



# Viewing and Downloading Zoom Meeting Reports

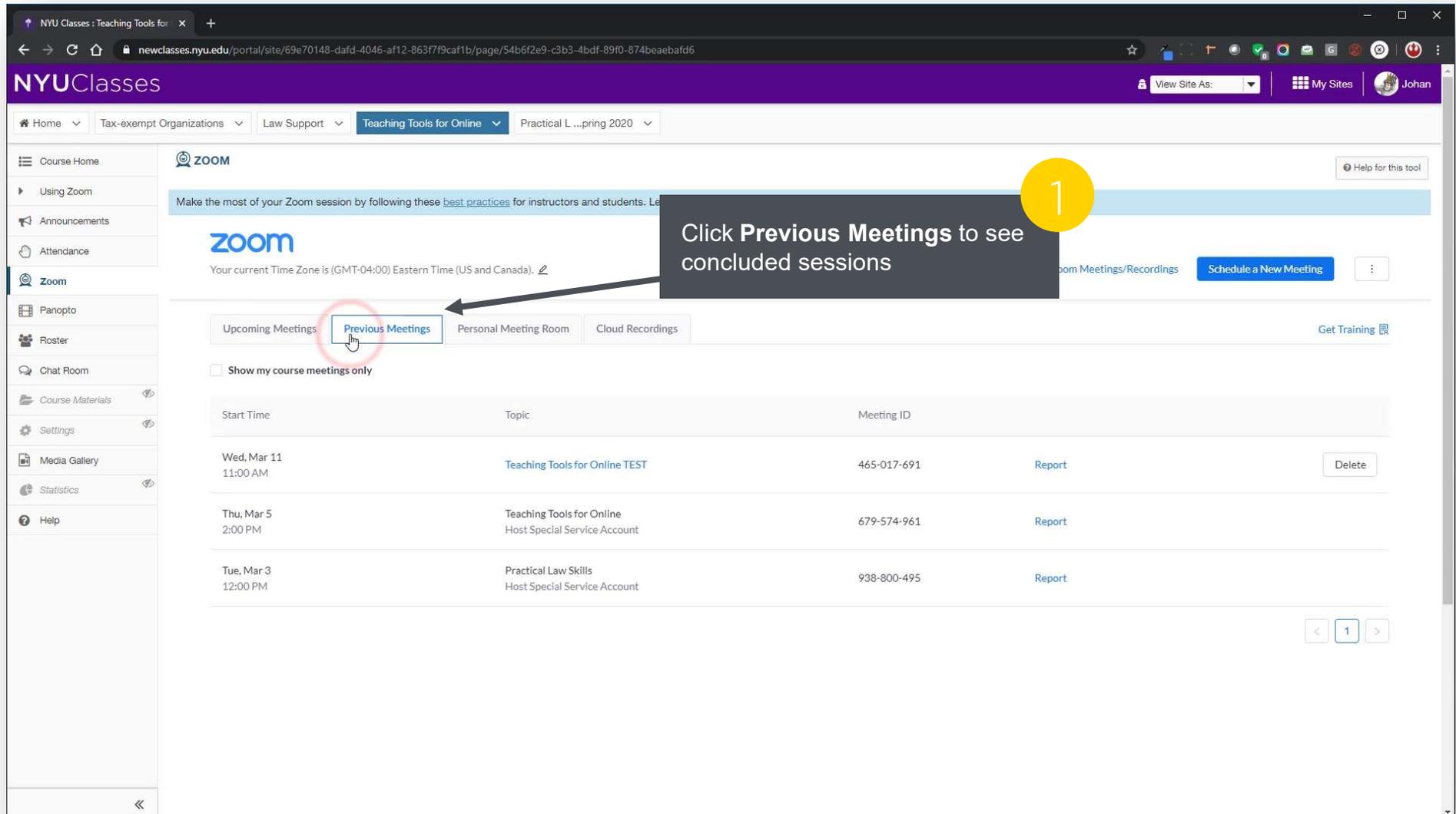
*From within NYU Classes*

Last Updated 3/6/2020



## Finding your Meeting Report

To begin, open the Zoom Dashboard from your course site



The screenshot shows the Zoom dashboard interface within a web browser. The browser address bar shows the URL: `newclasses.nyu.edu/portal/site/69e70148-dafd-4046-af12-863f7f9caf1b/page/54b6f2e9-c3b3-4bdf-89f0-874beabafd6`. The page title is "NYUClasses". The navigation menu includes "Home", "Tax-exempt Organizations", "Law Support", "Teaching Tools for Online", and "Practical L...pring 2020". The left sidebar contains various course management tools like "Course Home", "Using Zoom", "Announcements", "Attendance", "Zoom", "Panopto", "Roster", "Chat Room", "Course Materials", "Settings", "Media Gallery", "Statistics", and "Help".

