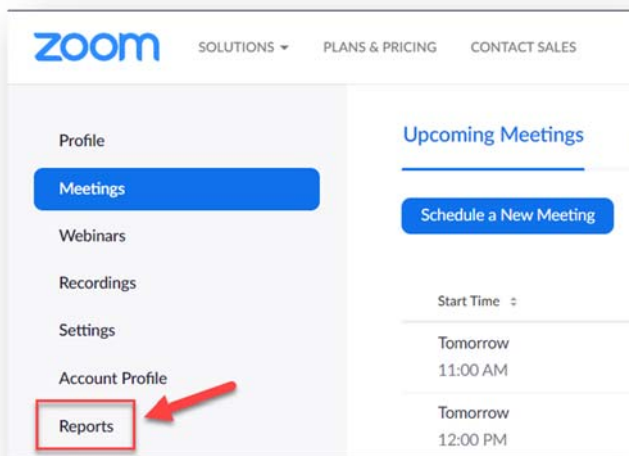


View Zoom Usage Reports

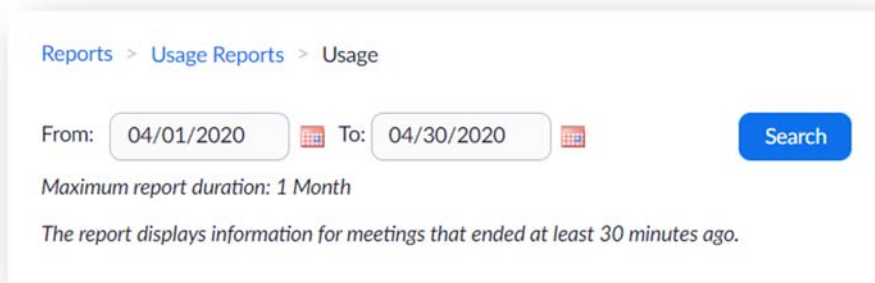
Zoom is integrated into our Brightspace system. Instructors view Zoom usage reports to see the participants who attend the meeting and the amount of time they spent in the meeting.

Follow the steps below to view Zoom usage reports.

1. Log into your **XULA Zoom account** at this URL <https://xula.zoom.us/>.
2. Once you are logged in you should click on the **Reports** link.



3. You should be able to see the attendance. If you don't see the dates you are looking for you can change the search criteria. You can only search one month at a time. I can see the meetings I had for April by changing the search criteria parameters to this:



4. Here's a screenshot of my usage report for two workshops in June. There were 41 participants in one session and 42 in the other. When I **click on the participants** I get a detailed listing of who attended and how long they were in the session:



Janice Florent's Personal Me...	486 340 0146	Janice Florent	jflorent@xula.ed u	CAT+FD	No	03/12/2020 11:14:29 AM	06/08/2020 08:52:37 AM	06/08/2020 10:47:24 AM	115	41	Zoom
Janice Florent's Personal Me...	486 340 0146	Janice Florent	jflorent@xula.ed u	CAT+FD	No	03/12/2020 11:14:29 AM	06/08/2020 12:56:48 PM	06/08/2020 02:43:35 PM	107	42	Zoom