td>Local District TI Coordinators...</td> <td>933 7755</td> <td>Cervantes Gerardo</td> <td>gac0313@lausd.net</td> <td>FEDERAL AND STATE PROGRAMS BRANCH</td> <td>General</td> <td>No</td> <td>08/05/2020 08:13:20</td> <td>08/13/2020 08:11:01 AM</td> <td>12:05:53 PM</td> <td>225</td> <td>71</td> </tr> </tbody> </table>	Topic	Meeting ID	User Name	User Email	Department	Group	Has Zoom Rooms?	Creation Time	Start Time	Duration (Minutes)	Participants	Local District TI Coordinators...	933 7755	Cervantes Gerardo	gac0313@lausd.net	FEDERAL AND STATE PROGRAMS BRANCH	General	No	08/05/2020 08:13:20	08/13/2020 08:11:01 AM	12:05:53 PM	225	71
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Step	Action	Screenshot
5	<p>Choose the <b>Export With Meeting Data</b> box.</p> <p>Click the blue <b>EXPORT</b> button.</p>	
6	<p>Open the file. (<i>Add filters to help you find discrepancies</i>). Remember that if participants lost connection during the Zoom meeting and re-entered, they will appear several times in your Excel report.</p>	
7	<p>Do not just click Save. The file is automatically a CSV (Comma Separated Value) document and will be difficult to read.</p> <p>Do a <b>SAVE AS</b>, and save the document as an <b>EXCEL Workbook</b>.</p>	