The main content area is the Zoom dashboard. It features a "ZOOM" logo and a message: "Make the most of your Zoom session by following these [best practices](#) for instructors and students. Le". Below this, it says "Your current Time Zone is (GMT-04:00) Eastern Time (US and Canada).". There are buttons for "Zoom Meetings/Recordings" and "Schedule a New Meeting".

At the bottom, there are tabs for "Upcoming Meetings", "Previous Meetings", "Personal Meeting Room", and "Cloud Recordings". The "Previous Meetings" tab is selected and circled in red. A callout box with a yellow circle containing the number "1" points to this tab with the text: "Click Previous Meetings to see concluded sessions".

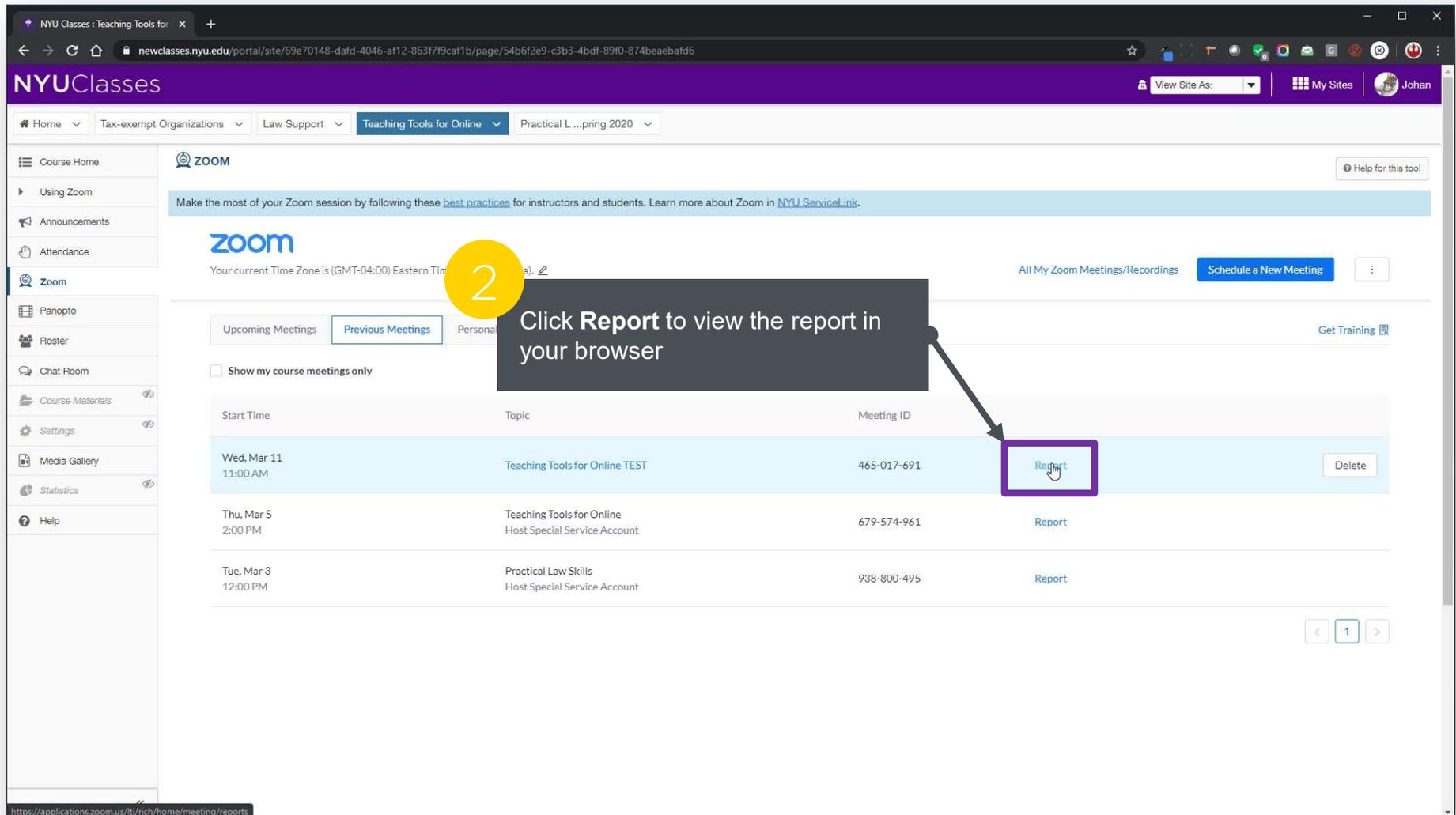
Below the tabs, there is a checkbox labeled "Show my course meetings only". A table lists the following meetings:

