

Zoom Reporting

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Meeting Reports are **automatically deleted 30 days after** the meeting's scheduled date.

In order to view reports on your video conferences in Zoom, please follow the instructions below.

1. Log into <http://upenn.zoom.us>.
2. In the left-hand column, under "Personal," click on **Reports**.
3. Click on the report that is called either "User" or "Active Hosts."
4. Locate the meeting you wish to download the attendance report for. Towards the right-hand side, click on the number in the "Participants" column for that meeting.
5. Check "Export with meeting data."
6. If you check "Show unique users," the report will combine multiple sessions for the same person.

Note: The specific "join" and "leave" times will be replaced with the total number of minutes each person spent in the meeting.

7. Click **Export**.

Questions?

Please contact your [Wharton Computing representative](#).
