🌾 NYU LAW

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

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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



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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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Viewing a Meeting Report (cont.)

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



Downloading your Meeting Report

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

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Downloading your Meeting Report (cont.)

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Viewing your Meeting Report in CSV

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

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