Start Time	Topic	Meeting ID	Report	Delete
Wed, Mar 11 11:00 AM	Teaching Tools for Online TEST	465-017-691	Report	Delete
Thu, Mar 5 2:00 PM	Teaching Tools for Online Host Special Service Account	679-574-961	Report	
Tue, Mar 3 12:00 PM	Practical Law Skills Host Special Service Account	938-800-495	Report	

At the bottom right of the table, there are navigation arrows and a page number "1".

## Finding your Meeting Report (cont.)

A report will be automatically generated within 30 minutes of the end of any meeting, and will be accessible to instructors, teaching aides, and course site administrators



The screenshot shows the Zoom interface within the NYUClasses portal. The page title is "NYUClasses" and the user is logged in as "Johan". The interface includes a navigation menu on the left with options like "Course Home", "Using Zoom", "Announcements", "Attendance", "Zoom", "Panopto", "Roster", "Chat Room", "Course Materials", "Settings", "Media Gallery", "Statistics", and "Help".

The main content area displays the Zoom logo and a message: "Make the most of your Zoom session by following these [best practices](#) for instructors and students. Learn more about Zoom in [NYU ServiceLink](#)." Below this, there are tabs for "Upcoming Meetings", "Previous Meetings", and "Personal Meetings". A checkbox labeled "Show my course meetings only" is present.

A table lists the meetings:

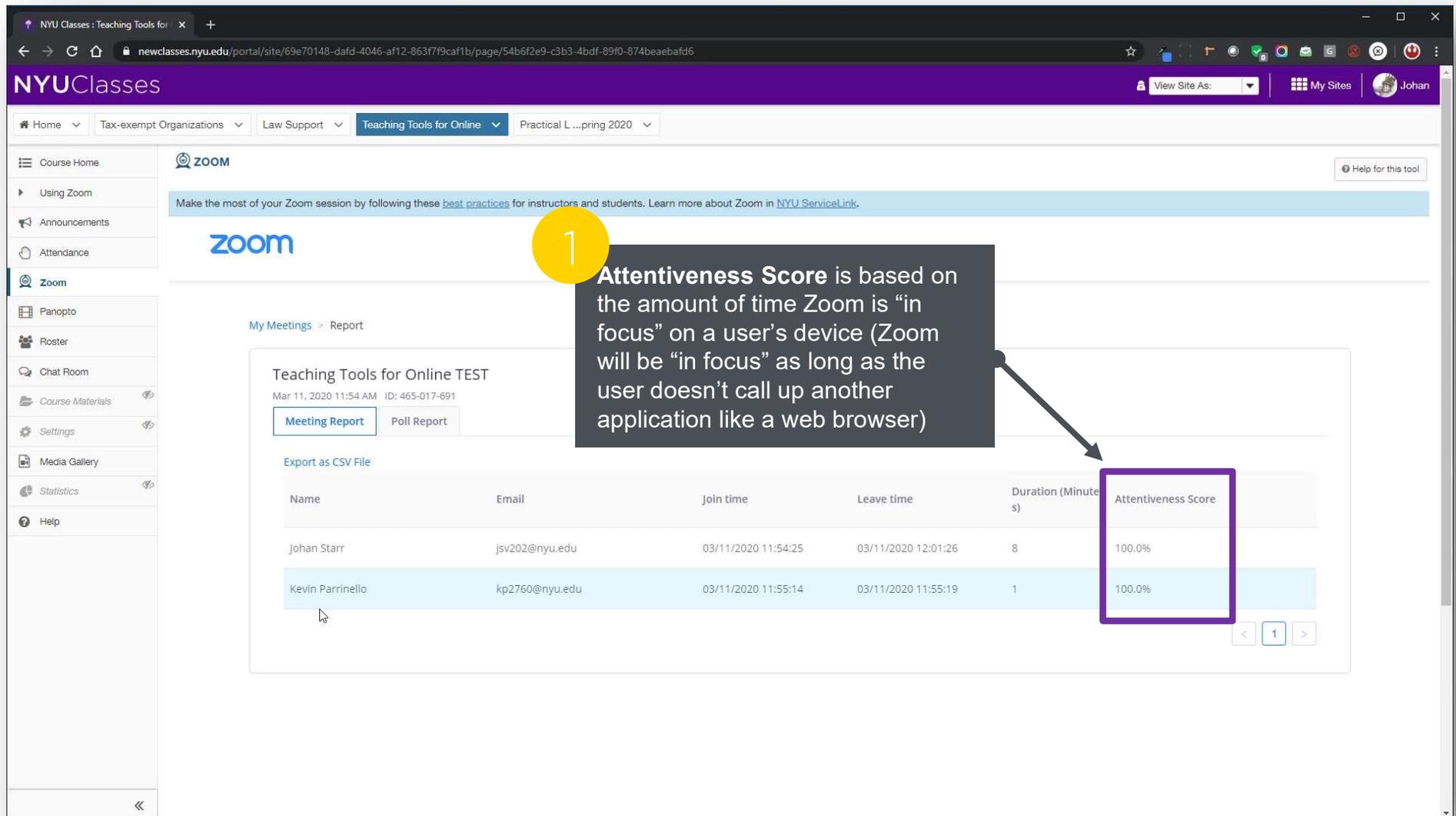
Start Time	Topic	Meeting ID	Report	Delete
Wed, Mar 11 11:00 AM	Teaching Tools for Online TEST	465-017-691	<a href="#">Report</a>	<a href="#">Delete</a>
Thu, Mar 5 2:00 PM	Teaching Tools for Online Host Special Service Account	679-574-961	<a href="#">Report</a>	
Tue, Mar 3 12:00 PM	Practical Law Skills Host Special Service Account	938-800-495	<a href="#">Report</a>	

