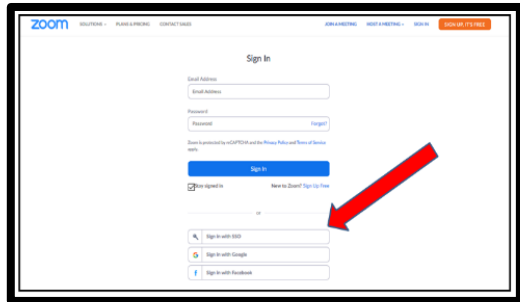
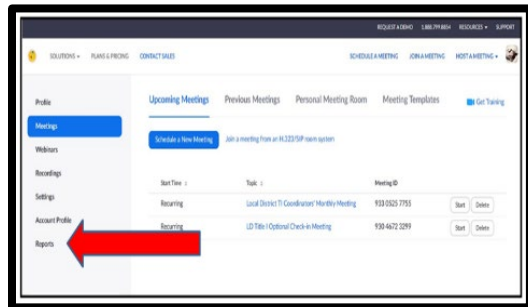
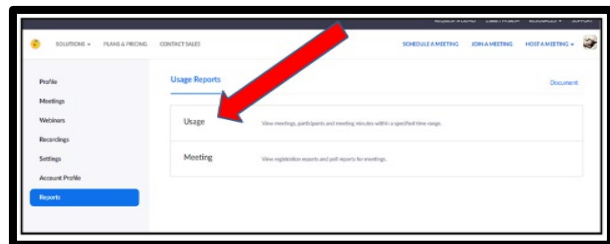
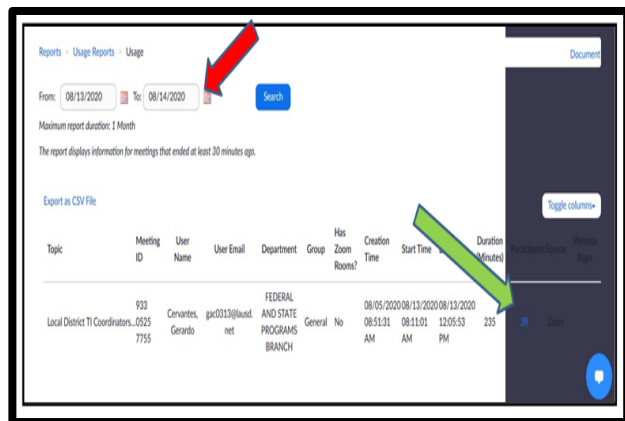
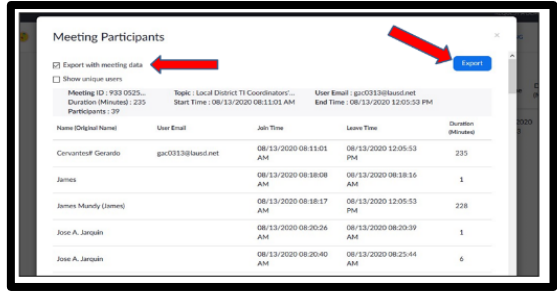
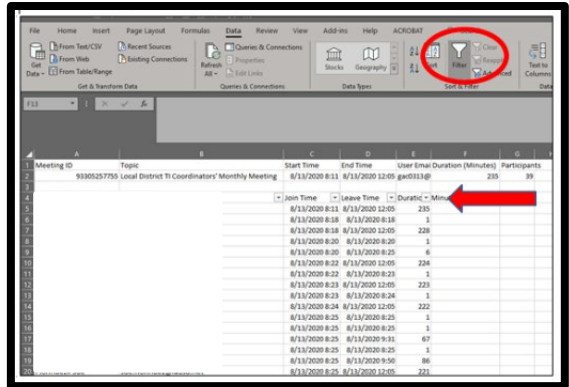


This short guide explains the steps for a Zoom Host to be able to generate a Usage Report as a sign-in sheet for documentation purposes. Please note that only a Host can obtain this Usage Report, not co-hosts or participants.

Step	Action	Screenshot																								
1	Login to Zoom from https://lausd.zoom.us/ Use your Single Sign-on.																									
2	On the far left side, choose <u>REPORTS</u> .																									
3	Click on <u>Usage</u> .																									
4	(Multiple Steps) Red arrow - Select the date range of the meeting and click <u>Search</u>. Green arrow - To get the Usage Report, click on the far-right <i>blue</i> number associated with participants.	 <table><tr><th>Topic</th><th>Meeting ID</th><th>User Name</th><th>User Email</th><th>Department</th><th>Group</th><th>Has Zoom Rooms?</th><th>Creation Time</th><th>Start Time</th><th>Duration (Minutes)</th><th>Participants</th><th>Actions</th></tr><tr><td>Local District TI Coordinators...</td><td>933 0525 7755</td><td>Cervantes, Gerardo</td><td>gc0313@lausd.net</td><td>FEDERAL AND STATE PROGRAMS BRANCH</td><td>General</td><td>No</td><td>08/05/2020 08:13:21 AM</td><td>08/11/2020 12:05:53 PM</td><td>235</td><td>29</td><td>Zoom</td></tr></table>	Topic	Meeting ID	User Name	User Email	Department	Group	Has Zoom Rooms?	Creation Time	Start Time	Duration (Minutes)	Participants	Actions	Local District TI Coordinators...	933 0525 7755	Cervantes, Gerardo	gc0313@lausd.net	FEDERAL AND STATE PROGRAMS BRANCH	General	No	08/05/2020 08:13:21 AM	08/11/2020 12:05:53 PM	235	29	Zoom
Topic	Meeting ID	User Name	User Email	Department	Group	Has Zoom Rooms?	Creation Time	Start Time	Duration (Minutes)	Participants	Actions															
Local District TI Coordinators...	933 0525 7755	Cervantes, Gerardo	gc0313@lausd.net	FEDERAL AND STATE PROGRAMS BRANCH	General	No	08/05/2020 08:13:21 AM	08/11/2020 12:05:53 PM	235	29	Zoom															

Step	Action	Screenshot
5	Choose the Export With Meeting Data box. Click the blue EXPORT button.	
6	Open the file. (Add filters to help you find discrepancies). Remember that if participants lost connection during the Zoom meeting and re-entered, they will appear several times in your Excel report.	
7	Do not just click Save. The file is automatically a CSV (Comma Separated Value) document and will be difficult to read. Do a SAVE AS , and save the document as an EXCEL Workbook .	