

## Pulling Attendance from Zoom Events

1. Go to zoom.us and sign in with account used to host event (select "Sign in with SSO")

CONTACT SALES JOIN A MEETING

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### Sign In

Email Address


Password [Forgot?](#)


Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.


**Sign In**


Stay signed in New to Zoom? [Sign Up Free](#)

or

 Sign in with SSO

 Sign in with Google


 Sign in with Facebook



2. Enter unc for Company Domain

### Sign In with SSO

Company Domain



**Continue**

[I don't know the company domain](#)

[< Back](#)

### 3. Sign in with ONYEN and ONYEN Password



THE UNIVERSITY  
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at CHAPEL HILL

#### Single Sign-On

Onyen -or- UNC Guest ID

Password

Sign in

Reset password for [Onyen](#) | [UNC Guest ID](#) or get [help](#).

**Important** To protect your personal information, you must close every instance of this browser that is open on your computer when you log out.

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### 4. In the left hand column choose “Reports”

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Profile

- Meetings
- Webinars
- Recordings
- Settings
- Account Profile
- Reports

Attend Live Training  
Video Tutorials  
Knowledge Base

**University Career Services**  
Account No. 1080613

Change Delete

Personal Meeting ID \*\*\* \*\* \*185 Show  
[https://unc.zoom.us/j/\\*\\*\\*\\*\\*185?pwd=\\*\\*\\*\\*\\*](https://unc.zoom.us/j/*****185?pwd=*****) Show  
× Use this ID for instant meetings

Personal Link Not set yet.

Sign-In Email u\*\*@unc.edu Show  
Linked accounts: [icon]

User Type Licensed [icon]

#### 4. Choose "Usage"

The screenshot shows the Zoom Reports navigation menu on the left. The 'Reports' button is highlighted in blue. On the right, the 'Usage Reports' section is active, with an orange arrow pointing to the 'Usage' option. The 'Usage' option is described as 'View registration reports and poll reports for meetings.' The 'Meeting' option is described as 'View registration reports and poll reports for meetings.'

#### 5. Find the event(s) you're looking for, then click on the number of reported attendees on the right

The screenshot shows the Zoom Usage Reports interface. At the top, there are search filters for 'From: 07/15/2020' and 'To: 07/16/2020', and a 'Search' button. Below the filters, there is a table with columns: Topic, Meeting ID, User Name, User Email, Department, Group, Has Zoom Rooms?, Creation Time, Start Time, End Time, Duration (Minutes), Participants, and Source. An orange arrow points to the 'Participants' column. The table contains two rows of data for 'FY Orientation Info Table'.

Topic	Meeting ID	User Name	User Email	Department	Group	Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)	Participants	Source
FY Orientation Info Table	910 4831 6270	University Career Services	ucs@unc.edu		No Premium Audio	No	05/28/2020 03:49:36 PM	07/15/2020 08:56:03 AM			50	Zoom
FY Orientation Info Table	910 4831 6270	University Career Services	ucs@unc.edu		No Premium Audio	No	05/28/2020 03:49:36 PM	07/15/2020 09:59:47 AM	07/15/2020 10:45:24 AM	46	20	Zoom

#### 6. Make sure "Show unique users" is checked (otherwise you will see a different entry for every student that left and rejoined later), then choose "Export."

The screenshot shows the 'Meeting Participants' dialog box. The 'Export with meeting details' checkbox is checked. The 'Show unique users' checkbox is checked and circled in orange. An orange arrow points to the 'Export' button. Below the checkboxes is a table with columns: Name (Original Name), User Email, and Total Duration (Minutes).

Name (Original Name)	User Email	Total Duration (Minutes)
University Career Services	ucs@unc.edu	64
Joe Smith	Joe_Smith@unc.edu	9
Jane Smith	Jane_Smith@unc.edu	14

#### 7. You will see an Excel file with names and emails of students who attended, along with the length of their attendance. Contact Charles Streeter or Belinda Locke if you need assistance pulling demographic information for event attendees.