A callout box with a yellow circle containing the number "2" points to the "Report" button for the first meeting. The text in the callout box reads: "Click Report to view the report in your browser".

The URL at the bottom of the browser window is: <https://applications.zoom.us/jt/rich/home/meeting/reports>

## Viewing a Meeting Report

Zoom automatically tracks the Name, Email, Join Time, Leave Time, Duration of attendance, and Attentiveness Score for each participant



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**Attentiveness Score** is based on the amount of time Zoom is "in focus" on a user's device (Zoom will be "in focus" as long as the user doesn't call up another application like a web browser)

Teaching Tools for Online TEST  
Mar 11, 2020 11:54 AM ID: 465-017-691

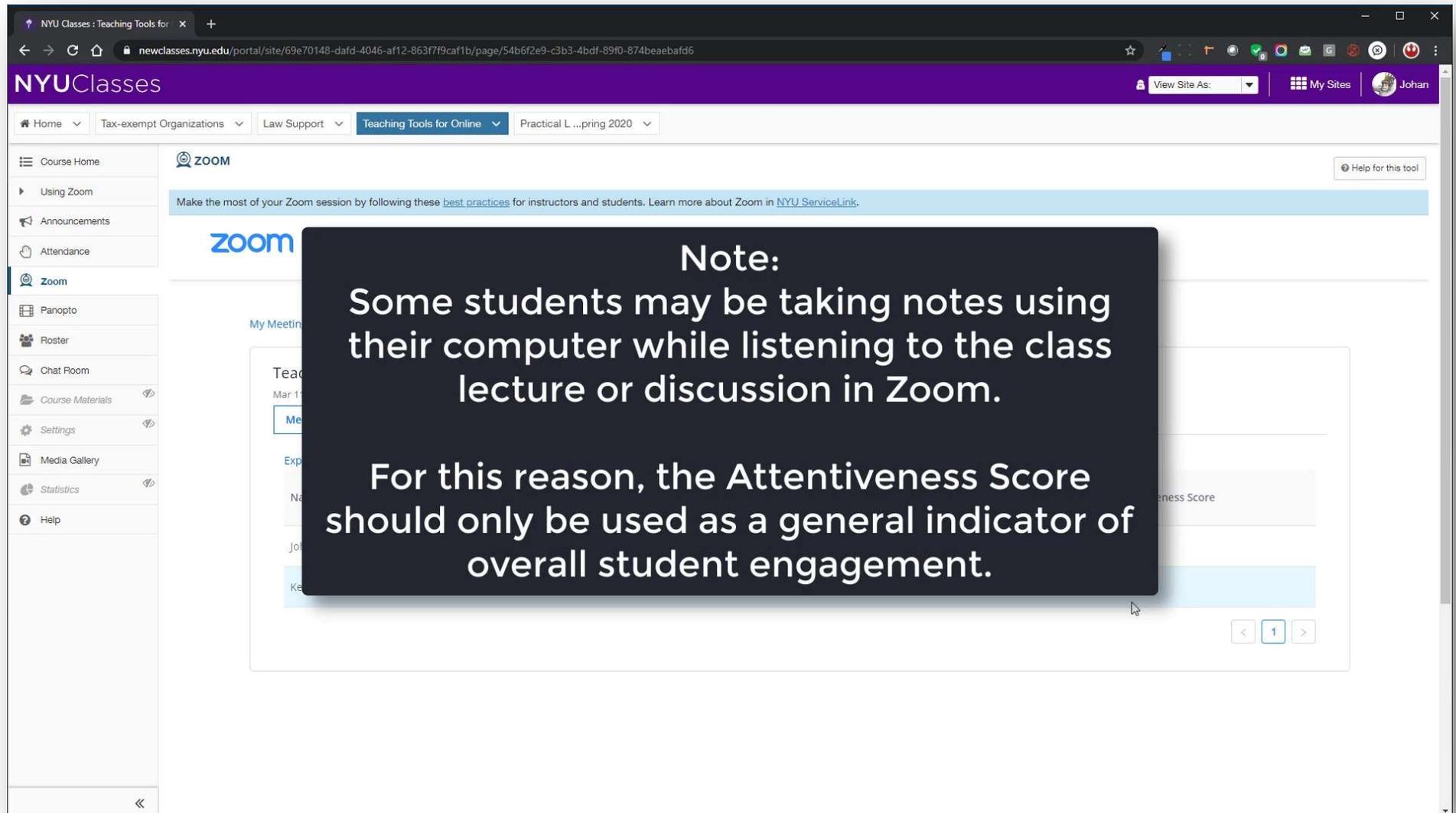
Meeting Report | Poll Report

Export as CSV File

Name	Email	Join time	Leave time	Duration (Minutes)	Attentiveness Score
Johan Starr	jvs202@nyu.edu	03/11/2020 11:54:25	03/11/2020 12:01:26	8	100.0%
Kevin Parrinello	kp2760@nyu.edu	03/11/2020 11:55:14	03/11/2020 11:55:19	1	100.0%

## Viewing a Meeting Report (cont.)

Attentiveness Score is a useful but imperfect tool for measuring participant engagement



