

OUHSC Academic Technology: Academic Continuity Resources

Take Class Attendance in Zoom

Instructors using Zoom to hold remote class sessions can use the Meeting Participation Reporting feature in Zoom to take attendance. To access the participant information for attendance purposes, use the following instructions:

1. Sign in to the OUHSC Zoom website: <https://ouhsc.zoom.us/>
2. Navigate to the Reports page (Note: This is only available for “Pro” accounts) <https://ouhsc.zoom.us/account/my/report>
3. Put in a date range and click “Search” to produce a list of meetings you’ve hosted

Reports > Usage Reports > Active Hosts

From:  To: 

Maximum report duration: 1 Month

The report displays information for meetings that ended at least 30 minutes ago.

4. Click on the numeral in the “Participants” column to view participation data

Duration (Minutes)	Participants	Source
35	2	Zoom

5. Meeting participation data can be exported by checking the “Export with meeting data” box and clicking “Export”

Meeting Participants ×

Export with meeting data

Note: If someone is disconnected and re-enters the meeting, they may be represented more than once on the participation report