GETTING ZOOM MEETING DATA

This guide walks you through the steps on how to retrieve attendance data for your Zoom meetings as well as viewing data for your Zoom cloud recordings.

BEFORE WE START…

- ✓ Please allow up to 24 hours after the end of the meeting for your attendance report to be generated accurately.
- ✓ Attendance data for Zoom meetings is available for up to **12 months** after the session.
- ✓ Recording data is available throughout the life of the recording: **125 days unless deleted**.

HOW TO GET ATTENDANCE INFORMATION FOR A ZOOM MEETING

1. Open a web browser and go to the FAU/Zoom web portal: **https://fau-edu.zoom.us**
2. Click the **Sign In** button and sign in with your FAU credentials if prompted.
3. Find and click the **Reports** link.
4. Click on the **Usage** report button. This will display a list of your past sessions and a few columns of data.
5. Find your meeting from the list of sessions. If it does not appear, use the **From** and **To** fields at the top to set a date range that encompasses your meeting date.
6. To view participant data, click the **number in the Participants column** to the right of the session. This displays a panel with participant information for your meeting.
7. In the panel you have the following options:
    a. **Export with meeting data**: This adds your meeting's information to the top of your report.
    b. **Show unique users**: This collates the rows in the data so that each user has only one row even if they signed in/out of your meeting multiple times. By default, this is off.
    c. **Export**: Click the export button to download a CSV file (spreadsheet) of the data.

HOW TO GET VIEWING DATA FOR YOUR ZOOM CLOUD RECORDINGS

1. Open a web browser and go to the FAU/Zoom web portal: **https://fau-edu.zoom.us**
2. Click the **Sign In** button and sign in with your FAU credentials if prompted.
3. Find and click the **Recordings** link. This will display a list of cloud recordings that you have made.
4. Find the recording whose data you want to retrieve. If it does not appear, use the **From** and **To** fields at the top to set a date range that encompasses your meeting date. Alternatively, you can also search for a recording using the Meeting ID, Topic, or Keyword.
5. Click on the **title of the recording** in the **Topic** column.
6. Click the **Recording Analytics** link. This will take you to a page that charts the viewing data for this recording.
7. The page also shows a table of the data with the following options:
    a. **By View**: Shows data for users that have viewed the recording.
    b. **By Download**: Shows data for users that have downloaded the recording.
    c. **Export as CSV File**: Generates a CSV file (spreadsheet) of the data.