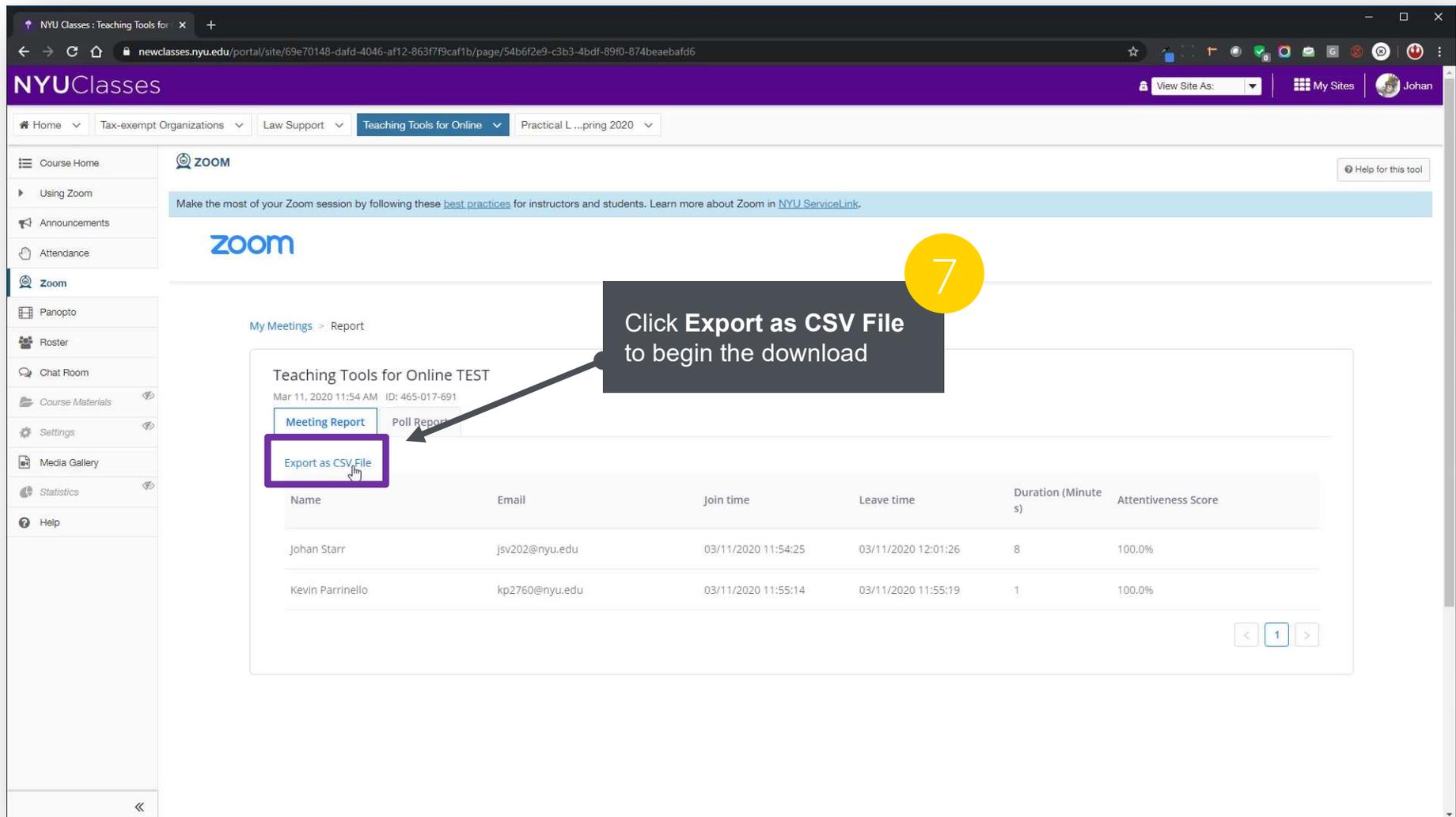
The screenshot shows a web browser window displaying the NYUClasses portal. The page title is "NYUClasses" and the URL is "newclasses.nyu.edu/portal/site/69e70148-dafd-4046-af12-863f7f9caf1b/page/54b6f2e9-c3b3-4bdf-89f0-874beaebafd6". The page is for the "Teaching Tools for Online" section. A sidebar on the left contains navigation options like "Course Home", "Using Zoom", "Announcements", "Attendance", "Zoom", "Panopto", "Roster", "Chat Room", "Course Materials", "Settings", "Media Gallery", "Statistics", and "Help". The main content area shows a Zoom meeting report with a "Zoom" logo and a "Help for this tool" button. A blue banner at the top of the report reads: "Make the most of your Zoom session by following these [best practices](#) for instructors and students. Learn more about Zoom in [NYU ServiceLink](#)." A dark grey note box is overlaid on the report, containing the following text:

**Note:**  
 Some students may be taking notes using their computer while listening to the class lecture or discussion in Zoom.  
 For this reason, the Attentiveness Score should only be used as a general indicator of overall student engagement.

Below the note box, the report shows a table with columns for "Name" and "Attentiveness Score". The table is partially obscured by the note box. At the bottom of the report, there are navigation buttons: "< 1 >".

## Downloading your Meeting Report

You can save your Meeting Report as a .CSV (Microsoft Excel) file



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Click **Export as CSV File** to begin the download

