Viewing and Downloading Zoom Meeting Reports

From within NYU Classes

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Finding your Meeting Report

To begin, open the Zoom Dashboard from your course site.

Click Previous Meetings to see concluded sessions.
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.

Click Report to view the report in your browser.
Viewing a Meeting Report

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

**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).
Viewing a Meeting Report (cont.)

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

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

Click Export as CSV File to begin the download
Downloading your Meeting Report (cont.)

To continue exporting your CSV file, choose its destination folder.

Click **Save** to export the Meeting Report in CSV format to the chosen destination.
Viewing your Meeting Report in CSV

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