

PULLING ZOOM ATTENDANCE REPORTS

1

Sign into Zoom

Naviagate to Stonybrook.zoom.us
& log on using your
NETID/password

2

Click Reports on the left hand side navigation, then click Usage.

*Only meeting hosts will have
access to this report*

3

Enter date of meeting & press "search"



4

Locate meeting & click on the blue number of participants

Choose report options including "export
meeting data"/ "show unique users"

5

Export & download report



6

Import attendance to SB Engaged

Import using excel report or
copy & paste email addresses

IMPORTANT TIP

If all your users are Stony Brook students/staff, you can require authentications which will allow you to pull their emails in your reports. In addition, enabling this feature makes your meetings more secure.

Enable this feature in Zoom Settings