Teaching Tools for Online TEST  
 Mar 11, 2020 11:54 AM ID: 465-017-691

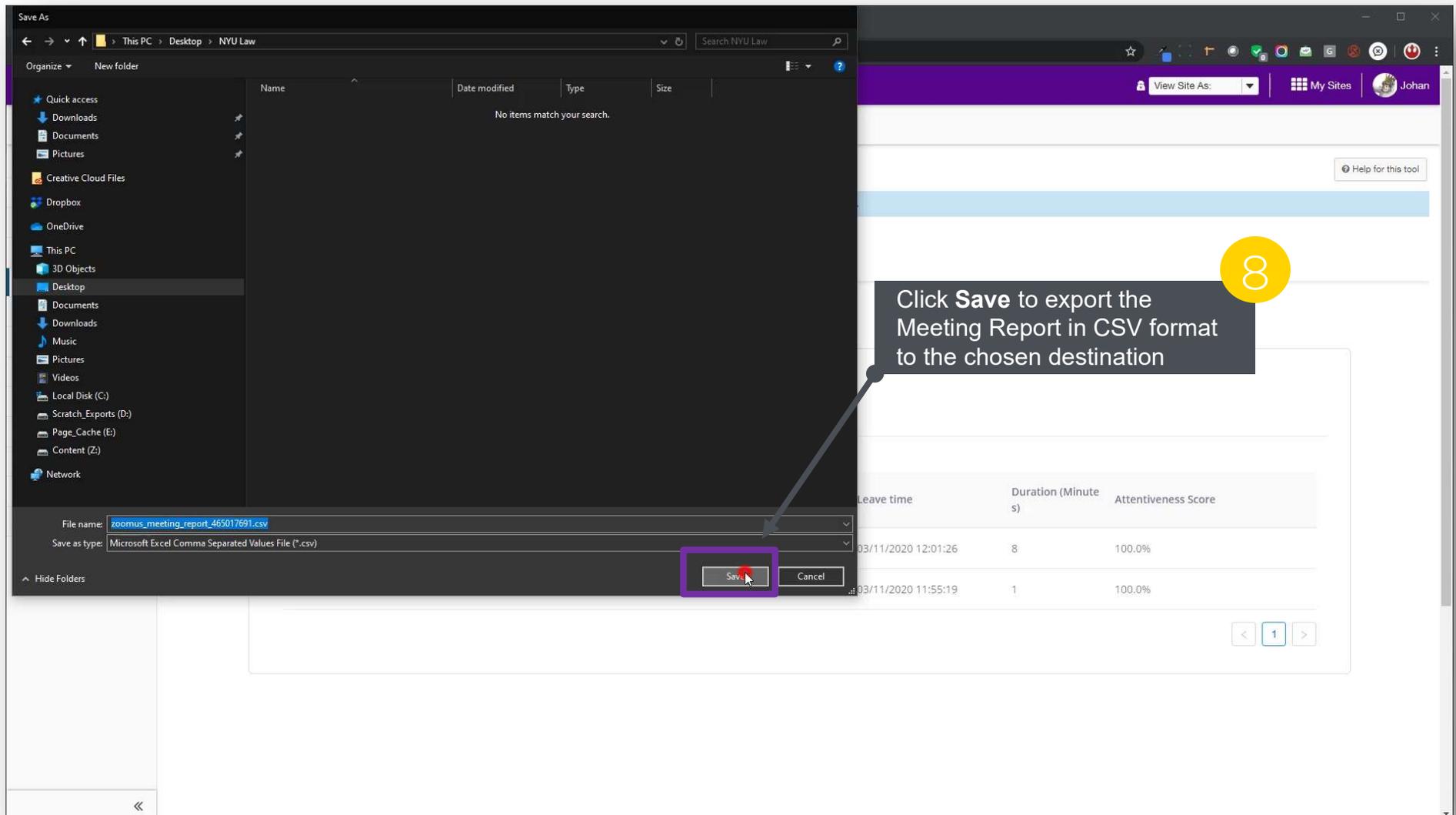
Meeting Report | Poll Report

Export as CSV File

Name	Email	Join time	Leave time	Duration (Minutes)	Attentiveness Score
Johan Starr	jsv202@nyu.edu	03/11/2020 11:54:25	03/11/2020 12:01:26	8	100.0%
Kevin Parrinello	kp2760@nyu.edu	03/11/2020 11:55:14	03/11/2020 11:55:19	1	100.0%

