

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 <u>https://lausd.zoom.us/</u> Use your Single Sign-on.	Sign in Sign in Sig
2	On the far left side, choose <u>REPORTS</u> .	BULTONI - RUMELANDE CONCUL - SAMOT Mate Hale Upcoming Meeting: Project Reining Sattion - Rumer Reining: Sattion - Rumer Reining: Reining: Sattion - Rumer Reining: Battion - Rumer Reining:
3	Click on <u>Usage.</u>	Number Usage Reports Oscillation Nordige Montege Usage Reports Oscillation Nordige Montege Usage Reports Oscillation Nordige Montege Usage Reports Oscillation Montege Usage Reports Oscillation Oscillation
4	 (Multiple Steps) Red arrow Select the date range of the meeting and click <u>Search</u>. Green arrow To get the Usage Report, click on the farright <i>blue</i> number associated with participants. 	Reports Usage Reports Usage Document From: 60/13/2020 1 Scott Maximum report display information for meetings that ended at least 20 minutes ega. Export an CSV File Duration Topic Meeting User Email Department Group 10 Name User Email Department Group 923 Convertes, par03138[land, MOSTAFE Centered NO STAFE 10 Name HEID 00695/2020/09/13/202000/13/20200/13/202000/1



Step	Action	Screenshot
5	Choose the Export With Meeting Data box. Click the blue <u>EXPORT</u> button.	Meeting Participants Kerr Intern table meeting gata Intern table
6	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.	Nome Nome Nome Data Review Nome Address Help Help Address
7	Do not just click Save. The file is automatically a CSV (Comma Separated Value) document and will be difficult to read. Do a SAVE AS, and save the document as an EXCEL Workbook.	Image: Series of the series