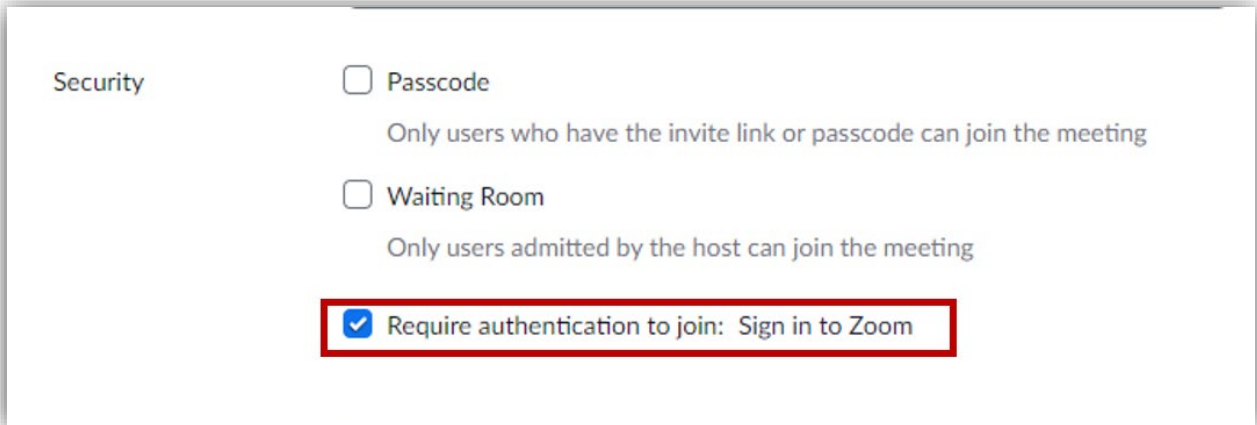


Recording Attendance in Zoom

When scheduling the training session in Zoom, log in to [UK Zoom online](#) to schedule the session rather than from your email. Doing this will provide a report of attendees once the session is over.

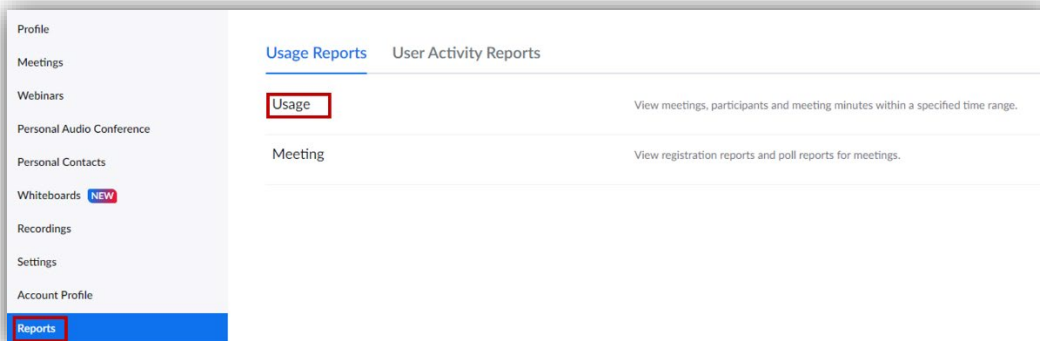
If possible, for your attendees, under Security, check the box for “Only authenticated users can join: Sign in to Zoom”. This will ensure that the attendees are recorded. If you do not use this option, you may want to ask them to ensure that their name is showing correctly on the screen so that you can verify their attendance.



They must attend at least 45 minutes of the hour-long training session for credit.

Once the training session is over, download the report:

You will click “Reports” on the side panel and choose the Usage report.



Choose the date and then export the .csv file. (.csv file = Comma Delimited Excel Spreadsheet)

University of Kentucky 1.888.799.9666 PUBLIC EVENT LIST JOIN A MEETING HOST A MEETING

Reports > Usage Reports > Usage Document

From: 09/20/2022 To: 09/21/2022 Search

Maximum report duration: 1 Month

Export as CSV File

Toggle columns

Topic	Meeting ID	User Name	User Email	Department	Group	Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)	Participants	Source	FY23 Renewal
RCR Train-the-Trainer Sessio...	820 3760 2368	Jennifer Hill	jhill1@uky.edu	Information Services	UK General Use (NON H.323)	No	09/01/2022 11:19:16 AM	09/21/2022 09:45:17 AM	09/21/2022 09:46:30 AM	2	1	Zoom	
RCR Train-the-Trainer Sessio...	820 3760 2368	Jennifer Hill	jhill1@uky.edu	Information Services	UK General Use (NON H.323)	No	09/01/2022 11:19:16 AM	09/21/2022 09:47:21 AM	09/21/2022 10:40:36 AM	54	11	Zoom	

All columns in the submitted spreadsheet must include the first name, last name, UK ID, linkblue ID, date completed, and attendance time for the attendees to receive credit for the session. Add or remove columns as needed.

The attendance time column will serve as verification that they attended.