

### Overview

Zoom provides the ability to capture and review statistics and registration/attendee reports for online meetings, training, and webinars.

Reports can be retrieved for the last 12 months, with a search range of up to one month at a time. It can take recently ended meeting reports up to 30 minutes to become available.

### Types of reports

**Usage:** The Usage report option, allows you to pull a list of meetings, participants, and meeting minutes for meetings you have hosted.

**Meeting:** The Meetings report option allows you to search for Registration Reports and Poll Reports for a meeting. Select the type of report you need, search by a date range to find the meeting, and then choose to Generate for the report.

**Webinar:** The Webinar report option allows you to search for Registration, Attendee, Performance, Q&A, and Poll Reports for webinars. Select the type of report you need, search by date range to locate the webinar and then generate the report.

### Accessing reports for your account

1. Sign in to the Zoom web portal. <https://ncsu.zoom.us/>
2. Select Reports. <https://zoom.us/account/report>
3. Click the type of report that you would like to pull. A list of individual participants can be obtained from the Usage Report. Run the report and under the participants column click on the number of participants hyperlink to obtain a list of participant names.

#### For more information:

<b>NCSU Zoom</b>	<a href="https://ncsu.zoom.us/">https://ncsu.zoom.us/</a>
<b>Zoom Support</b>	<a href="https://support.zoom.us/">https://support.zoom.us/</a>
<b>Extension IT</b>	<a href="https://eit.ces.ncsu.edu/">https://eit.ces.ncsu.edu/</a> or <a href="mailto:ces_help@ncsu.edu">ces_help@ncsu.edu</a>
<b>Eval &amp; Accountability</b>	<a href="https://evaluation.ces.ncsu.edu/">https://evaluation.ces.ncsu.edu/</a> or <a href="mailto:Meredith_Weinstein@ncsu.edu">Meredith_Weinstein@ncsu.edu</a>