INSTRUCTIONAL & INFORMATION
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TECHNOLOGY SERVICES

Downloading ConferZoom Meeting Usage / Attendance Reports

FOR LONG BEACH CITY COLLEGE **FACULTY & STAFF**

LONG BEACH
CITY COLLEGE

Downloading ConferZoom Meeting Usage/Attendance Records

Introduction

➢ This guide explains how to download a .CSV (Microsoft Excel) file to your computer to store attendance records.

➢ Please follow the steps in the next slides.

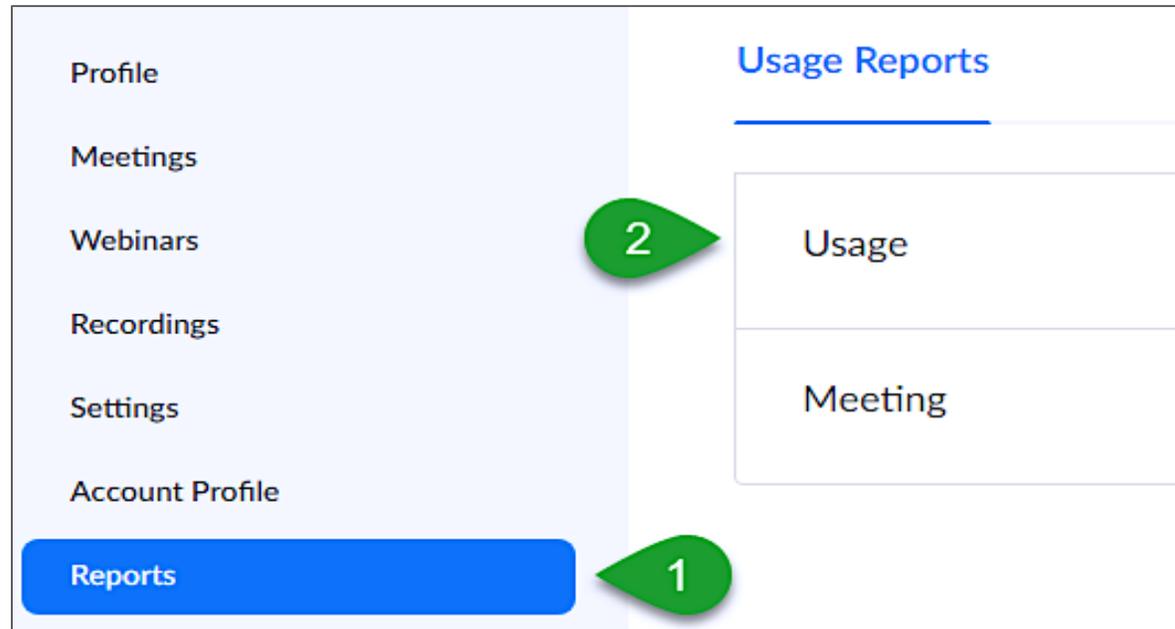# Downloading ConferZoom Meeting Usage/Attendance Records

Step 1:

➢ Log into ConferZoom at ConferZoom.org

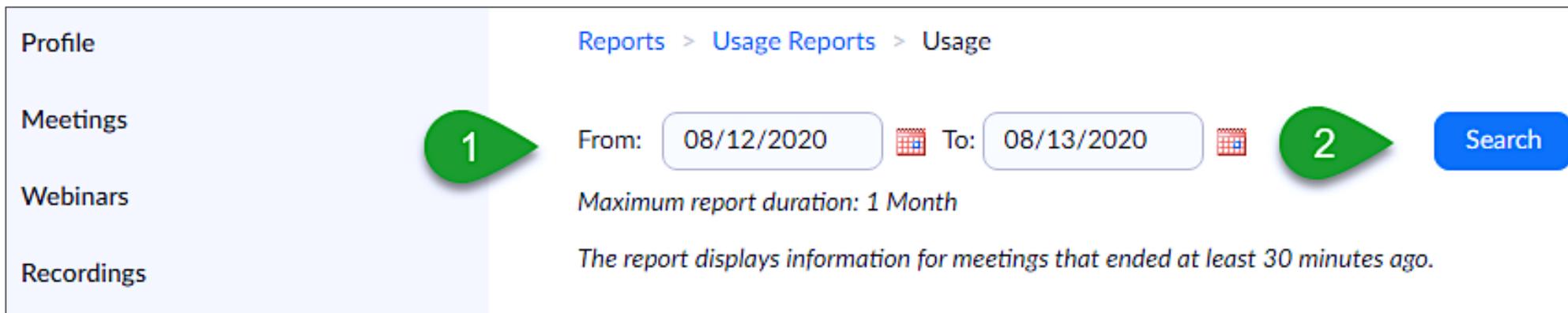# Downloading ConferZoom Meeting Usage/Attendance Records

Step 2:

➢ From the left navigation bar, select **"Reports."** Then, select **"Usage."**

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Step 3:

➢ Please set the date range for the reports you wish to access and select **"Search."**

➢ Keep in mind that the maximum date range is **1 Month**.

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Step 4:

➢ Locate the **"Start Time/End Time"** columns and use them to help you locate the meeting for which a report will be generated.

➢ In the **"Participants"** column, across from the appropriate start/end time, you will find a link in the form of a blue number. Click this number.

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Step 5:

➢ Once the blue number link is clicked, you will be given the options to **"export with meeting data"** and **"show unique users."**

➢ We recommend that you check both boxes.

➢ Also, when ready, select the blue "**Export**" button towards the top right of the window.

Tips: The option to "show unique users" combines separate records for each participant so that there aren't duplicate name entries for the same participant.

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Step 6:

➢ Your web browser will download the CSV file to your computer device.

➢ The file extension is a .CSV and can be opened with Microsoft Excel.