## Downloading your Meeting Report (cont.)

To continue exporting your CSV file, choose its destination folder



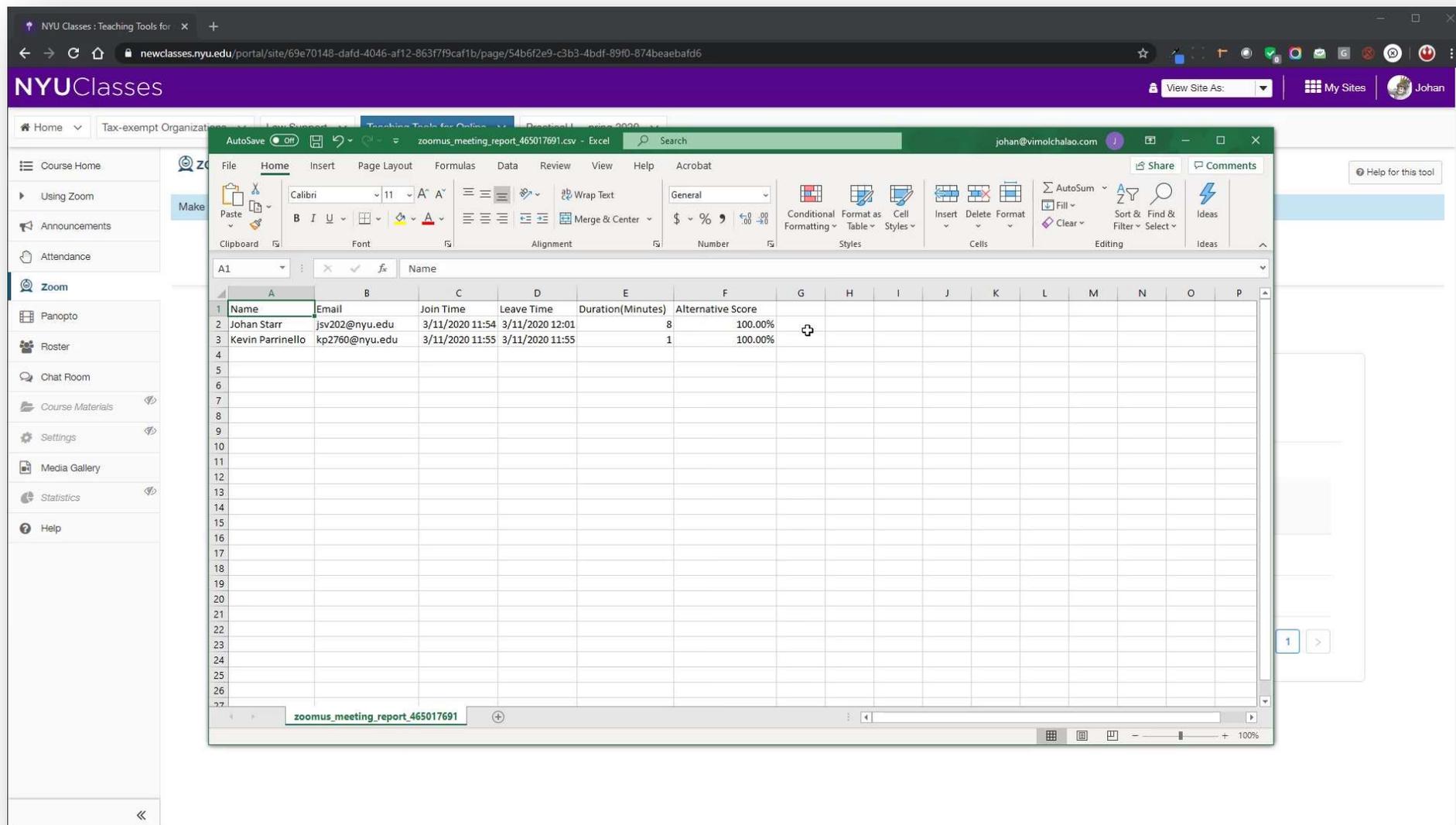
The screenshot shows a 'Save As' dialog box in the foreground, partially overlapping a web browser window. The dialog box is titled 'Save As' and shows the file path 'This PC > Desktop > NYU Law'. The file name is 'zoomus\_meeting\_report\_465017691.csv' and the file type is 'Microsoft Excel Comma Separated Values File (\*.csv)'. The 'Save' button is highlighted with a red circle. A callout box with a yellow circle containing the number 8 points to the 'Save' button with the text: 'Click Save to export the Meeting Report in CSV format to the chosen destination'.

The background window shows a Zoom meeting report page. The report table is as follows:

Leave time	Duration (Minutes)	Attentiveness Score
03/11/2020 12:01:26	8	100.0%
03/11/2020 11:55:19	1	100.0%

## Viewing your Meeting Report in CSV

A Meeting Report in CSV format can be edited & manipulated like any Excel document



The screenshot shows a web browser window displaying the NYUClasses portal. A Zoom meeting report is open in an Excel spreadsheet application. The report is in CSV format and contains the following data:

Name	Email	Join Time	Leave Time	Duration(Minutes)	Alternative Score
Johan Starr	jsv202@nyu.edu	3/11/2020 11:54	3/11/2020 12:01	8	100.00%
Kevin Parrinello	kp2760@nyu.edu	3/11/2020 11:55	3/11/2020 11:55	1	100.00%